



DATE	Wednesday 17 August 2016 5.30pm	VENUE	Epic Environmental, level 2, 22 Cordelia Street, South Brisbane
MEETING TYPE	Annual General Meeting	COPIES	
Chair	Mark Breitfuss		
Recorder	Danielle Bolton		
PRESENT		APOLOGIES	

TOPIC	ACTION	WHO/WHEN
Confirmation of 2014/15 AGM Minutes (2 Mins)	2014/15 Minutes were moved by Jon Womersley and seconded by Alan Chenoweth.	Mark Breitfuss
Business arising from previous minutes (0 Mins)	There is no business arising from the previous minutes.	
President's Report (10 Mins)	<p>SEQ is still the largest Division in Australia with a little over 30% of the total membership.</p> <p>This current year, our major focus was preparing for the National Conference. Danielle has a large roll and we will be making it an excellent event. The Board, Advisory Council and CEnvP Board will be meeting as part of the conference. Vicki Brady resigned as the SEQ President to take up the position of Vice President Australia with the EIANZ Board in October 2015.</p> <p>The Division spent some time in February to pull together a Strategic Plan on what we could give back to members. Mark said any comments on the plan would be welcomed.</p> <p>There have been some changes to membership. Our renewal rate has decreased slightly to 73%. We've had a large amount of redundancies within the Industry but it starting to settle down and we're expecting rates to increase again. With Rhiannon's help, we are looking at reasons why people might not want to renew. With the addition of new members, our actual number of members has remained static.</p>	Mark Breitfuss

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	<p>The Student and Early Career's group have again had a fantastic year thanks to Sophie. We have great ties with all the Universities. It's been a credit to Sophie and we will see the benefit of her hard work for many years to come.</p> <p>Although the figures show a loss for the financial year, we have a positive bank account. Last year we had a great event in June and although income was received in the previous financial year, expenses were paid in the current financial year. We derive our income from membership, events, and corporate partnerships. We are hopeful that with a successful conference we will give a boost to our cash reserves. Overall accounts are audited annually via central office. This year we've had to make some tough decisions to ensure our financial sustainability. The largest cost to the Division is Secretariat fees. We've asked the Board to consider increasing the membership rebate back to Divisions, via the Advisory Council. We hope to see a way forward to incentivise Divisions to chase members.</p> <p>Policy has been as busy this year as last year, however there have not been as many opportunities to respond. We've been asked to put a person on the working committee with the management of protected wildlife. We continue to have good relations with the government and will be meeting with Minister Miles in the beginning of September. Alastair asked how do we decide what falls under the jurisdiction of the Division vs the SIS and Institute as a whole. As a Division, we circulate opportunities to comment and if we get members willing to help, we decide what we will put our effort towards. We are a voluntary organisation and we do the best we can.</p> <p>SEQ speak regularly with the FNQ Division and we share resources such as advertising. Jon commented that all of our policies are reactive and we might think about what SEQ and FNQ what to proactively chase that are not on the agenda now. We need to look at what needs attention – not as an advocacy role but highlight where there are gaps. Howard noted that we need to be careful that we are not seen as too aligned with Government.</p>	

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	<p>The attendee numbers for events are a result of the commitment of both the PD and SECP sub committees. Mark thanked Olivia and Sophie for their work. We run an excellent range of events from students functions to technical sessions and social events. Rebecca commented that this is why our accounts go up and down because we put the effort into running events and ensure we are delivering services to members. Mark said it is interesting to see the spread of people who attend events and approximately 50% of attendees are non members.</p> <p>We are going to continue focusing on Universities. Jon is involved with a project to bridge university degrees and employment. Sophie said we are in the process of cleaning some data from the SEQ Member survey and it's finding the time and resources to analyse the information.</p> <p>Mark went through the plans for 16/17 and outlined the work we will be doing with the SEQ Strategic Plan. We will be increasing our use of Social Media. We are sharing different ideas with at the advisory council level so that other Divisions can benefit. We are continuing to work with Central Office and will continue to look at alternate revenue streams. We are talking to some organisations (ie BCC and ADF) to try and increase our memberships and spreading the knowledge of CEnvP.</p> <p>We are very excited to be hosting the EIANZ Conference in November. There is an excellent line up of keynotes. There is a huge range of topics from Student Congress, to Climate Change, to Educational challenges.</p>	
<p>Vote of thanks to 2015/16 Committee (3 Mins)</p>	<p>Mark personally thanked the people who regularly come along to the SEQ Committee meetings. It's a great group – we listen to each other and support each other and trust each other. We always have a quorum and we have a great level of engagement. Without that, it would be much harder to get people to come along. We are a voluntary group however we don't act that way. We hold each other to account and we do a really great job.</p>	<p>Mark Breitfuss</p>

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	<p>Mark thanked Rebecca for her sound eye and guidance as Treasurer. She is excellent with our funds, spending only where there are demonstrated outcomes.</p> <p>Scott Hanna and the Policy sub committee have been giving some informative and detailed responses to Submission. Scott has also been great in his role as Vice President and he has accepted the role of Conference Chair 2016.</p> <p>Mark thanked Olivia Williamson for her work for the past 12 months. The Professional Development program continues to be our main source of income and without a solid program, we would not be sustainable.</p> <p>Bill, Alan and Simon Cavendish are on the CEnvP Board which is an excellent representation from SEQ and we appreciate their hard work.</p> <p>Mark thanked the organisations who support us – our PD Meetings are hosted by HopgoodGanim, we are lucky enough to be supported by the Omar Ameer and Rhiannon Stewart who are with the Queensland Government. Mark thanked Aurizon for their support over the past 12 months in providing a regular meeting room. Ecology and Heritage Partners have returned for another year as our Divisional Partner which has been fantastic. Pentair are a new Partner and are keen to get to know who our members are.</p>	
<p>Election of 2016/17 Committee Members (10 Mins)</p>	<p>There were no ballots required as only one member had nominated for each position. The elected committee were:</p> <p>President: Mark Breiffuss Vice President and Policy Chair: Scott Hanna Treasurer: Rebecca Powlett Professional Development Chair: Olivia Williamson Student and Early Careers Pract's Chair: Rebekah Utting CEnvP Liaison: Alan Chenoweth General Committee: Rhiannon Stewart, Mark Harris, David Fleming and Martin Ross.</p>	<p>Danielle Bolton</p>

TOPIC	ACTION	WHO/WHEN
General Business (5 Mins)	There was no general business	Mark Breitfuss
Meeting Close	The meeting was closed at 7pm	Mark Breitfuss