COMMUNICATION DAY – WELLINGTON – Friday 28 February 2020

Minutes

9:00am – 9:30am	**Assembly & Tea and Coffee**	
9:30am – 9:35am	**Welcome: KB** Housekeeping Introduce MCE Operations Manager – Luke Boustridge Horses Ass	
9:35am – 9:50am	**Building Consents & Economic Update: KB**	Past 12 months inflation increased 2.3%. The labour cost index increased 2.6%. **AP: Put your prices up to keep pace with these increases.** New home consents at a 45 year high at 37,010 year to Nov 2019
9:50am – 10:30am	**MCK Growth Fund Audit: KB** **MCK Growth Fund Activity: PB**	Available in OneDrive Group Docs Shared
10:30am – 11:00am	**Critical Incident Planning: KB** Serious injury Motor Vehicle Crash	AP: Kevin to collate responses and disseminate to all Licensees.
11:00am – 11:20am	**Morning tea – provided**	
11:20am – 11:30am	**Office 365** **Mastercraft emails: KB** **Mobile Access email & OneDrive: PB**	**AP: Topic held over. PB/KB to investigate further.**
11:30am – 12:00pm	**Rebranding Case Study: Sefton Clare**	
12:00pm – 12:30pm	**Robertson & Sinclair – John Greenacre** **Fleetline Van Fit outs: John Greenacre**	**AP: PB/KB to look at promotional activity with Fleetline and R & S.**
12:30pm – 1:15pm	**Lunch & van inspection**	
1:15pm – 1:20pm	**Group Builders by Spend: DW**	
1:20pm – 1:30pm	**Show Home Investment Discussion: DW**	**AP: DW to present revised Show Home Policy to GHB's**
1:30pm – 1:35pm	**Conference Survey Results: KB**	Supply Partners 90% and Licensees 96% overall satisfaction.
1:35pm – 1:40pm	**Recap EMA Membership: DW**	**AP: DW to send survey to MCK and MCE groups to gauge tangible interest in EMA membership**

1:40pm	**Break Out Sessions**	
	Mastercraft Electrical Only (Breakout room)	
1:40pm– 1:45pm	**Introduce MCE National Ops Manager: KB/LB**	**AP: LB to review and circulate the MCE Mission statement**
1:45pm – 1:50pm	**NSO Structure & Reporting: KB**	
1:50pm – 2:00pm	**Strategic Direction: KB**	
2:00pm – 2:05pm	**Annual Conference – Adelaide: KB**	
2:05pm – 2:10pm	**Facebook Forum Engagement: LB**	
2:10pm-2:15pm	**Business Development Update: LB**	
2:15pm – 2:25pm	**IXL Contract: LB**	
2:25pm – 2:55pm	**MCE Supply Partner(s) Discussion: LB**	**AP: LB to approach a second supply partner as voted on**
2:55pm – 3:10pm	**MCE Growth Fund Strategy: PB**	**AP: PB to look into the costs for fridge magnets.** **AP: LB to follow up on the switchboard stickers.**
3:10pm – 3:30pm	**Ideal Electrical: Shane Rogers**	
	Mastercraft Kitchens Only	
1:40pm – 2:00pm	**Proposal to Increase GMF Cap: DW**	**AP: DW to circulate proposal and survey Licensees for vote**
2:00pm – 2:20pm	**Burns & Ferrall: Richard Neale**	
2:20pm – 2:30pm	**NSO Wardrobe offer for GHB's: DW**	**AP: DW to look at standard wardrobe and laundry plan offer for GHB's**
2:30pm – 2:50pm	**Standard Plan Renders: Kristen Reid**	*If you're not doing photorealistic renders, you're falling behind*
2:50pm – 3:00pm	**MDF & PB Waste: DW**	
3:00pm – 3:15pm	**Design Fee Discussion: DW**	**AP. DW to set up a forum topic to discuss what others are doing and find a best practice**
3:15pm – 3:30pm	**Onboard NZ Ltd Update: PH**	Reminder, website is **https://www.onboardnz.co.nz/**
3:30pm – 3:50pm	**Re-join for Afternoon Tea**	
3:50pm – 4:25pm	**Credit Control & PPSR: Laurie Brensell**	**AP: DW & LB to email upcoming seminar info to both groups.**
4:25m – 4:30pm	**Upcoming events: KB**	
	Communications Day – Wellington Friday 5 June 2020 Professional Licensee photography	**AP: DW to email date and accommodation codes again to Licensees.**
	Annual Conference – Adelaide 16 – 19 September 2020	**AP: App to be launched ASAP**
4:30pm	**Meeting Close** Drinks	