

EIANZ NEW ZEALAND CHAPTER
ANNUAL GENERAL MEETING – 2024 MINUTES

Attendance

- Steph Brown
- Connor Whiteley
- Justine Quinn
- Trent Bell
- Megan Badley
- Ian Boothroyd
- Kevin Tearney
- Emily Jones
- Hillary Johnson
- Dianne Buchan
- Gaby Marshall

Meeting Details

- **Meeting opened:** 5:42pm (NZST) after quorum was achieved
- **Karakia:** Performed by Emily Jones
- **Meeting closed:** 7:05pm (NZST)

Confirmation of Minutes from 2023 AGM

Minutes from the 2023 AGM were queried by Steph Brown regarding a discrepancy in the attendance list - one person was mentioned but only 10 people were recorded as in attendance when the minutes indicated 11.

Motion: Minutes accepted by Ian Boothroyd and seconded by Steph Brown.

President's Report

Connor Whiteley presented the President's Report, highlighting the following achievements:

Main Achievements:

- Annual conference held in October in Auckland was highly successful, with high praise for the field trips offered
- SPREP attendance at the conference formed good relationships
- Acknowledgment of the late Rod Oram who was a keynote speaker at the conference and sadly passed away this year

Membership:

- Current membership: 234 members across NZ (down by 4 members from last year)
- Full memberships have increased while associate and student memberships are down
- Difficulty attracting student members with only 10 student members currently

Ecological Impact Assessment Guidelines:

- Modules are planned to be rolled out
- Steph Brown noted that more people than just ecologists have been active in reviewing the guidelines in workshops and recommended proceeding with updates

Motion: President's Report accepted by Di Buchan and seconded by Kevin Tearney.

Committee Changes

Significant changes to the NZ Chapter with several members stepping down. Connor, Ian and Claire are the main people active on the committee, now technically down to 7 active committee members. All current members are planning to stand again: Connor, Ian, Claire, Rob, Kimberley, Jane and Millie. Connor mentioned the need for more members willing to help on the committee given the diversity of environmental disciplines covered, including consultants and local government.

Financial Report

Current Financial Position:

- The NZ Chapter currently does not have a treasurer; this role falls to Connor in his capacity as President
- Revenue is lower than last financial year
- Event income: \$10,000 (\$418 down from budget)
- Chapter has found it difficult to run events with very limited offerings
- Membership income is stable: \$66,913 for this FY vs \$63,737 for 23/24 FY
- Budget remains healthy at \$186,636K, including money in term deposit of just over \$42K

Treasurer's Report Issues:

- Steph Brown requested that minutes reflect the lack of treasurer's reports for the past two years
- P&L is prepared by Central Office and done very well
- Thanks to Terry Abel for his assistance
- Terry also prepares a budget for the NZ Chapter that is submitted on behalf of the Chapter

Future Requirements:

- Important that a committee member take on the treasurer role
- Annual budget needs to be developed and adopted in alignment with the strategic direction of the Institute
- Annual budget exercise needs to be conducted yearly
- Terry Abel is available to help but is busy with Institute finances as a whole
- Need to document role requirements and seek consensus on annual budgeting meeting procedures

Motion: Treasurer's report accepted by Di Buchan and seconded by Hillary Johnson.

Election of Officers

(Excluding Claire Webb – National Branch Coordinator)

Elected Positions:

1. **President:** Connor Whiteley (elected unopposed) - accepted by Justine Quinn, seconded by Ian Boothroyd
2. **Secretary:** Hillary Johnson (elected unopposed) - accepted by Ian Boothroyd, seconded by Megan Badley
3. **Committee Members:**

- Ian Boothroyd (ex-officio)
- Claire Webb (AKL)
- Rob Van de Munckhof (AKL)
- Kimberley Dsouza (AKL)
- Jane Andrews (AKL)
- Craig Redmond (CHC)
- Trent Bell (WLG)
- Megan Badley (AKL)

Actions:

- President to ask Craig Redmond if he will move into the role of Vice President
- President to encourage others to nominate for the role of Treasurer

General Business

Administrative Support: Thanks to the team at Central Office for their fantastic work in offering admin support for both efficiency and budgeting, and in helping set up and run events and communications. Thanks to Kimberley in her role as the SECC representative.

Membership Share Changes: Ian Boothroyd alerted membership to changes in the NZ Chapter membership share received from Central Office. Currently NZ receives a larger share than any of the Australian Divisions, which has now been scaled back to be consistent at \$12 per member upon renewal. This means revenue will decrease moving forward. The initial setup work was done by NZ Chapter, but now that Central Office handles the work, it is fair they receive a larger share.

Rod Oram Merit Award: Proposal for a new merit award in honour of Rod Oram, to be called the "Rod Oram Reinventing Paradise Award." This recognizes his immense support to the Institute over many years. The proposal is yet to be put to the Board.

Motion: Accepted by Connor and seconded by Steph Brown.

Member Engagement and Communications: Steph Brown commented on the need for better communication to members about Chapter activities and benefits. The Chapter has worked on Wildlife Primart submissions but this work is not publicly noted. The Chapter preferred not to announce until publicly accessible submission, which will be conveyed in the Institute Insider. Thanks to Justine, Claire, Connor and Ian for their work on this.

Regional Events: Currently no events have been organized in Christchurch or Wellington. Need to show members value and reinvigorate the branch committee. Steph requested someone take on the role of creating the newsletter for NZ Chapter, with the committee responsible for feeding content. Wellington coordinator identified as Vanessa Dally - Steph will contact her to encourage smaller 1-2 hour networking events.

Policy Engagement: NZ is in an important phase of legislative change. Recommended that the NZ Chapter hire a paid employee as a strategic policy person to work on submissions. This would provide a valuable resource for members to call upon. EIANZ currently doesn't get invited to contribute to policy submissions as it should, due to lacking a larger voice. Importance of

face-to-face gatherings emphasized, with aim for webinars specifically on NZ-related topics next year.

Other Business:

- Otaki is the first carbon neutral town in NZ and a paper is to be sent to EIANZ on this
- The President thanked Steph Brown for her comments regarding adherence to By-laws and for hosting the event at WSP in Auckland

Minutes prepared from notes taken during the meeting