



1. Discussion and Agreement of the Strategic Aims of the group

Matt spoke to the aims of the Board in setting up this SIG. Particularly that it is aimed to grow to encompass all firms that are members of the NZ CA and targeted to encouraging other members of the firms to participate in the SIG and NZ CA. It is not just targeted at senior partners.

There appeared to be 2 directions of focus of software solutions.

- a) Systems we use to help us with advisory work and financial reporting to clients. For example, forecasting or dashboard type software.
- b) Systems our clients might use to do what their business does eg a stock system, or cost management system.

It was agreed that this group is not intended to be a forum for only discussing our operating systems and their issues. The Practice managers SIG already cover this area and are a better forum for it.

The SIG is to aid in collaboration – that we can use each other as resources and develop a database of systems that clients use and we have experience of, so we can help other members help their clients.

It is not intended to create a lot of “how-to’s”. It is a database to help us know who to talk to within NZ CA about products for clients.

2. Discussions of the expectations of being part of the SIG

Matt reiterated the need for everyone to be prepared to provide ideas / webinars, content, speakers.

It is intended that firms take turns hosting the meetings, preparing and presenting the content.

The NZ CA Board has agreed that they will pay an hourly rate for presentations done (ie each hour of presentation will be paid for) to reimburse firms for the time invested in this.

3. Agreement on the best place to share/host information

The NZ CA website is past its best by date and the Board are discussing its replacement.

We discussed using Microsoft / Sharepoint or Google Docs as a host area. It was agreed to use Sharepoint – Matt will ask Jason at BM Accounting to set it up and send emails to all firms.

Each firm is to appoint a representative or gate keeper who’s contact details are recorded in the database.

4. Next meetings – Format and Content

The structure suggested in the minutes was agreed.

There will be 2 digital and 2 face to face meetings each year, aligned to the NZ CA conference, ie approximately quarterly meetings.

The digital meetings need to be more structured than the face to face meetings which can have more free flowing discussions.

Examples of formats are for there to be one product training, one client success (or failure) story. The conference meetings may include a sponsor slot.

5. Assignment of responsibilities – chair, record keeper, meeting “hosts”

Paul Dickey of Vazey Child will chair and has since been seconded to the NZ CA Board to represent this SIG.

Natalie Milne of YRW Ltd will be record keeper.

Roylance Watson of Vazey Child will host the first digital meeting in March 2021. Greg Wall of Brophy Knight will host the meeting linked to the NZ CA conference in May 2021. The following hosts will be appointed after the March meeting.

6. Agreement of Content for 2021

As it is intended that this is a forum to showcase experience with IT solutions for clients it was agreed that the firm hosting / presenting gets to choose the topic and showcase what they deem most suitable.

Action Points

Matt will create the database template and email it out to all firms to populate before Christmas.

Taken by Peta Walker, BW Miller Dean.

Delegates Attending

1	Patricia Patterson	Accountants Hawkes Bay Ltd	trishp@accountantshb.co.nz
2	Matt Rogers	BM Accounting Ltd	matt@bm.co.nz
3	Greg Wall	Brophy Knight	gregw@brophyknight.co.nz
4	Peta Walker	BW Miller Dean Ltd	peta@bwmillerdean.co.nz
5	Michael Candy	Candy Gillespie	michael@cgca.co.nz
6	Tony Gambitsis	GCOL Limited	tony@gcol.co.nz
7	Gina Gambitsis	GCOL Limited	gina@gcol.co.nz
8	Jinine Carmichael	gfa Chartered Accountants Ltd	jinine@gfa.co.nz
9	Phil Dittmer	Marshall & Heaphy	phil@marshallandheaphy.co.nz
10	Julie Bruce	Martin Wakefield Ltd	julie@martinwakefield.co.nz
11	Grant Hally	RSM New Zealand	grant.hally@rsmnz.co.nz
12	Steven Rae	Vazey Child Ltd	stevenr@vazeychild.co.nz
13	Paul Dickey	Vazey Child Ltd	pauld@vazeychild.co.nz
14	Roylance Watson	Vazey Child Ltd	roylancew@vazeychild.co.nz
15	Natalie Milne	YRW Ltd	natalie@yrw.co.nz
16	Dave Birch	smartAR Group	dave@smartar.com