



## Annual General Meeting Minutes

### Environment Institute of Australia and New Zealand

*South East Queensland Division*

<b>DATE</b>	Wednesday 19 August 2015 5.30pm	<b>VENUE</b>	Boardroom, Golder, 147 Coronation Drive, Milton
<b>Chair</b>	<b>Vicki Brady</b>	<b>Meeting Type</b>	Annual General Meeting
<b>Recorder</b>	<b>Danielle Bolton</b>		
<b>PRESENT:</b> Danielle Bolton, Vicki Brady, Marni Burkhardt, Alan Chenoweth, Brian Coffey, Pat Dale, Andrew Dickinson, Melanie Dixon, David Fleming, Claire Gronow, Mark Harris, Ian Lambert, Fergus Mactaggart, Philip McCann, Rebecca Powlett, Helen Ross, Martin Ross, Jon Womersley		<b>APOLOGIES:</b> Omar Ameer, Hunter Brownscombe, David Carberry, Sophie Cowie, Brad Dines, Scott Hanna, David Harris, Natalie Madden, Bill Haylock, Hugh Lavery, Howard Briggs	

TOPIC	ACTION	WHO/WHEN
<b>Confirmation of 2013/14 AGM Minutes (2 Mins)</b>	The Minutes were approved.	Moved: Jon Womersley Seconded by Claire Gronow
<b>Business arising from previous minutes (0 Mins)</b>	There is no business arising from the previous minutes.	
<b>President's Report (10 Mins)</b>	<p>Vicki thanked the Partners for 2014/15 – Origin, CDM Smith and Ecology and Heritage Partners. Every year the SEQ Division give an award for the top performing environment student at UQ which includes a membership and \$200. This sort of project is made possible with our Partners support.</p> <p>We had a very successful financial year with a surplus of \$15 257. The LEAP Summit came in at a surplus of \$25k. The question was asked did SEQ have to have their accounts audited and Jon Womersley responded that the Institute is an incorporated associated in Victoria with registered body status and corporation trading in New Zealand and we have obligations to report to the regulatory financial bodies. This includes Central Office, all Divisions, CEnvP. This is co-ordinated by Central Office.</p> <p>The SEQ Division are the largest in the Institute with 33.2% of the total membership (560 Members). Membership has seen quite a decrease of 12% over the past 12 months. This is a sign of the economic times. We continue to monitor this and continue to work at re-engaging with members. Helen Ross suggested we could look at reengaging with Academia as this has slipped a little in recent years.</p> <p>We had a great PD program over the past 12 months. This included the successful 2 day forum - the LEAP Summit. We had people come from all over Australia to attend. Whilst it was a large amount of work and took 6</p>	Vicki Brady

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	<p>months to plan, it was an excellent event. It was also taken outside of the PD Committee to ensure they could continue to focus on smaller events. Professional Development is our number one source of income. We have a great year with 16 events with over 700 people attending. Mark Breitfuss has headed up the committee and he has an active subcommittee who help. Changing our model from telling people something to teaching people something has been successful.</p> <p>Scott Hanna has been amazing in the policy space and has a solid committee that has helped pull together a number of submissions. We had excellent connections with EHP with a number of positive meetings with various people throughout the Department. One result of this was EHP directly approaching us regarding the enforceable undertakings submissions which is great to see.</p> <p>Students and Early Careers is headed up by Sophie Cowie who has been a powerhouse. She has reconnected with the universities and organised key contacts at each. Events have been focusing on teaching people how to get into or re-enter the workforce.</p> <p>The SEQ Division continue to work closely with central office. We transferred from MYOB to the Xero accounting system and soon we will be moving our funds from CBA to the ANZ bank to have a single banking entity across the Organisation. The Institute researched the best bank and recommended ANZ as this represented the best value for how our members fees are used. The audit is happening nationally and all documentation has been forwarded to Central Office for this.</p> <p>Last year we had a very dedicated committee. They get up at once a month for a 7.15am meeting and give much of their own time. As a Division, we supported Simon Hudson, an SEQ member with Brain Cancer and raised just under \$7k. There was a fundraising event with a fabulous raffle which included naming a snail - pallidelix simonhudsoni.</p> <p>Thanks was given to all our supporters, particularly Golder where our meetings are held. The Queensland Government gave us a substantial sponsorship for the LEAP Summit.</p> <p>Future directions for the Division are to focus on doing what we're doing. Continue to meet with government and not just EHP. Re-engaging our members and figure out why our numbers are declining. Continue to deliver policy submissions and run an excellent PD program. Let us know if you have any ideas for events. We will also look at our income streams to see if they can be widened.</p>	
<p><b>Vote of thanks to 2014/15 Committee (3 Mins)</b></p>	<p>Thanks was given to Kylee Creighton who isn't staying on as Vice President after 4 years. Rachel Boniwell, Sue</p>	<p>Vicki Brady</p>

TOPIC	ACTION	WHO/WHEN
	Korecki and David Carberry have decided not to rejoin after many years. Vicki gave a special thank you to David who has been involved for a very long time and will be missed.	
<b>Election of 2015/16 Committee Members</b> (10 Mins)	<p>There were no elections required as only one member had nominated for each position. The elected committee were:</p> <p>President: Vicki Brady  Vice President and PD Chair: Mark Breitfuss  Treasurer: Rebecca Powlett  Student and Early Careers Pract's Chair: Sophie Cowie  Practice and Policy Chair: Scott Hanna  CEnvP Liaison: Alan Chenoweth  General Committee: Omar Ameer, Mark Harris, David Fleming and Martin Ross.</p> <p>Vicki welcomed our new members to Omar Ameer, Mark Harris, David Fleming and Martin Ross. Omar is joining as an individual and not as a representative of EHP and he will remove himself from any discussion over submissions to EHP.</p> <p>Vicki encouraged members to join a sub committee if they would like to volunteer some time.</p>	Danielle Bolton
<b>General Business</b> (5 Mins)	<p>Certificates of thanks were given to members of the SECP committee for their contribution. Thanks went to Martin Ross, Sally Fergus, Tristam Coffin, Caitlin Fitzgerald, Rebekeh Utting and John van Osta.</p> <p>Mark Harris was presented with a certificate welcoming Aurizon as our newest Partner.</p> <p>Helen Ross commented that the Institutes Journal is edited out of South East Queensland and have had a fantastic year with it going up significantly in the ratings. There were 2 special editions in the past 12 months.</p>	Vicki Brady
<b>Meeting Close</b>	The meeting was closed at 6.25pm and followed by a presentation by Pat Dale.	Vicki Brady