



ENVIRONMENT
INSTITUTE OF
AUSTRALIA AND
NEW ZEALAND

ENVIRONMENT INSTITUTE OF AUSTRALIA AND NEW ZEALAND

Minutes from Annual General Meeting, NZ Chapter 4:30pm, 28 July 2011

Present:

Members: Tom Burkitt (President and EIANZ Vice-President - NZ Chapter), Ced Croft (Treasurer), Heike Schiele (Secretary), Jeska McNicol (NZ Councillor), Karen O'Donohue, Emma Comrie-Thomson, Johanna Taylor, Jessie Bird, Donna Caddie, Cleo Kennedy, Angela Mayson, Klaas Haagh, Justine Coup, Chris Ferkins, Linda Shaw, Toryn Pearce, Yoshimi Yoshida, Claire Penman, Mel Renganathan, Martin Ward, Ronlyn Duncan, Ken Wood, Sam Bridgman.

AGENDA

- 1. Apologies:** Apologies received from 6 members: Steph Brown, Leo Fietje (*Ex-officio*), Susan Harris (Executive Officer), Judith Roper-Lindsey, Craig Redmond (Executive officer), Ian Spellerberg (*Ex-officio*).

No motion raised or carried on this occasion. Omission. Motion required

- 2. Minutes from last AGM**

Moved by Tom Burkitt that the minutes be accepted as a true and correct record once the amendment was made. Seconded by Ced Croft. **CARRIED**

- 3. President's report**

Tom spoke to his 2010/2011 Annual Report. The highlight for the year was the Annual Conference in Wellington. Following from this, it has been agreed in the Executive to have an annual event for New Zealand members, at a time that does not clash with the EIANZ Annual Conference. Tom encouraged members to nominate people for awards. It was very pleasing to see the number of New Zealand members receiving awards at the last conference. The recently appointed EIANZ General Manager has resigned for personal reasons, but will deliver a report summarising her findings from her review of the Institute in early August. Activities at the Christchurch Branch were greatly reduced during the year due to the earthquakes. The Auckland Branch is off to a good start under its new coordinator, Karen O'Donohue. Susan Harris is providing important links into government agencies in her role as Wellington Branch coordinator. Kevin Woods is building up support for the Tauranga Branch.

Moved by Tom Burkitt that the President's report be accepted. Seconded by Chris Ferkins.
CARRIED



4. Treasurer's report

Ced reported that the Chapter is in a strong financial position and an audit (a 3-page summary was made available with the invitation to the AGM) had been carried out by Arie Geerlofs, an IRD auditor from Christchurch. The accounts were prepared (as in previous years) on an accrual basis.

Opening Balance:	26,563.54
Closing Balance:	29,677.76
Total Current Assets:	37,984.94
Current Liabilities:	8,307.18
Net Working Capital:	29,677.76

Martin Ward questioned the amount of cash in the cheque account and whether it wouldn't more prudent to enter into a fixed term deposit. Ced replied that this had already been discussed and will be done in such a way that term deposits become available every 1 – 2 months, so that cash flow is always assured. Tom thanked Ced for his hard work and a great job well done.

Moved by Tom Burkitt, seconded by Donna Caddie, that the Treasurer's report and audited Financial Statement for 2010/2011 be approved as a true and correct record. **CARRIED**

5. Priorities for Chapter 2011/12

Tom provided a brief overview of priorities for 2011/12 as captured in the NZ Profile and Business Plan which he will make available within the next couple of weeks:

- Organisation of an annual event for NZ members around January/February 2012
- Continuation of raising EIANZ's profile in NZ – EOS Ecology has designed a new banner and posters which are currently being reviewed
- Special Project around STEP Programme
- Focus on growth in Auckland, Wellington and Christchurch, re-launch of the Tauranga branch, establishment of new branches in Otago, possibly Hamilton and Palmerston North
- 2011/12 budget will reflect the increased activities

The presentation of priorities was followed by a brief discussion, initiated by Chris Ferkins around motivations to join EIANZ such as the ability to make contacts with other professional groups at safe events. Ced pointed out that this is considered to be one of EIANZ's strengths. Tom pointed out that the feedback from the conference also supported this as the event was multi disciplinary and Trans-Tasman. Chris pointed out that the potential for professional development is great, but currently somewhat stop and go. Tom acknowledged this as a fair point, but also acknowledged that the Christchurch events had made it difficult for the Executive to move at the desired speed.

6. Election of NZ Chapter Executive Committee Officers and members for 2010/11 (conducted by Tom Burkitt)

President –Tom Burkitt was stepping down after three years in the role. He will, however, continue as Vice President NZ on the overall EIANZ Executive and thus remain on the NZ Executive as an Ex-officio member.

Nominated for President was **Jeska McNicol** who was the Councillor in 2010/11. Moved by Tom, seconded by Martin Ward

Vice-President – Vanessa Browne was stepping down. **Sam Bridgman** whose profile had been distributed prior to the AGM was nominated by Tom Burkitt, seconded by Jeska McNicol



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Treasurer – Ced Croft is prepared to continue in the role as Acting Treasurer until a replacement has been found. Moved by Tom Burkitt, seconded by Heike Schiele

Secretary – Heike Schiele was available for re-election. Nominated by Tom Burkitt, seconded by Jeska McNicol

Committee (positions) the following Officers were available for re-election:

Susan Harris, Wellington

Craig Redmond Student and Young Professionals Portfolio

Simon Beale, CEnvP Portfolio

Leo Fietje, Mentor

Moved by Tom Burkitt, seconded by Jeska McNicol

Ian Spellerberg stepped down from his role mentor, but will still be available for special projects.

NZ Councillor (ex-officio member of Committee) –Jeska Mc Nicol was stepping down from her role. **Di Buchan** was nominated by Tom Burkitt, seconded by Ced Croft.

Tom thanked all Executive members who were stepping down. Jeska McNicol in turn thanked Tom for his dedication and hard work.

7. General Business

None

The meeting closed at approximately 5.00pm.

Attachment: Statement of Financial Performance 2010/11



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NEW ZEALAND CHAPTER

STATEMENT OF FINANCIAL PERFORMANCE

Year ended 30 June 2011

2010	Income	2011
34,385.00	Membership Fees	29,830.00
1,578.30	Conference Income (net)	1,077.13
413.17	Interest (net of RWT)	401.64
540.00	Sundry - Seminar income	455.00
36,916.47	Total Income	31,763.77
	Expenses	
2,988.31	Chapter Travel	721.50
2,706.05	Secretarial Services	3,743.78
26.50	Bank Fees	3.00
134.89	Promotion	
2,103.24	Seminars	903.30
150.00	Postage	
207.30	Chapter Teleconferences	720.53
260.00	Gifts	900.38
249.81	Catering	135.18
17,911.51	Transfer of Membership Fees	18,791.88
1,350.00	Energy Library	2,730.00
28,087.61	Total Expenses	28,649.55
8,828.86	Surplus (Deficit)	3,114.22



ENVIRONMENT
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Environment Institute of Australia and New Zealand
New Zealand Chapter
STATEMENT OF FINANCIAL POSITION

As at 30 June 2011

2010	Equity	2011
17,734.68	Opening Balance	26,563.54
8,828.86	Plus Current Year Operating Surplus/(Deficit)	3,114.22
26,563.54	Total Equity	29,677.76
<hr/> Represented by <hr/>		
<u>Current Assets</u>		
14,282.27	ANZ Cheque Account	16,251.81
11,331.49	ANZ Term Deposit	21,733.13
16,340.50	Seed funding for EIANZ conference 2010 Accounts receivable	
41,945.26	Total Current Assets	37,984.94
<u>Less Current Liabilities</u>		
10,499.12	Accounts Payable/un-presented cheques	8,307.18
4,891.60	Seed funding from Australia for EIANZ conference 2010	
15,390.72	Total Current Liabilities	8,307.18
26,563.54	<u>Net Working Capital</u>	29,677.76
0.00	Fixed Assets	0.00
26,563.54	Net Assets	29,677.76



NOTE TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

1. At the request of the Treasurer of the Environment Institute of Australia and New Zealand, these accounts are prepared on an accrual basis.
2. The Council of the EIANZ has approved the recommendation of the NZ Chapter that 35% of membership income be retained by the NZ Chapter, in recognition of the NZ Chapter undertaking its own membership processing.
3. All membership income received before 30 June 2011 is included as income for the year ended 30 June 2011.
4. Liabilities are detailed as follows:

	\$
Teleconferences (Eureka)	21.60
Secretarial Services	472.50
Branch events catering	44.50
Membership fees owing to EIANZ @30/06/2011	7,768.58
Total	8,307.18

Prepared by:

Ced Croft


Treasurer

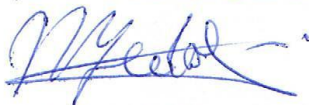
**New Zealand Chapter
Environment Institute of Australia and New Zealand**

12th July 2011

I have reviewed the financial statements of the New Zealand Chapter of the Environment Institute of Australia and New Zealand for the year ended 30 June 2011 in accordance with the requirements of the Institute of Chartered Accountants of New Zealand. This audit involves an analysis of the bank account and books of first instance all records being available to me.

On instruction from the Australian Treasurer of the Institute the accounts have been prepared on an accrual basis.

I take the view that the accounts form a true and fair view of the financial results and financial position of the New Zealand Chapter as at 30 June 2011.



**A.S. Geerlofs C.A.
4 Phoenix Lane
CHRISTCHURCH 8052**