



## NZ Chapter AGM

By Videoconference (Zoom)

5:30pm 24 August 2021

## DRAFT MINUTES

Meeting commenced at 5:30pm.

Chaired by: Mark Bellingham

Minutes by: Kirsty Austin

### 1. Attendance

#### Attending:

Amanda O'Brien, Carla Bates, Dianne Buchan, Ian Boothroyd, Isobel Oldfield, Judith Roper-Lindsay, Justine Quinn, Kevin Tearney, Kirsty Austin, Mark Bellingham, Shannen Barns, Vanessa Dally

#### Apologies:

None

Mark Bellingham opened the AGM, welcomed members and continued with the AGM proceedings.

### 2. Confirmation of previous minutes

Draft minutes from the 2020 AGM were presented by Mark Bellingham.

**Motion** to accept the minutes from the 2020 EIANZ NZ Chapter AGM are a true and accurate record: Ian Boothroyd (moved) / Judith Roper-Lindsay (seconded); **Passed**.

The accepted minutes are saved in the NZ Chapter Dropbox:

<https://www.dropbox.com/s/h2rlbgupvo9cug6/EIANZ%202020%20AGM%20Minutes%20Approved.docx?dl=0>

### 3. President Report 2020 - 21

Mark Bellingham spoke to his report that was circulated prior to the AGM.



Main points recorded:

- We are once again holding our AGM via Zoom in a lockdown situation, which is continuing to demonstrate our new way of working. Central Office has done a marvellous job of helping us to adjust to this new way of working, especially with the regular webinars that we can join. In NZ we have typically been isolated from the conference but with it being run virtually last year and this year we have a better opportunity to be involved.
- The Committee and branches have not been as active this year, but have still managed to deliver some face-to-face and webinar events, run the NZ Branch Mentoring Programme, publish Stepping Up, initiate the STEPs pilot, and submit on the National Policy Statement for Freshwater Management and National Policy Statement for Indigenous Biodiversity. Mark thanked all the Committee members and branch coordinators for their various contributions.
- Membership hovers between 205 – 210, which is comparative to recent years. We are still strongly represented in consultancies, but remain under-represented in local and central government. It is promising to see growth in the land contamination area, and will be mindful of when planning our next events. The work that Shannen Barnes and Isobel Oldfield and are doing with the SEC is valuable for attracting and retaining members.

**Motion** to accept the President's Report: Mark Bellingham (moved) / Justine Quinn (seconded);  
**Passed.**

#### 4. Treasurer's report

Kevin Tearney spoke to the Treasurer's report and financial documents (Profit and Loss and Balance Sheet).

Main points recorded:

- As a result of a review done by Central Office and a NZ-based accountant it was found that the Chapter was now liable for GST. We therefore had a one-off back payment to cover GST since 2018, and will be paying GST from now on.
- The review also found that we must pay income tax on any earning from non-members (eg non-members paying for our events). Income tax is not expected to be a major expense because most of our earnings are from membership levies.
- Our greatest amount of revenue is our membership share (\$51,160 membership levies of which we pay 40% to Central Office). Webinar and branch events created a surplus, albeit small (\$570).
- The Profit and Loss summary shows a total revenue for the 2020/21 financial year of \$57,660 and total expenses (excluding the income tax benefit of \$7,078) of \$63,331. This results in a net deficit (pre tax) of \$5,671.
- The Balance Sheet shows a healthy equity position (net assets) of \$115,932
- Kevin thanked Terry Abel (financial officer, Central Office) for taking on the financial administration role for the Chapter, and particularly for working through the Chapter's tax and GST obligations.
- Kevin thanked Alison Davis for her role as Treasurer over the past three years, which saw the move from a paper-based system to the use of Xero.



**Motion to accept the Treasurer's report:** Ian Boothroyd (moved) / Judith Roper-Lindsay (seconded); **Passed.**

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## 5. Election of officers

Mark Bellingham noted that, except for Kirsty Austin, all the current Executive Committee had indicated they would like to remain on the committee. He also noted that nominations were received from two additional members and thanked them for that (Carla Bates and Amanda O'Brien). Nominations were received as follows:

- Mark Bellingham for President (by Ian Boothroyd and Alison Davis)
- Ian Boothroyd for Vice President (email)
- Amanda O'Brien for Secretary
- Kevin Tearney for Treasurer (by Isobel Oldfield and Kirsty Austin)
- Shannen Barnes for general committee
- Carla Bates for general committee.

Dianne Buchan noted that Vanessa Daly had expressed interest in being involved, although she had to leave the AGM early. Mark Bellingham agreed to extend an invitation to her to participate.

Dianne Buchan **MOVED** that the election of the EIANZ NZ Chapter Executive Committee is:

- President Mark Bellingham
- Vice President: Ian Boothroyd
- Secretary: Amanda O'Brien
- Treasurer: Kevin Tearney
- Committee: Isobel Oldfield (Ex officio - VP of EIANZ Board)
- Committee: Shannen Barnes (representing SEC interests)
- Committee: Carla Bates
- Committee: Keith Calder

**CARRIED**

## 6. General business

### **Submission on NBA Exposure Draft**

Judith Roper-Lindsay led a discussion on whether the Chapter had made a submission on the Natural and Built Environments (NBA) Exposure Draft. She and Justine Mark Bellingham confirmed that we did not. Judith and Justine Quinn made personal submissions. Mark and Ian Boothroyd contributed to submissions for other organisations, such as RMLA and Boffa Miskell.

Judith will circulate her personal submission to discuss with others who are interested, to collate more views before she presents to Select Committee in early / mid-September. Justine noted that Select Committee are asking informed questions. Ian offered to meet with Judith before she presents.



Judith said that the Chapter should submit on the next bill (the full NBA bill). Dianne Buchan requested that it be multi-disciplinary, so we capture the full range of expertise and input. Judith and Ian agreed to discuss how to prepare for the next round.

### **2022 Conference**

Ian Boothroyd provided an update on the Chapter's planning for the 2022 EIANZ Conference. It was originally intended to be held in Auckland in 2021, but got pushed back to 2022 due to COVID. Ian said that we are still planning for it to be held in Auckland and is tentatively scheduled for October 2022. The organising committee will be re-forming shortly.

### **Accreditation and Nominations Scheme**

Mark Bellingham provided an update on the Accreditation and Nominations Scheme. He was on a panel with Sarah McLaren and Simon Beale to assess an application by Canterbury University. The application was for the university's BSc Hons (Environmental Science). The panel recommended that the course be accredited. Mark noted that it bodes well for the quality of students that the course will be training.

Otago University's application has not progressed.

### **Face-to-Face meeting**

Mark Bellingham noted that the annual face-to-face meeting that the Executive Committee attend was delayed this year and will be further delayed with the current COVID lockdown situation. It is unlikely it can be held before the end of September. The face-to-face meeting is an important opportunity for the committee to spend a full day together to plan the next 12 months of Chapter activities, budgets etc.

### **Other**

Kevin Tearney thanked Kirsty Austin for her time on the Committee over the last three years.

Kirsty will be in touch with Amanda O'Brien to handover the Secretary role.

Mark Bellingham thanked everyone for attending the 2021 AGM, wished everyone well over the lockdown, and is looking forward to a productive year ahead for the Chapter.

The meeting was closed by Mark Bellingham at 6:25 pm.