

# 2022 Annual General Meeting

## DRAFT MINUTES



Environment Institute  
of Australia and  
New Zealand Inc.

<b>MEETING DATE</b>	16 November 2022
<b>TIME</b>	1:00pm -2:00pm AEDT
<b>LOCATION</b>	Via Zoom
<b>ATTENDEES</b>	<p>Vicki Brady Isobel Oldfield Mark Breiffuss Elizabeth Stark Fiona Gainsford Paul Keighley via proxy to Vicki Brady</p> <p>Andrew Morison Helen Ross Jon Womersley Shannen Barns Bryan Jenkins Jeff Richardson Kellie Guenther Stewart Duncan Claire Conwell Joanne Flint Lisa Mitchell Zoe Bowen David Hogg Simon Leverton Marion Pennicuik Zoe McLaughlin Diane Dowdell Lachlan Wilkinson Melissa Harrison Samantha Donnell Dylan Burford Neil Marshman Melody Valentine Brendyn Williams Faith Ijeyan Ian Baxter Michael Chilcott Martin Juniper Fiona McKay Christabell Akwuzie Naz Tavasoli</p>

<b>APOLOGIES</b>	Di Buchan Kirsten Leggett Judith Roper-Lindsay Geraldine Squires Paul Keighley Richard Sharp Maria Pedicini Russell Tait
<b>OBSERVERS</b>	Nicole Brown Narelle Mewburn Terry Abel Paul Corrigan Noemie Passelande / Gabriella Allegretto Jessica Villella
<b>MEETING OPENED</b>	1:05pm AEDT

## WELCOME, APOLOGIES AND PROXIES

Vicki Brady FEIANZ CEnvP, President, gave an Acknowledgment of Country and welcomed people to the meeting. Apologies and proxies were noted.

Vicki relayed the sad news of former President of the EIANZ NSW Division and CEnvP Registrar Andrea Zamboldt's passing. Vicki noted that Andrea's membership payment had been immediately donated to the Jane McGrath Foundation.

## Declaration of conflicts of interest

No conflicts of interest were declared.

## ACCEPTANCE OF MINUTES

The draft minutes from the 2021 Annual General Meeting were accepted.

<b>MOTION:</b>	That the draft minutes of the 2021 EIANZ AGM be accepted.		
<b>CARRIED</b>	<b>MOVED:</b>	Vicki Brady	<b>SECONDED:</b> Isobel Oldfield
	<b>IN FAVOUR:</b>		<b>AGAINST:</b>

## REPORTS

### President's Report

Vicki Brady FEIANZ CEnvP presented a report on the activities and achievements of the Institute for the FY2021-22 including:

- Indigenous Engagement
  - Changes to Code of Ethics and Professional Conduct and development of comprehensive guidance documents

- Endorsement of our Reflect Reconciliation Action Plan by Reconciliation Australia, which is now being implemented.
- Advocacy and representation
  - Became an official supporter of the Professional Bodies Climate Change Action Charter
  - Released statement, held expert briefings and sent an open letter to Australian and Aotearoa New Zealand prime ministers on COP26 outcomes
  - Published a response to EPBC Act Review report
  - Publicly responded to all 3 instalments of the Intergovernmental Panel on Climate Change 6th Assessment Report
  - Published a statement in the lead-up to Australian Federal Election
  - Made 15 submissions across the Institute.
- Certification
  - Acceptance of CEnvP Scheme as a preferred REAP pathway by the NSW Department of Planning and Environment
  - Continued strong growth of the Scheme.
- Social Media
  - More professional and focused social media presence
  - Our followers continue to grow – 17K LinkedIn, 2.5K Facebook, 1.4K Twitter, 519 Instagram, with LinkedIn being our key platform.
- Annual Conference
  - Fully online conference with keynotes and concurrent sessions over 2 days and over 250 registrations.
- Events
  - 126 professional development events held – including excellent range of technical webinars
  - 4585 people attended – 2457 members, 2128 non-members.
- Chapter and Divisions
  - With COVID restrictions easing local volunteer groups were re-energised and able to return to in-person events and advocacy strong across the Institute.
- Special Interest Sections
  - Numbers continue to grow
  - Environmental Accounting SIS established and introductory webinar delivered
  - Climate Change SIS renewed – excellent advocacy work
  - Impact Assessment SIS continues to deliver outstanding professional development opportunities
  - Heritage and Ecology SISs continue as part of our suite.
- Australasian Journal of Environmental Management
  - AJEM celebrated its 29th year of publication in 2022 and had a spectacular rise in impact as measured by its impact factor score – rising to 2.617 in 2021 in the Thomson Reuters (ISI Web of Knowledge) listing – an increase of 0.78 from the year before
  - Professor Helen Ross HLMEIANZ will be retiring after editing the journal for over 18 years.
- Mentoring
  - Continues to be a strong and valued offer to members – both early career and more senior practitioners – with 102 pairs this year.

Vicki made several acknowledgments including:

- Thank you to all volunteers and staff across the Institute including Central Office and the CEnvP Program Office

- Thank you to outgoing CEnvP Chair Alex Blood FEIANZ CEnvP-IA and welcome Stephanie Brown MEIANZ CEnvP as incoming Chair and Sheridan Coakes MEIANZ as Board member
- Thank you to outgoing Advisory Council Chair Belinda Bastow FEIANZ CEnvP and welcome Geraldine Squires MEIANZ CEnvP-IA as incoming Chair
- Thank you to our Indigenous Engagement Working Group – co-chaired by Alan Chenoweth HLMEIANZ CEnvP and Di Buchan FEIANZ CEnvP Alumni - for your outstanding work and leadership
- Thank you to Prof Helen Ross HLMEIANZ for your outstanding contributions to AJEM, the IEWG and the QAS Board
- Thank you to Neil Marshman FEIANZ for your policy and climate change advocacy and leadership
- Thank you to Bryan Jenkins HLMEIANZ for your contribution over decades including as EIANZ President and Treasurer
- Congratulations to this year's Merit Award Winners, our new Fellows and our new Honorary Life Member, Jon Womersley HLMEIANZ CEnvP.

Vicki shared the Board's forward priorities, including:

- New Corporate Plan
- Strategic stakeholder engagement including partnerships and MoUs. Recently signed MoU with the National Environmental Law Association and resigned MoU with New Zealand Association of Impact Assessment, with more to come
- Investment in services to members and initiatives to develop the environment profession
- Building on our advocacy and representation work
- Governance renewal - including by-law review, risk framework, improved governance processes and workflows.

## Treasurer's Report

Elizabeth Stark MEIANZ presented an overview of the financial performance of the Institute over the past 12 months:

- Snapshot at June 30 2022:
  - Members equity \$1.66M
  - Total Assets \$2.6M
  - Surplus \$196K.
- Last financial year was challenging coming out of COVID, the fact that the Institute have managed to grow members equity and maintain sustainable surpluses is a testament to the operations and dedication of all volunteers
- Strong surplus and year-on-year equity growth provides opportunity for thoughtful investment in services to members and initiatives to develop the environment profession
- Year-on-year revenue growth is sustainable (overall revenue reduced by 10.2% this year, offset by decrease of 49.2% in event and seminar expenses largely due to move to online delivery)
- Equity greater than 50% of operating spend ensures Institute has coverage of at least 6 months of operating – a Corporate Plan KPI
- Cash at hand to current liabilities greater than 1 – ensures adequate liquidity to sustainably access assets if needed
- Staff shortages over the year in Central Office led to decrease in expenses and contributed to strong surplus
- Performance against budget for Central Office (excluding salary expenses) greater than forecast
- Institute is a sustainable financial position having had five years of strong growth.

Elizabeth noted several achievements from the year, including:

- Implementation of the Institute's 3-year financial strategy remains on track

- Financial Delegations Framework established
- Renewal of Institute's risk framework underway
- Audit for the last financial year went smoothly.

Elizabeth spoke about next steps, including:

- The Board has committed to substantial investment in the EIANZ's professional workforce and ICT systems
- Expand budget process to Institute groups
- Develop an income strategy to broaden income streams to position for targeted growth and reduce financial risk.

Elizabeth advised that the FY 2020-2021 Financial Statements had been circulated to members with the AGM notice.

## Secretary's Report

Mark Breiffuss FEIANZ CEnvP-IA provided a report on membership and certification in the past financial year. Key points included:

- 2123 members – an increase of 1.92% over the year
- 1084 CEnvPs – an increase of 11.6% over the year (new specialist certifications and REAP)
- An excellent result given COVID environment and need for Institute to pivot in response.

Mark provided an update on governance. Key points included:

- Renewal of our By-laws was a priority for this year but progress has been limited due staff constraints in Central Office
- Experienced governance officer now being recruited to lead renewal work and governance process and workflow improvement initiatives across the Institute.

Mark provided an update on the Code of Ethics and Professional Conduct. Key points included:

- With the Institute and the profession continuing to develop scrutiny about the ethical and professional conduct of our members will likely increase
- Work to provide guidance to support our members and provide clarity in line with our disciplinary processes is now being done.

## Acceptance of Reports

Participants (19) voted to accept the accept the FY 2020-2021 Financial Statements.

Participants (18) also voted to accept the FY 2020-2021 Annual Report.

## Q&A

The Board answered members' questions related to a range of topics including:

- Plans for the website. Summary of response:
  - Funds have been set aside for the website refresh. There is a need for better self-service for members and volunteers. More work to come and this has been identified as a priority.
- Plans for enrolling environment professionals as EIANZ members and CEnvP practitioners.

Summary of response:

- Response: Increasing advocacy and engagements, students are doing great work. Membership retention and growth is a key focus.
- Future of the STEPs program. Summary of response:
  - A pilot program ran in New Zealand. Feedback was that the program wasn't fit for purpose and members would prefer more dedicated mentoring programs
  - The decision was made to stand down STEPs and focus on mentoring.
- How to access mentorships. Summary of response:
  - Each Division and Chapter has a dedicated Mentoring program, keep an eye out for divisional communications.

MEETING CLOSE.

