

EIANZ – WA DIVISION

MINUTES OF ANNUAL GENERAL MEETING

Date: Wednesday 21 August 2024

Time: 17:30

Venue: Mayfair Lane Pub & Dining Room

Attendance:

Belinda Bastow
Ian Baxter
Rebecca Cotton
Thilini Dhananja
Rupert Duckworth
Regina Flugge
Melissa Harrison
Ryan Hefford
Robert Karelse
Andrew Mack
Angus Morrison-Saunders
Ropafadzo Moyo
Jennifer Pope
Margaret Ravn
Michael Robinson
Tom Rose
Kavindi Sahabandu
Lianne Smith
Scott Thompson
Stephen van Leeuwen
Raj Kurup
Cassie Bell
Erin Dowley
Jem Goodliffe
Kevin Mundy
Sarah Zou
Karen Frehill
Rikki Hughes
Binghui Li
Catherine North
Kuenzang Tshering
Phuntsho Wangdi
Diane Dowdell
Tahlia Walsh
Constance Georgiou
Lily Pettiona

Apologies:

Josh Matthews
Sophie Monaco
Sarah Gosney
Casey Visser

ITEM	ACTIONS
<p>1. Formal meeting opened at 17:45</p> <p>Acknowledgement of country – Belinda Bastow</p> <p>Quorum achieved with 36 attendees in Perth (present and online) AGM shown on Zoom to allow for members who can't attend in person.</p>	
<p>2. Acceptance of 2023 AGM Minutes</p> <p>2023 Minutes accepted by Scott Thompson and Tom Rose. No carried over action items from that meeting.</p>	
<p>3. President's Report</p> <p>Available prior to the meeting via email and printed out. Key points from the Presidents Report:</p> <p>The focus of the WA Division in 2023/24 was to engage in our profession and encourage high standards through submissions to regulatory reforms and provide opportunities for the professional development of environmental practitioners in WA. The year has been a challenging one for committee members, juggling a full workload and volunteering for EIANZ. As a result, a different strategy was adopted for the submission processes, including running successful webinars to provide direct feedback on the policy being consulted on. The committee are looking to continue this strategy in the future.</p> <p>The priorities for the year were to:</p> <ul style="list-style-type: none"> • Provide a voice to influence environmental practice and policy within Western Australia. • Provide members with the opportunity to maintain and grow professional knowledge, network and experience. This was achieved through tailing trainings, a greenhouse gas abatement best practice webinar, on top of other EIANZ professional development courses. • Participate in governmental and non-governmental reference groups, specifically through DWER, EPA, DBCA, and Mine Closure training CRC. • Engage with universities and student organisations to promote the Institute and contribute to student readiness for the workforce. The committee facilitated two industry panel discussions during the year targeting university students, which were quite successful and appreciated by the universities. • Improve brand recognition within industry and government of EIANZ and the WA Division. This was achieved through participation at government and industry events by the committee as representatives of EIANZ. 	

<p>There were 11 events that were held throughout the year, with 19 to 154 attendees joining these events. A consultation webinar with DEMIRS had over 100 attendees, including those that joined the live event or rewatched the event recording. A series of general networking events were also held, which were a great opportunity to catch up with other practitioners in a relaxed environment, as well as to make new connections.</p> <p>The mentoring program was also a success with 12 mentor-mentee matches. Many thanks to Melissa Harrison for her diligence and persistence in leading the program, enabling to run it successfully year on year.</p> <p>Membership grew by 24% over the past 12 months, from 173 members the previous year to 227 this year. A combination of factors has led to this increase, including the committee's active engagements externally and consistently running events for members and non-members. The membership comprises of 164 full members, 37 associate members, 19 student members, 5 fellows and 2 honorary fellows.</p> <p>Thanks must go the committee and sub-committee, as well as any other people that we've tapped on the shoulder for assistance at events and submissions. It is thanks to their efforts that have enabled the Division to produce the events, newsletter, submissions and other activities. Also, thank you to Wilson, the WA Division Secretariat, with his support to the division in running various activities. This is a part-time resource that we've engaged this year. Historically, other resources were relied upon, however with the workload, this was not feasible to sustain.</p> <p>Copies of the committee meeting minutes are available to anyone to view. Positions are also open within the WA Division Committee for anyone interested.</p> <p>Presidents Report accepted by Melissa Harrison and Rob Karelse.</p>	
<p>4. Treasurer's Report</p> <p>The Division accrues 90% or more of its funds through events, and only a small share from membership income.</p> <p>There were no big events held during 2023-24, hence a lower revenue compared to the previous year, where the Environmental Practitioners Forum was held which had resulted in a greater revenue.</p>	

On expenses, there is the additional secretariat expense during 2023-24, unlike in previous years where the committee relied on volunteer time and effort from companies.

To address the higher expenses, the committee will aim to hold more events at a greater profit margin, instead of relying on one big, profitable event.

In FY24, a loss of \$10,000 was made, which was largely due to the additional 'professional services' cost. Looking forward to FY25, when the Environmental Practitioners Symposium will be held, the division should return to a surplus.

The committee budgets, funds and recoups the cost of all WA based events, and subsequent inherits any surplus that results from it. Next year, the aim is to run professional development training, which would likely have a higher ticket price and potential surplus. An example is a QGIS training, which will be run remotely to enable members from WA and other states to attend, but facilitated through the WA Division. Activities like these should help cover the administrative costs.

If over the next 12 months the Division cannot run events at a surplus to cover the professional support, then a decision will have to be made about whether it can continue. The aim is to always run at a surplus, or a modest surplus so that events are priced sensibly for members. For each event, the true administrative cost will need to be embedded in the event budget going forward, which could potentially result in higher ticket prices for more substantial professional development events and courses, while enabling smaller events and networking gatherings at a cheaper rate. Sponsorships could also be sought to help with cost recovery.

Treasurer's Report accepted by Andrew Mack and Scott Thompson.

Election of 2024-24 WA Division Committee

- a) All 2023-24 WA Division Committee positions declared vacant.
- b) All nominations have been received. 2024-25 WA Division Committee nominations:

Executive

President – Belinda Bastow, elected unopposed

Vice President – Rupert Duckworth, elected unopposed

Treasurer – Mitt Ramgobin, elected unopposed

Secretary – vacant, no nominations

Sub Committee

Professional Development Events – Belinda Bastow

<p>Advocacy – Tahlia Walsh, Josh Matthews</p> <p>Student and early careers – Josh Matthews</p> <p>Communications and Membership – Chantal MacKenzie</p> <p>General Committee – Diane Dowdell, Tahlia Walsh, Chantal MacKenzie, Josh Matthews</p> <p>All in favour of accepting the new committee members for 2024-25.</p> <p>Thank you to the 2023-24 members and their contributions.</p>	
<p>Other Business</p> <p>Members convey thanks to the WA Division Committee for their work and efforts during 2023-24.</p>	
<p>Formal meeting closes 18:10.</p>	