



Environment Institute
of Australia and
New Zealand Inc.

DRAFT MINUTES

2017 Annual General Meeting

The Annual General Meeting of the Environment Institute of Australia and New Zealand Inc. (ABN 39364288752, NZBN 9429041314777), in accordance with its Rules, By-laws and the *Associations Incorporation Reform Act 2012* (Vic) ('the Act') was held:

31 October 2017

Te Papa, Wellington, New Zealand

8:00am to 9:00am (NZST)

MEETING OPENED AT 8:11am.

1. WELCOME

There being the required quorum of 30 members present in person or by proxy, President Michael Chilcott declared the 2017 Annual General Meeting open and welcomed members and guests.

2. ATTENDANCE AND APOLOGIES

Members in attendance:

Keith Calder
Alison Davis
Mark Breitfuss
Belinda Bastow
Jeff Richardson
Michael Chilcott
Geoff Meadows
Paul Keighley
Bryan Jenkins
Martin Juniper
Judith Roper Lindsay
Joe Pedicini
Maria Pedicini
Faye Woodward
Alan Chenoweth
Kim McClymont
Amanda Fountain
Isobel Oldfield

Jack Annear
Virginia Barrios
Di Buchan
Alan Chenoweth
Ian Davies
Dave Fleming
Claire Gronow
Aaron Harvey
Stephen Jenkins
Rob Langley
Helen Monks
Dugal McFarlane
Maria Pedicini
Fabian Sack
Faye Woodward
Simon Beale
Rebecca Powlett
Rebecca Colvin

Mark Bellingham
Mark Breitfuss
Andrea Zambolt
Michael Chilcott
Tom Davies
Fiona Gainsford
Scott Hanna
Bill Haylock
Peter Hemphill
Beth Kramer
Kelly Matthews
Nigel Murphy
Joe Pedicini
Nathan Waltham
Jon Womersley
Barbara Radcliffe
Bob Pressey
Andrew Hill

Staff in attendance:

- Nicole Brown
- Narelle Mewburn
- Claire Harvey
- Tash Gunn

Apologies were received from:

- Russell Tait
- Mel Graddon
- David Hogg
- Vicki Brady
- Elizabeth Stark

One proxy was received from Ric Walters, which Michael Chilcott holds.

3. CONFIRMATION OF MINUTES OF PREVIOUS AGM HELD 4 NOVEMBER 2016

Motion:	That the minutes of the 2016 annual general meeting be adopted as a true and accurate record of that meeting.		
Moved:	Di Buchan	Seconded:	Bryan Jenkins
In Favour:	All	Against:	Nil
			Carried

4. DECLARATION OF ELECTION RESULTS

Nicole Brown, Returning Officer, declared the results of the 2017 EIANZ Board election, as follows:

Bryan Jenkins FEIANZ – President
 Vicki Brady MEIANZ CEnvP – Vice President Australia
 Di Buchan FEIANZ CEnvP - Vice President New Zealand
 Paul Keighley MEIANZ CEnvP – Secretary
 Elizabeth Stark MEIANZ – Treasurer
 Mark Breitfuss MEIANZ CEnvP – Board member
 David Johnson FEIANZ – Board member

Michael expressed his thanks to all nominees and congratulations to the incoming Board.

Di Buchan moved and Jon Womersley seconded that the AGM thank Nicole Brown for excellent running of the 2017 election process.

5. ANNUAL REPORT ON THE ACTIVITIES OF THE INSTITUTE FOR THE 2015/16 FINANCIAL YEAR

President Michael Chilcott presented the annual report for the 2016/17 financial year and noted that this is available on the Institute's website and had been circulated to all members via the Institute Insider.

He recognised the efforts of the previous Board to develop consistent systems for financial management and improve membership systems. This has led to excellent results, both in terms of better organisational efficiency of the Institute and

membership growth, which is now at over 1,900 EIANZ members and over 2,200 environmental practitioners in total.

Michael Chilcott also noted the strong governance position that the Institute is now in, while acknowledging that there was always room to improve the effectiveness of the operations of the different organisational units of the Institute. He noted the excellent work of Jon Womersley, previous and ongoing in this regard, particularly in relation to drafting and updating the Rules of Association. He also acknowledged the work of the Certification Board.

He reflected that the succession planning discussions for the Board and transition to the incoming Board has been positive, professional and successful.

Looking forward, Michael Chilcott identified a series of opportunities and challenges, including:

- Supporting the smaller entities within the Institute.
- Utilising the New Initiatives Fund as a vehicle for distribution of funds to achieve strategic outcomes.
- Making the programs that are under development sustainable, notably the Qualifications Accreditation Scheme and EIANZ Steps.

Michael Chilcott shared some personal reflections, particularly that we undervalue what we do. It's ok to value it, and we should. We should stand tall.

Thanks to the outgoing Board for their work and support, especially noting Adam Smith and Carolyn Brumley were stepping down and acknowledging their substantial contributions during their terms of office.

Michael Chilcott closed by thanking Faye Woodward for her love and support, and wishing good luck to the new Board.

Motion:	That the annual report for the 2016/17 financial year be accepted.		
Moved:	Kim McClymont	Seconded:	Simon Molesworth
In Favour:	All	Against:	Nil
			Carried

6. PRESENTATION OF THE INSTITUTE'S FINANCIAL STATEMENTS FOR THE 2016/17 FINANCIAL YEAR

Treasurer Bryan Jenkins presented the Institute's finances for the 2016/17 financial year.

The Treasurer recognised the work to harmonise the finances and get real time, or at least quarterly, the consolidated financial reports. He also noted the ability for Divisions to focus on the professional development work, rather than on financial administration. He expressed the Institute's thanks to Nicole Brown and Tash Gunn, who have been of amazing assistance to the Treasurer and the Board, and thanked all Division / NZ Chapter treasurers for their efforts.

The Treasurer noted the innovations that had been supported through the New Initiatives Fund, and encouraged that creative energy in the future.

Bill Haylock congratulated Bryan and the Board on the presentation of the financial information.

The Treasurer noted that the financial statements had been audited and a positive outcome achieved.

Motion:	That the financial statements for the 2016/17 financial year be accepted.		
Moved:	Jon Womersley	Seconded:	Belinda Bastow
In Favour:	All	Against:	Nil
			Carried

7. AUDITOR

Michael Chilcott noted that the Board has appointed a new auditor, John Watty, following the resignation of James Rodger for health reasons.

Motion:	That the members thank James Rodger for his auditing services to the Institute.		
Moved:	Jon Womersley	Seconded:	Michael Chilcott
In Favour:	All	Against:	Nil
			Carried

8. SECRETARY'S REPORT

Paul Keighley reflected on the comments made earlier thanking volunteers across the Institute for their efforts and thanking Central Office staff for their support. He also noted the success in membership growth and better financial management.

On behalf of all Members, he thanked Michael Chilcott for his leadership as President of the Institute over the past two years, and more broadly over a much longer period. Paul also noted the personal and professional advice that Michael has provided him over the years.

9. SPECIAL RESOLUTION

Michael Chilcott made some opening remarks, including noting that the capacity to introduce a professional development obligation was being proposed, the detail of which would be developed collaboratively and consulted on prior to implementation.

Mark Breitfuss noted some concerns on the disciplinary sections of the Rules that had been raised and the anonymity of people making a submission. Michael Chilcott noted that the current Rules provide for this. Simon Molesworth noted the rigour of the process and the need for a balanced

approach. In general, members present were comfortable with the proposed wording of the relevant clause.

Andrea Zambolt noted that there were some concerns about the details of what the professional development obligation would entail, such as what the allocation of points would be. It was noted that the policy for this would be developed in consultation with the Advisory Council and more broadly.

Motion:	That the Institute adopt the special resolution in its entirety.		
Moved:	Ian Ackland	Seconded:	Sarah Arblaster
In Favour:	All	Against:	Nil
			Carried

10. QUESTIONS AND ANSWERS

President Michael Chilcott called for questions from the floor.

Highlights from the questions, discussion and comments were:

- That there was a need to identify, communicate and deliver a more consistent suite of priorities for the Institute as a whole.
- Ideas regarding engagement with students and early career practitioners, including more sponsorship and awards with universities, provided through centralised and consistent funding.
- That the Institute should consider taking a public position on the funding and resourcing of environmental agencies.
- That the Institute should consider improving the merit awards to recognise good environmental practice outside the Institute.

President Michael Chilcott thanked all those for their ideas and comments.

The President closed the meeting by thanking everyone for their attendance.

MEETING CLOSED AT 9:13am.