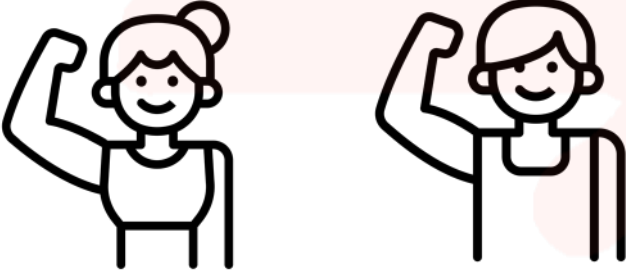




FlexForum Steering Group

Meeting agenda and context

14 August 2025



Agenda: 14 August 2025

1. Welcome

Strategic items

2. 2025 AGM materials

Standing items

2. Engagement
3. Workplan
4. Finance

Procedural items

2. Membership
3. Actions
4. Next meeting
5. AoB/Close

1 Welcome

Purpose of this item:

- Welcome
- Apologies
- Interests and reminders
- Confirm the agenda

The purpose of the FlexForum is to **support coordinated and collaborative action** to make it easier for households, businesses and communities to maximise the value of consumer and distributed energy resources and flexibility to:

- support affordable and reliable operation of the electricity market and power system
- enable accelerated electrification by households and businesses as part of the transition in Aotearoa New Zealand to zero emissions economy

You should all be familiar with the requirements of the Commerce Act 1986, prohibiting anti-competitive conduct You should not discuss commercially sensitive areas of competitive activity, including (but not limited to) relating to agreements to fix, control or maintain prices, restrict output or capacity, or allocate markets or customers

A written record of the discussions today will be available on the FlexForum webpage.

As steering group members you are acting in an individual capacity not as a representative of your organisation

2 2025 AGM materials

Purpose of this item:

- to confirm the 2025 AGM materials
- to agree the approach for two amendments to the constitution

Actions:

1. Endorse the 2025 AGM materials.
2. Confirm the approach for the 2 amendments.

The AGM is Thursday 28 August 2025. The 2025 AGM materials are available [here](#). The materials will be finalised and shared with Members on 15 August 2025 or as soon as possible. The AGM agenda is:

- Welcome
- The year that was:
 - A report on FlexForum affairs for 2024~~25~~ [...accepted by voice/thumb vote]
 - Annual statement of accounts for 2024~~25~~ [...accepted by voice/thumb vote]
- The year ahead:
 - Progress with delivering the Flexibility Plan 2.0 [...accepted by voice/thumb vote]
 - FlexForum Workplan and Budget for 2025~~26~~ [...the budget must be approved by 50% of members at the AGM. The workplan can be ~~aptes~~ approved by voice/thumb vote]
- Decide the appointment of new Steering Group members [...accepted by voice/thumb vote]
- Constitution
 - Approve the updates to the constitution made to align with the new Incorporated Societies Act 2022 [...must be approved by ~~32~~ 20 of members present at the AGM]
- Other business
 - No other business was requested. Other business may be considered at the AGM if a majority of all Members at the AGM agree

Two amendments to the constitution require the SG to make a choice

- New clause 6.10 is 'If a Steering Group member misses ~~shree~~ [three] consecutive meetings, the Steering Group may terminate that person's membership of the Committee, thereby creating a casual vacancy. Are you ok with [three]?
- Amended clause 6.15 is 'At Steering Group meetings ...In the case of an equality of votes the Chair ~~will~~ [have a casting vote. Do you want the chair to have a casting vote or not?

3 Engagement (1)

Actions:

1. How should FF treat AI note-taking bots?

Purpose of this item:

- Conversations had and upcoming
- update on who is listening to FlexForum through its website, newsletter and linkedin channels

FF lunch session #1- Bluecurrent shared a perspective about the current and potential role of data services for flexibility.

- 32 people joined the session at some point. Good questions and observations, many of which are likely to be revisited as part of the digitalisation deep dive.
- next session is 3 September. Jessica Vennings from Factor will talk about [...blurb coming]
- A question for the SG: The lunch session is being run according to chatham house rules. A couple of Members have been seen reading instead of attending. How should we treat AI transcription/note-taking bots?

Conversations had and upcoming

- Commerce Commission on 29 July. Agreed to schedule quarterly catch up, with the next in late October
- ENA FNF workshop on 29 July. FF presented and participated in a panel. Thought provoking comments about network planning, coordination and pricing structures (see note in workplan item)
- Framework... met on 13 August. Toby attended. FF has a slot/item at the November Framework meeting.
- Lucie Drummond 15 August to discuss alignment between the Flexibility Plan and work for the Centre for Sustainable Finance on residential electrification
- Flex Day 2025 on 9 September. Agenda/final arrangements shared with Members on 13 August (or thereabouts)
- Otago Energy Research Centre wants FF to speak at its symposium on 28 November. The theme is Resilience and Security.

3 Engagement (2)

Actions: no actions requested

Update on website, newsletter and linkedin channel traffic during July 2025

Website traffic materially increased in July including a 170% increase in sessions on the About FF page. Traffic spikes: 10/07 = Canberra event; and 30/07 = newsletter

Total users	New users	Sessions	Engaged sessions	Views
310	266	484	260	925.0
↑ 109.5%	↑ 141.8%	↑ 84.0%	↑ 74.5%	↑ 54.7%

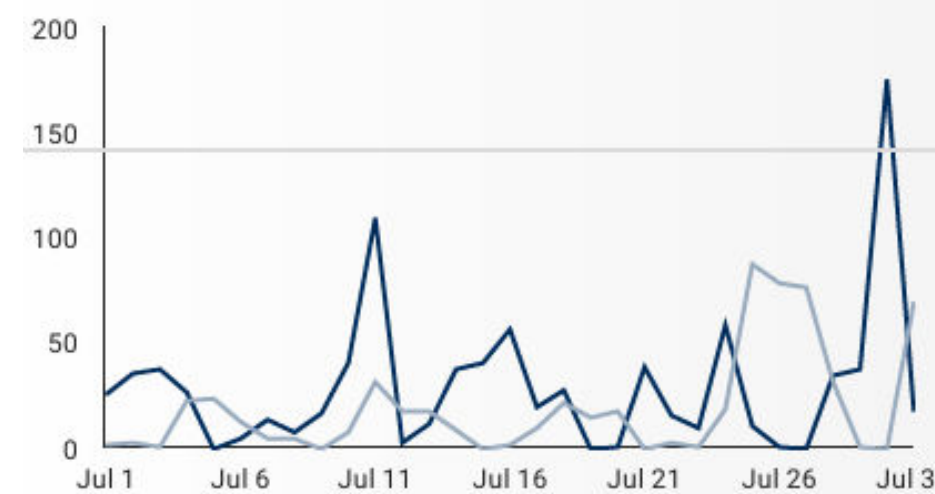
The newsletter audience is nearly over 400 Open rate seems closely linked to content which informs/says what FF thinks.

Recipients	Open Rate	Total Opens	Click Rate	Total Clicks
396 ↑ 3.6%	29.8% ↓ 6.5%	253 ↓ 8.3%	7.8% ↓ 1.2%	86 ↓ 30.6%

LinkedIn follower numbers and engagements steady; which is ok with the attention given.

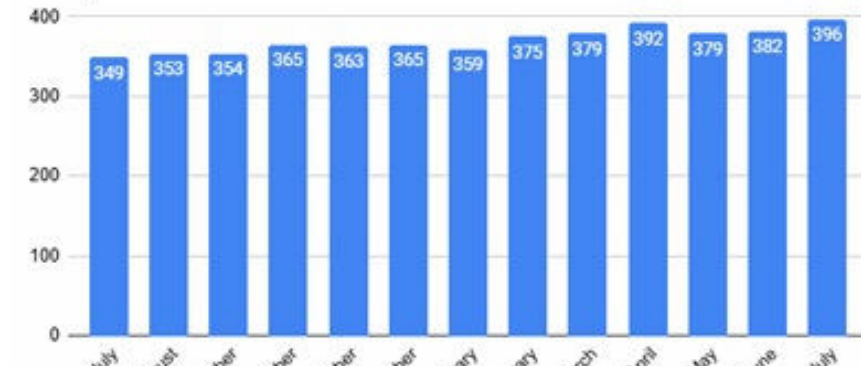
- most popular content = repost of a photo/post about a panel session at the ENA FNF event

Total Number of posts	Total Engagements	Reactions/Likes	Comments	Shares
5 no change	62 ↑ 87.8%	54 ↑ 86%	0 no change	8 ↑ 100%

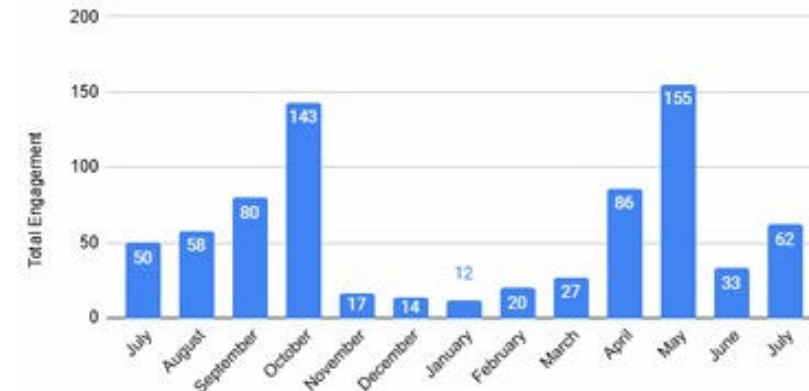


Views Views (previous 31 days)

Recipients



Total Engagement



4 Workplan (1)

Purpose of this item:

- an update on progress with the 4 tasks/ activities FlexForum is working on

Assessing progress with the Flexibility Plan

- A draft of the 2025 progress report was shared with Members on 8 August.
- Comments were requested by 14 August, but revisions can be made up to the AGM when the report will be endorsed/finalised.
- The report says
 - Flexibility progress gets a pass mark, but critical tasks are getting ticked off
 - Learning-by-doing is increasing, and is increasingly focused on practically using flex (which is good)
 - Looking ahead to 2026, the priority should be to move from enabling flex to using flex by prioritising efforts which result in more flexibility propositions and people having more opportunities and reasons to say yes to flex
 - this means investing in actions which provide the foundations for more flexibility propositions and which support flexibility champions
- The report also says FF is putting an increased focus on sharing experience through the monthly lunch sessions, and providing a central place to discuss ideas/get expertise on tricky topics. Plus developing a project information template to share the information people want/make it easier for people to provide that information.

Advice to regulators

- 2 pieces of advice were provided to the EA since the previous SG meeting. Both pieces of advice briefly noted how the proposals would affect Flexibility Plan 2.0 steps
 - 29 July on the [multiple trading proposal](#)
 - 12 August on a proposal to improve access to electricity product data (will be on website soon).
- things in the pipeline.
 - An EA proposal to establish an [emergency reserve scheme](#) Responses are due 28 August. The proposal may help to fill a hole in the value stack, but there is not time/bandwidth to ask Members.

4 Workplan (2)... continued

Actions: No actions requested

Supporting the EECA scaled DF pilot project

- focus has been aligning the Flex Day agenda to support project scoping efforts.

Deep dive into the 'digitalisation and data' snake pit. No progress since the July SG meeting. Further progress pending work on the 2025 progress report

Tasks recently added to the to do list (for doing when time/bodies/priorities allow)

- **Work out how** to share the information people want/make it easier for people to provide that information. Work on this started earlier in the year, but progress was delayed due to resourcing availability. Finishing it will be prioritised given member expectations that it supports more information sharing and insights coming from the 2025 progress assessment
 - approach = test with Members, eg, get the parties listed in the progress report, how to make it easy to do.
- **develop a stylised board paper for a distributor's decision to use flexibility** identifying the main decision criteria and considerations. The purpose is to isolate the practical factors influencing decisions to use/not use flexibility.
 - approach = get distributor Members to describe their experiences, probably via a workshop, and use these to anonymised/stylise board paper
- **discuss/understand how distribution pricing signals practically inform/affect network operation, planning and investment decisions.** The purpose is to isolate the practical impacts on costs of discretionary/predictable pricing signals versus dependable/unpredictable signals.
 - FNF panel discussion noted coordination challenges between retail and network uses of hot water flexibility given the interplay between retailer spot price risk management, Dx daily TOU pricing signals and distributor use (the discount provides an anytime signal for anytime use with daily duration constraints).
 - TOU pricing signals are premised on charging a higher price now (despite spare capacity) motivating behaviour change that attains future cost savings. There are several reasons to think that relying on TOU worsens affordability now and in the future.
 - approach = make this a lunchtime session topic?

5 Finance update

Purpose of this item:

- note cash flow projections to 28 February 2026
- note status of payment of invoiced subscriptions
- handover of financial and other functions

Status of subscriptions

- 1 new member and 4 membership renewals invoiced in July (due 20/08)
- 1 membership invoiced in August (due 20/09)

Actions: No action requested

5 Finance update (2)

Handover of financial and other functions by retiring SG members

- John and Shay are retiring from the SG. They have various financial functions as members of the finance group (with Lyndal as treasurer). The responsibilities need to be handed on.
- 2 replacement finance group members are needed. They would be doing these things:
 - Enter new supplier details into Kiwibank as “saved Payee”
 - Check draft invoices that Lyndal has set up in Xero and approve these
 - Banking process-load payments from xero into Kiwibank and approve them (the transaction ‘loader’ and translation ‘approver’ must be the same person)
 - Upload GST from xero into MyIR and lodge GST payment
 - Let Lyndal know end of month balance in accounts.
- Other handover tasks
 - John to add someone else into the IRD account and take himself off
 - add names to Kiwibank and take off Shay and John
 - John to hand over eftpos card
 - Xero add new finance members
 - Google admin account and password to be handed over

Actions:

1. Decide 2 new finance group members.

6 Membership requests

Purpose of this item:

- note Membership enquiries, requests and decisions since previous meeting

Membership requests and decisions

- discussed membership with 3 new parties.

Actions: no action requested

7 Actions

Purpose of this item:

- Note actions

Actions from FlexForum and Steering Group meetings from 1 July 2023 to 31 July 2025 are documented here: [FF collated actions - FF and SG meetings](#)

- all time-bound and time-critical actions are complete or underway

Actions: No action requested

8 Next meeting

Purpose of this item:

- confirm the date for the next Steering Group meeting

Next Steering Group meeting

- a SG meeting is scheduled (diarised) for Thursday 11 September (2 days after Flex Day).

AGM is on 28 August (09301100)...papers will be sent out on Friday 15 August

- 31 confirmed attendees from 22 Members based on accepted meeting invites. Quorum is 9 members.

ACTIONconfirm the date for the next SG meeting

9 Other business

Purpose of this item:

- Other business

A warm and sincere thanks to retiring SG members

- John and Shay are retiring from the SG.