



ENVIRONMENT  
INSTITUTE OF  
AUSTRALIA AND  
NEW ZEALAND

## ENVIRONMENT INSTITUTE OF AUSTRALIA AND NEW ZEALAND

### Draft Minutes from Annual General Meeting, NZ Chapter 5.25pm, 26 July 2012

#### Present:

**Members in Christchurch:** Jeska McNicol (President), Ced Croft (Treasurer), Heike Schiele (Secretary), Di Buchan (NZ Councillor), Donna Caddie, Mel Renganathan, Martin Ward, Jens Zollhoefer, Geoff Meadows, Ian Wiseman, May Chang, Claire Perkins, Leo Fietje, Fred Overmars, Shellie Mc Murtrie, Alex James

**Guests:** Michael Chilcott (President EIANZ), Eric Scott (Staff)

**Members in Auckland via video-link:** Karen O'Donohue (Branch Co-ordinator Auckland), Johanna Taylor, Justine Coup, Taryn Pearce, Craig Redmond

**Members in Wellington via video-link:** Jo Buckner (EIANZ Vice-President - NZ Chapter and Branch Co-ordinator Wellington), Keith Calder, Susan Chapman, Marta Karlik-Neale, Belinda van Eyndhoven, Stephen Fuller (left prior to elections), Leonie Waayer (Associate Member)

#### AGENDA

Michael Chilcott, President EIANZ opened the AGM, welcoming members and acknowledging the good work being done in New Zealand. He advised attendees of the upcoming STEP programme and the annual conference in Sydney.

Jeska McNicol, President continued with AGM proceedings after Michael's welcome.

- 1. Apologies:** Apologies received from 7 members: Susan Harris (Executive Officer), Tom Burkitt, Diana Robertson, Emma McConachy, Jan Ritson, Sam Bridgman (CEnvP Co-ordinator), Kirsty Austin

- 2. Minutes from last AGM**

Moved by Jeska McNicol moves that the minutes be accepted as a true and correct record once the amendment was made. Seconded by Claire Perkins. **CARRIED**

- 3. President's report**

Jeska spoke to her 2011/2012 Annual Report. The highlights for the year were:

- There are now 34 CEnvP accredited practitioners in New Zealand. Di Buchan is the first specialist (Impact Assessment).
- CEnvP has been recognised as a certification programme in the new National Essential Standard for Assessing and Managing Contaminants in Soil to Protect Human Health.
- Sam Bridgman has done an outstanding job co-ordinating CEnvP activities and will continue to focus on growing the programme over the next year.
- Continuous Professional Development opportunities will be further developed going forward



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- About 80% of members are affiliated with the Auckland, Wellington and Christchurch branches. Members outside these branches are encouraged to network and join branch events when possible
- Auckland branch in conjunction with Auckland City Council hosted the key event for the year, featuring Sir Peter Gluckman.
- A major investment was made in Marketing tools, such as posters and banners
- Job descriptions for Executive members, a branch toolkit and EIANZ NZ Manual have been developed in order to promote good governance in the NZ Chapter
- Acknowledgment was given to Leo Fietje who received the Simon Molesworth Award.

Moved by Jeska McNicol to accept the President's report. Seconded by Di Buchan. **CARRIED**

Di Buchan moved to acknowledge Jeska's efforts and contributions throughout the year, Leo Fietje seconded.

#### 4. Treasurer's report

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

Opening Balance:	29,677.76
Closing Balance:	12,545.19
Total Current Assets:	21,581.05
Current Liabilities:	9,035.86
Net Working Capital:	12,545.19

Michael Chilcott thanked Ced for his hard work and a great job well done.

Moved by Ced Croft, seconded by Martin Ward, that the Treasurer's report and audited Financial Statement for 2011/2012 be approved as a true and correct record. **CARRIED**

#### 5. Priorities for Chapter 2012/13

Jeska provided a brief overview of priorities for 2012/13:

- Organisation of an annual event for NZ members around March 2013 in Auckland
- Focus on growth in Auckland, Wellington and Christchurch,
- Connect with rural members via webinars (the first one is scheduled for September)
- Promote certification and develop a mentoring programme

#### 6. Election of NZ Chapter Executive Committee Officers and members for 2012 -2013 (conducted by Jeska Mc Nicol)

**Councillor** – Di Buchan – available for re-election – elected with 100% of the eligible votes

**President** – Jeska Mc Nicol – available for re-election – elected with 100% of the eligible vote

**Vice-President**- Sam Bridgman stepped down. – Craig Redmond was nominated and elected with 100% of the eligible vote

**Treasurer** – Ced Croft stepped down, Justine Coup was nominated and elected with 100% of the eligible vote



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**Secretary** – Heike Schiele stepped down. Johanna Taylor was nominated and elected with 100% of the eligible vote

**Students and Early careers Portfolio** – Craig Redmond stepped down, May Chang was nominated and elected with 100% of the eligible vote

## 7. General Business

Jeska thanked Ced Croft and Heike Schiele and all other Executive Committee members for their work in 2011/12.

Announcement of NZAIA-EIANZ award – this award has been sponsored by Di Buchan who introduced the purpose and intent of the award. Applications for the first award will open on 1 February 2013 and close on 31 March 2013. Judgment will be completed by 1 July 2013 followed by an award ceremony and a media release. Further detail can be found on the website.

SIA Training – a series of three training sessions will be run in November. Training will take place in Auckland, Wellington and Dunedin. Details will be announced via the usual communication channels.

The meeting closed at approximately 6.00pm.

Attachment: Statement of Financial Performance 2011/12



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NEW ZEALAND CHAPTER

STATEMENT OF FINANCIAL PERFORMANCE

Year ended 30 June 2012

2011	Income	2012
29,830.00	Membership Fees	35,346.38
1,077.13	Conference Income (net)	
401.64	Interest (net of RWT)	475.68
455.00	Sundry	
<b>31,763.77</b>	<b>Total Income</b>	<b>35,822.06</b>
	<b>Expenses</b>	
721.50	Chapter Travel	4,149.59
3,743.78	Secretarial Services	3,431.58
3.00	Bank Fees	1.50
	Promotion	12,345.17
903.30	Seminars	9,599.33
	Postage	160.00
720.53	Chapter Teleconferences	851.40
900.38	Gifts	568.99
135.18	Catering	496.35
18,791.88	Transfer of Membership Fees	17,555.72
2,730.00	Energy Library	3,795.00
<b>28,649.55</b>	<b>Total Expenses</b>	<b>52,954.63</b>
<b>3,114.22</b>	<b>Surplus (Deficit)</b>	<b>(17,132.57)</b>



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

As at 30 June 2012

2011	Equity	2012
26,563.54	Opening Balance	29,677.76
3,114.22	Plus Current Year Operating Surplus/(Deficit)	(17,132.57)
<b>29,677.76</b>	<b>Total Equity</b>	<b>12,545.19</b>
<hr/> <b>Represented by</b> <hr/>		
<b><u>Current Assets</u></b>		
16,251.81	ANZ Cheque Account	11,242.77
21,733.13	ANZ Term Deposit	10,338.28
	Accounts receivable	
<b>37,984.94</b>	<b>Total Current Assets</b>	<b>21,581.05</b>
<b><u>Less Current Liabilities</u></b>		
8,307.18	Accounts Payable/un-presented cheques	9,035.86
<b>8,307.18</b>	<b>Total Current Liabilities</b>	<b>9,035.86</b>
<b>29,677.76</b>	<b><u>Net Working Capital</u></b>	<b>12,545.19</b>
0.00	Fixed Assets	0.00
<b>29,677.76</b>	<b>Net Assets</b>	<b>12,545.19</b>



**NOTE TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012**

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 2012 is included as income for the year ended 30 June 2012.
4. Liabilities are detailed as follows:

	\$
Teleconferences (Eureka)	131.00
Secretarial Services	622.50
Catering	44.99
Energy Library	1035.00
Membership fees owing to EIANZ @30/06/2011	7,202.37
<b>Total</b>	<b>9,035.86</b>

Prepared by:

Ced Croft

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

19th July 2012

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 2012 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 2012.

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