9:00am	**Assembly & Tea and Coffee**	
9:30am	**Combined Session**	
9:30am – 9:40am	**Welcome: DW** Housekeeping	
9:40am – 9:45am	**Horses Ass Award: KB**	**Murray Belz (again)**
9:45am – 10:00am	**Economic Update: KB**	Quieter times ahead with new home consents expected to decrease very quickly. Continued inflationary pressure, interest rate rises and low unemployment. Consumer spending plans in home renovation well done on past two years. Supply chain delayed expected to continue through 2022.
10:00am – 10:30am	**Critical Incident Planning: KB** Worksafe Full Investigation	**AP: KB** To collate responses and issue CI plan to Licensees
10:30am - 11:00am	**Morning tea**	
11:00am – 11:30am	**Licensee Presentation: Peter Healey – Clayton McNae** The benefits of working and using the brand together	Thank to Peter and Clayton for sharing how they are working together locally to benefit their businesses and the Mastercraft national brand.
11:30pm – 12:15pm	**Guest Speaker – David Seymour**	
12:15pm – 12:30pm	**The Mastercraft Shop: LB**	**AP LB:** To issue Mastercraft Shop login's to Licensees. **AP LB:** Investigate reference labels for shipping on Supplier documentation. **AP:** All Licensees to order some Mastercraft pens, free of charge, using the Mastercraft Shop.
12:30pm – 1:30pm	**Lunch**	
1:30pm	**Break Out Sessions**	
	Mastercraft Electrical	
1:30pm– 1:50pm	**Marketing update: RH**	**AP:** All Licensees To like and follow Mastercraft social media accounts.
1:50pm – 2:00pm	**Mastercraft Shop LB**	**AP LB:** To issue Mastercraft Shop login's to Licensees. **AP LB:** Investigate reference labels for shipping on Supplier documentation. **AP:** All Licensees to order some Mastercraft pens, free of charge, using the Mastercraft Shop.

2:00pm – 2:15	**Working Together: LB**	**AP:** All Licensees encouraged to share national contract opportunities with the Mastercraft National Support Office. Consider Mastercraft Electrical network when tendering for large scale works.
2.15pm – 2.45pm	**Supply Partner Update: HPM Legrand: Scott Boyd**	Speaker unwell. Could not attend.
2.45pm – 3.15pm	**Supply Partner Update: JA Russell**	Scan and Go initiative for in-store purchasing. Large increase in domestic and commercial solar installations predicted over the next two years. JA Russell's in a good position to supply Licensees planning to do this work.
3.15pm - 3.45pm	**Supply Partner Update: Mitsubishi Heavy Industries**	Preferential pricing for Mastercraft Electrical Group on MHI products, via JA Russell.
3:45pm – 4:15pm	**Afternoon tea**	Peter McInally was observed eating 3 pieces of carrot cake at afternoon tea!
1:30pm	**Mastercraft Kitchens**	
1:30pm – 1:50pm	**Fit NZ Ltd: Marty Boakes**	**AP: All Licensees** To complete the Fit Ltd feedback survey. Click on the link https://forms.gle/NNDnumFJ7UkmrSwCA
1:55pm – 2:15pm	**Dezignatek: Mike Meekings**	Presentation in OneDrive Mastercraft Group docs shared
2:20pm – 2:30pm	**Guarantee Registrations Data Mining: DW**	Relevant data contained in Comms Day presentation slides. Reminder from Dave Wilson that it is a compulsory requirement for all Licensees to complete the guarantee registration on all residential kitchens. **AP : DW** Will send you your guarantee registration results periodically.
2:35pm – 2:40pm	**Licensee Steering Committee update: DW**	Minutes contained in OneDrive Group Docs shared
2:40pm – 2:55pm	**MCK Group Growth Fund Marketing Update: DW**	Refer to slide presentation in OneDrive
2:55pm – 3:10pm	**Mastercare and Philanthropic Initiative: DW**	Philanthropic initiative to go ahead. **AP DW ML** to update MCK Licensees on how they can be involved locally.
3:10pm – 3:20pm	**Group Homes Builder update: DW**	Discussed the need for GHB standard plan pricing to reflect current market value. **AP DW:** To issue price increase to GHB's for standard plans asap. **AP: DW** to

		send a set of standard plans to all MCK Licensees for comparative pricing.
3:20pm – 3:35pm	**Social Media: Rachel Hedges**	**AP:** All Licensees To like and follow Mastercraft social media accounts.
3:35pm – 3:45pm	**Mastercraft Shop: LB**	**AP LB:** To issue Mastercraft Shop login's to Licensees. **AP LB:** Investigate reference labels for shipping on Supplier documentation. **AP:** All Licensees to order some Mastercraft pens, free of charge, using the Mastercraft Shop
3:45pm – 3:50pm	**Mastercraft Exclusive Engineered Stone: KB**	There was general consensus that having an 'exclusive to Mastercraft' engineered stone colour range would be a useful marketing tool. Important that sufficient stock is held if the initiative proceeds. First person to email kevin@mastercraft.co.nz gets a complementary bottle wine from NSO for reading this far 😊. **AP: KB** to progress arrangements with Universal Granite & Marble and consult with MCK Designers on colour selections.
3:45pm – 4.15pm	**Afternoon Tea**	
	Combined Session	
4:15pm – 4:30pm	**Communications Day** **Friday 4 November 2022** **Auckland** **Combined Annual Conference** **Wed 8 to Fri 10 March 2023** **Napier**	
4:30pm	**Meeting Close**	