

# 2014 Annual General Meeting MINUTES



Environment Institute  
of Australia and  
New Zealand Inc.

The Annual General Meeting of the Environment Institute of Australia and New Zealand Inc. (A.B.N. 39364288752), in accordance with its Rules, By-laws and the *Associations Incorporation Reform Act 2012 (Vic)* ('the Act') was held:

Wednesday 29 October, 2014  
4:30pm to 6.00pm  
Hotel Grand Chancellor 1 Davey St, Hobart

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## 1. Welcome and Confirmation of Agenda

There being the required quorum of 30 members present in person or by proxy, President Jon Womersley declared the 2014 Annual General Meeting open and welcomed members and guests.

The agenda for the meeting was confirmed.

## 2. Attendance and Apologies

### Attendance (in person)

Lachlan Wilkinson  
Mark Williamson  
Alan Chenoweth  
Kim McClymont  
Martin Juniper  
Derek Walter  
Vicki Brady  
Bryan Jenkins  
Jeff Richardson  
Carel van der  
Westhuizen  
Paul Keighley  
David Hogg  
Philip Millin  
Tom Davies

Tiffany Thomson  
Michael Chilcott  
Grant Pinnington  
Ian Boothroyd  
Billy Haylock  
Scott Hanna  
Fiona Gainsford  
Di Buchan  
D.A. Grieg  
Barbara Radcliff  
**(24 persons)**

### Attendance (by proxy)

Virginia Barrios  
Brett McLennan  
Mark Breiffuss

Stewart Duncan  
Alex Macleod  
Kara Boughton  
Neale Draper  
Keith Langley  
Robert Savory  
Ruth Keogh  
Tim Spawnton  
Sally O'Neill  
**(12 persons)**

### **Total: 35 persons**

### Apologies

Faye Woodward  
Simon Molesworth

### 3. Confirmation of Minutes of last Annual General Meeting held 23 Oct 2013

The President updated members with regards to the resolution put at the last AGM: Refer to Council the matter of undertaking a review of the election process that had just occurred. As result, Council commissioned three Institute members to undertake the review and prepare report to Council. The Election Review Committee comprised Honorary Fellow Peter Skelton, Kym Wright (Councillor, FNQ Division) and Melody Valentine (Councillor, Victoria Division).

The report was received by Council in May 2014 with recommendations:

- a) incorporated into the new EIANZ Rules of Association and;
- b) considered by the new Board and Advisory Council as part of the revision of By-Law 6 (governance arrangements with respect to the election of the board).

Implementation of the recommendations proposed will see a robust electoral procedure, including a move to electronic voting for the next elections prior to the 2015 AGM.

*Motion: That the minutes of the 2013 annual general meeting be adopted as a true and accurate record of that meeting.*

*Moved: Bryan Jenkins                      Seconded: Derek Walter*

*In favour: All                                      Against: 0*

**Carried**

### 4. Reports of the Institute

#### a. President

President Jon Womersley provided an overview of institute operational highlights and achievements for the year:

- Recruitment of a General Manager
- Establishment of the Institute as an Australian company legally operating in New Zealand
- Amendments to the Rules of Association
- Implementation of a modern and effective governance model
- Establishment of a Central Office team
- Implementation of Steps Program Foundation Year
- Engagement with Government and industry on key environmental issues

President thanked Mr. Michael Chilcott for his leadership of the Institute as President, and as a former Treasurer.

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Formal letters of thanks have been sent to outgoing Councilors for their role in leading the Institute, and in driving the transition to the new governance arrangements and rules of Association.

The primary focus and priority for the coming year is growth in membership and expansion of the influence of the Institute in promoting good practice environmental management policy and practice.

### **b. Secretary**

Incorporated in the President's report.

### **c. CEnvP Scheme**

No report received from the CEnvP Certification Board.

## **5. Treasurer's Report**

### **Receipt and consideration of the financial statement and audit submitted by the Institute in accordance with Part 7 the Act.**

Institute Treasurer Professor Bryan Jenkins tabled the Audited Financial Report, and brought the following key matters to Member's attention:

1. Comprehensive income  
Deficit reflects strategic investment made by the Institute to employ a General Manger and New Zealand coordinator, and startup costs to support implementation of the Steps Program.
  - ~\$100,000 reduction in Central Office expenses and governance costs
  - \$30,000 surplus of from Divisional costs
2. Total equity  
\$43,859 lower than previous year. Healthy level of deficit to support investment activities being implemented.
3. Revenue and other income  
13% drop in membership subscription compared to previous year. Reflection of economic downturn influence on membership and need for Institute to increase value proposition to members.
4. Financial position of Certified Environmental Practitioner Scheme (CEnvP).  
Note: CEnvP reporting is separate from Institute accounts.  
Increased revenue for year of \$21,000, resulting in surplus of \$30,000. CEnvP Scheme operating effectively as instrument of Institute.

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### 5. Auditor's qualification (in relation to fundraising activities)

Difficult for organisations like EIANZ that run a wide range of events to have readily auditable records associated with those activities. Important issue to address in terms of overall reporting.

Opinion of the auditor that the report gives a true and fair view of Institute's financial position and that it complies with Australian accounting standards. Implications from the audit report that the Institute Board and Advisory Council need to consider in terms of how we manage our financial affairs going forward under the new Rules of Association.

#### Questions raised from the floor:

*Where were savings in Central Office made?*

General Manager, Ms Jacque White responded, communicating that numerous costs savings were identified as a result of duplicate services or historical services that were not critical to the effective administration of Central Office. For example telecommunications services, equipment rental costs, bringing membership management and book keeping activities in-house to reduce costs of external service providers.

*What are the nature of the expenses for CEnvP given it is largely managed by volunteers?*

CEnvP Chair, Alan Chenoworth responded, that expenses are primarily associated with employment (staff) costs and materials along with honoraria payments.

*Unpack the conference and seminar income?*

Treasurer, Bryan Jenkins and Immediate Past President Michael Chilcott responded, that conference and seminar income comprises the national conference and consolidation of all Chapter and Division activities with roughly \$110,000 income and \$100,000 expenses attributed to annual conference with ~\$400,000 attributed to events run by Chapters and Divisions.

*Motion: That the Treasurer's Report and 2013/14 audited accounts be accepted.*

*Moved: Alan Chenoworth*

*Seconded: Bill Haylock*

*In favour: All*

*Against: 0*

**Carried**

## 6. Close

There being no further business, the meeting was declared closed.