

EIANZ NZ Chapter AGM

Draft Minutes for approval from the Annual General Meeting, NZ Chapter

5:30pm 22nd August 2019

Meeting commenced at 5:30pm.

Chaired by: Kevin Tearney; held at Jacobs Wellington. Dial in number available, with members dialling in from Auckland and Christchurch

Minutes by: Maurice Marquardt

Attendance: Ian Boothroyd, Mark Bellingham, Justine Quinn, Jeff Meadows, Steph Brown, Ian Wiseman, Judith Roper-Lyndsay, Isobel Oldfield, Di Buchan, Amanda O'Brien, Keith Calder, Kate McNab, Maurice Marquardt, Kevin Tearney.

Agenda

Kevin Tearney opened the AGM, welcomed members and then continued with AGM. proceedings.

1) Apologies

Jo Taylor, Rachel Rait, Alison Davis, Kirsty Austin.

2) Confirmation of Previous Minutes

Draft minutes from the 2018 AGM were presented by Kevin Tearney.

One amendment required:

- Kevin Tearney assumed NZ Chapter President role in April 2017 not 20 September 2018.

Moved that minutes from the 2018 EIANZ NZ Chapter AGM are accepted as a true and accurate record.

Keith Calder (M)/Mark Bellingham (S); Passed

- Agreed that matters arising would be covered later in the meeting.

3) President Report 2018-19

KT apologised that the President's Report had not been distributed prior to the meeting. This was owing to delay at CO. The report will be issued in due course. **ACTION: Kevin**

Main points recorded:

- Currently have five Branches in New Zealand with the recent addition of the Manuwatu branch.
- Kevin attended the EIANZ strategic planning session in March 2019 in Australia, which has been used to inform the new corporate plan currently being finalised by the EIANZ Board, with additional input from the Advisory Committee (AC), of which Kevin is a member. In

particular the AC have prepared a one-pager – ‘About EIANZ’ for Board consideration; to be used as a marketing tool for EIANZ members.

- New Zealand Executive Committee coming into the AGM comprises Kevin (President) Mark Bellingham (VP and also submissions coordinator), Alison Davis (Secretary) and Rachel Rait (Treasurer), Kirsty Austin (Branch Coordinator), Isobel Oldfield (Student and Early Careers) and Keith Calder (Stepping Up editor plus roaming), in addition ex officio Di Buchan as EIANZ VP New Zealand.
- Rachel is stepping down as Treasurer at the AGM.
- Kevin moved a Motion to thank Rachel for her excellent work as Treasurer. Seconded by Keith Calder; Passed. **ACTION: Kevin**
- Di Buchan stepping down from EIANZ Board at the Institute AGM to be held in November during the annual conference in Adelaide. Di’s has contributed greatly to the NZ Branch and provided much appreciated support to Kevin during his tenure as President.
- Kevin expressed his personal thanks to Di for her support. A suitable ‘formal’ thank you to Di will be discussed at the next Exec Meeting in September. **ACTION: Kevin** to put item on Agenda.
- Tess Roberts and Fiona Davies have stepped down as Wellington and Auckland Branch coordinators, respectively. Kevin expressed thanks on behalf of the Chapter to Tess and Fiona for their efforts as branch coordinators which resulted in many successful branch efforts. Kevin noted, in Kirsty’s absence, that Amanda O’Brien and Ailsa Robertson have taken on the roles as replacement Wellington Co-coordinators.
- Membership currently stands at 207 (cf. 183 at same time last year).
- Available members of the EC met for our annual Face to Face on 27th July in Wellington. Topics included how to retain and expand membership, for example by developing new branches, the new webinar series, including NZ specific webinars to come (Wetlands webinar was well attended). **ACTION Members** are invited to put forward ideas for webinars to the EC.
- Improving Environmental Impact Assessments workshops were run in Dunedin, Christchurch, Wellington and Auckland over July/Aug and were well attended and a great success. **Exec AGREED** that further events of this nature are desirable, with roadshow to update the Ecological guidelines one possible example. Thanks to GHD for hosting the workshops.
- Kevin also expressed his thanks to Stantec for actively supporting Isobel in her SEC role. **ACTION: Kevin** to contact Stantec to formally convey the Execs thanks.
- Three issues of the new look Stepping Up have been issued so far, under the editorial direction of Keith Calder and Sarah Smith. Great feedback from members on format and contact. **Exec AGREED** with Keith that no name change should occur at this stage.
- Noted that EIANZ NZ Chapter has made several submissions this year, including to the Zero Carbon Bill. Kevin thanked Mark for his work coordinating and writing these submissions
- Kevin and/or Di attend the Labour Environment Caucus meetings held every month or so in Wellington. Various NGOs are invited. Following from Judith asking if the minutes of these meetings could be distributed, Kevin explained that minutes as issued are not for distribution but that who-ever attends will summarise and circulate highlights amongst EIANZ members, perhaps via Stepping Up. **ACTION: Kevin/Di/** To prepare notes from the for discussion at EC meeting. Suggestion that Stepping up be as a means of distributing information to members.

- Noted that Sam Bridgeman has withdrawn his membership of EIANZ due to change in job and direction away from the environment sector. Kevin acknowledged Sam Bridgeman's contribution to the New Zealand over the years and that a dinner for Sam and his wife was held back in July to acknowledge his service.

Comments:

- Di raised symposium planning for 2020.
- AGREED: Consensus to have Symposium in Wellington. To be discussed by the EC.
- Keith Calder thanked Kevin for his role as President.
- Formal motion of thanks to Kevin Tearney Keith Calder (M)/Amanda O'Brien (S); Passed.

Motion to accept President's Report Kevin Tearney (M)/Judith Roper-Lyndsay (S); **Passed**.

4) Treasurer's report

- Kevin apologised that no audited accounts are yet available for the New Zealand Chapter to year end 30th June 2019. This is due to staffing changes at CO and an outstanding reconciliation between HO and NZ Chapter accounts beyond NZ Treasurer/Exec control. Fully audited accounts will be available at the Institute November AGM. **ACTION:** Kevin to distribute audited accounts when available.
- Balance for 30th June from Xero accounting records shows total equity of some \$116,000, including some \$38,500 held in three term accounts.
- Kevin assured the meeting that the Exec Committee monitor the financial records closely and these are always discussed at the monthly meetings. The accounts have moved to Xero and this has enabled greater transparency in relation to monitoring profit and loss to a branch and event level, but this is still a work in progress.
- Judith asked about finances for the 2018 Christchurch symposium (profit and loss). Judith was concerned that the Exec has not passed on their view about the financial situation to the Christchurch Branch/organising committee. Kevin was not able to recall details of the Exec discussion about the financial situation of the event except that the Exec Committee considered it an overall success. Full financial breakdown might not have been available owing to the move to Xero. **ACTION: Kevin** to check with CO on whether a full breakdown is available.
- Amanda O'Brien asked if Exec meeting minutes can made available to members. Kevin informed that the minutes are available on dropbox but that is not available to all members. The Exec will consider how to make minutes available to members. **ACTION: Kevin** to put item on the agenda for next Exec meeting in September.
- Ian Wiseman was concerned about not being able to discuss the audited accounts at the AGM.
- Kevin Tearney again apologised for not being able to present final accounts.
- Keith Calder suggested to pass on audited account information to all members when available and seek feedback at that stage.

MOTION: Jeff Meadows. EC to distribute financial accounts when available/Judith Roper-Lyndsay (S); Passed. **ACTION: Kevin/Treasurer.**

5) Election of officers

Kevin explained that he has received notice that current Exec members wish to stand again with the exception of Rachel Rait, Alison interested in standing as Treasurer and Kirsty Austin prepared to take on the Secretary role if there was no other interest.

Nominations have been received as follows:

President Kevin Tearney

Vice President: Mark Bellingham

Secretary: Kirsty Austin

Treasurer: Alison Davis

Committee: Isobel Oldfield, Keith Calder, Sarah Smith and Ian Boothroyd.

Kevin Tearney called for additional nominations from the floor. None received.

MOVED - Di Buchan: that the election of the EIANZ NZ Chapter Executive Committee as follows:

- President Kevin Tearney
- Vice President: Mark Bellingham
- Secretary: Kirsty Austin
- Treasurer: Alison Davis
- Committee: Isobel Oldfield
- Committee: Keith Calder
- Committee: Sarah Smith
- Committee: Ian Boothroyd

CARRIED

Kevin Tearney thanked Ian and Sarah and welcomed them to the NZ Chapter Exec Committee.

6 General business

Maia Bellingham provides various admin support to the NZ Chapter Exec as paid support. This role will be expanded recognising the increasing demand from Chapter activities. Kevin Tearney to prepare expanded job description which will be passed on when available. (Open to non-members.)

ACTION: Kevin to prepare and circulate the job description to EC for any comment.

Noted that Steph Brown is involved in promotion of CEnvP to local authorities. However, that no strategy has been developed yet. Steph will co-ordinate with CEnvP Specialist reps. The Exec agreed that Central and Local Government are under-represented in EIANZ NZ and CEnvP. Di B reiterated that The CEnvP Board needs to take responsibility to promote CEnvP, whereas at the moment it is being promoted by EIANZ.

Steph Brown outlined marketing/newsletter plans – and was happy to help with promotion through the next stepping up newsletter. **ACTION: Steph** to Liaise with Keith.

Mark and Keith had previously met with Wellington City Council HR to introduce EIANZ & CEnvP and received a positive response. However, there has been no follow up from WCC. **AGREED: Mark/Keith** to follow-up WCC.

Steph Brown - expressed need to demonstrate the value of EIANZ and CEnvP to environmental practitioners, and the need for certified professionals to Government agencies. (Similar to engineers and planners.)

Judith – made the point and asked the question “whether you a professional if you don’t belong to a professional body?”

Keith – expressed the need to build the profile of EIANZ with LGNZ and SOLGM. There was discussion about the need for EIANZ/CEnvP to have a stand at local government conferences. **ACTION: Kevin** include agenda item to discuss EIANZ/CEnvP promotion at next Exec meeting

Brief discussion about opportunity to coordinate with NZAIA Newsletter. **AGREED: Keith** to liaise with Kate McNab about her role as NZAIA newsletter coordinator.

Kevin thanked everyone for attending the 2019 AGM and their contribution to the meeting

Closed by Kevin Tearney at 6:40 pm