



ENVIRONMENT
INSTITUTE OF
AUSTRALIA AND
NEW ZEALAND

Minutes

Environment Institute of Australia and New Zealand

South East Queensland Division

DATE	Wednesday 18 August 2010 6.00pm	VENUE	Boardroom, GHD, Level 1, 201 Charlotte Street, BRISBANE QLD 4000
MEETING TYPE	Annual General Meeting	COPIES	
Chair	David Carberry		
Recorder	Danielle Bolton		
PRESENT	Howard Briggs, Alan Chenoweth, David Carberry, Hugh Lavery, Emma Thompson, Ravi Chiba, Bill Haylock, Susan Malone, Lindi Bowen, Claire Gronow, Mark Williamson, Laura Canaveri, Danielle Bolton, Sheri Fitton, Geraldine Squires, Chris Pratt.		
APOLOGIES	Helen Ross, Vicki Low, Simon Cavendish, Jon Womersley, Dan Morgan		

TOPIC	ACTION	WHO/WHEN
President's Report (10 Mins)	David Carberry gave the President's report. It has been a year of ups and downs. Some of the downs were related to the global financial crisis which resulted in a downturn in attendance figures. Some of the highs were events such as the DG and Senior Executives event. We are currently in a reasonable financial positions. The Committee for 2009/10 were a great committee comprised of an interesting combination of new and old members with a wide range of skills. Whilst there is always a battle with the limited time, many hands has made light work. David thanked Laura for our focus on volunteers over the past 12 months which we are starting to reap the benefits of. We have had a focus on response to policy which has seen some great wins. The professional development sub committee have also increased their activity recently and future events look to be very promising. In October 2011, SEQ will host the International EIANZ Conference and an active organising committee has been established.	Moved by David Carberry, Seconded by Alan Chenoweth.
Confirmation of 2009 AGM Minutes (2 Mins)	The minutes of the 2009 were accepted with no amendments.	Moved by Howard Briggs, Seconded by Emma Thomson.
Business arising from previous minutes (0 Mins)	Comment was made that the funds given for the National website have seen a complete facelift of the site. It now includes online bookings. Members will soon have the option to download the Journal which will be available in digital or printed formats . The funds were well utilised and it was agreed that the new site has lifted the profile and professional look of the Institute. The SEQ Division have used the online booking system for all events since its installation and have gained a great deal of benefit from the new site.	
Treasurer's report (5 Mins)	The Treasurer's report was given by Danielle Bolton. She advised that there was a loss suffered of \$14 868 for the	Moved by Mark Williamson, seconded by

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	<p>year. This has resulted in the SEQ equity reducing to \$35 135.</p> <p>The loss has been a result of the reduction in activity and a number of events needing to be cancelled due to low registrations. The reduction in activity has also resulted in a reduction in costs incurred. It was also noted that the membership rebate has been forwarded to the Division from central office on a regular 6 monthly basis. SEQ have 28% of the total membership base.</p> <p>Alan commented that this is the second year in a row that we have suffered a loss.</p>	Susan Malone
Policy Sub committee Report	<p>Lindi advised that this year has seen the formal establishment of a committee with approximately 8 members responding to regular policy submissions. Lindi gave her thanks to all those that have helped during the past 12 months. At this stage, it has been mostly Queensland submissions asking for comment. A number of key policy area's were targeted at the annual retreat. We have received formal thanks from a number of government departments commenting that our submissions have been of a high quality and useful. This has also resulted in a number of further submissions being forwarded to the Division requesting our input.</p> <p>Lindi outlined the submissions lodged for 2010 (detailed in the Policy Report).</p> <p>Lindi asked any attendees that would like to become involved to contact her directly.</p> <p>Alan commented that we should be copying the FNQ Division in with all Queensland submissions.</p> <p>Howard commented that he was very impressed with Lindi's input. She has done an excellent job at managing the program. David concurred with these comments.</p>	Lindi moved the report, Seconded by Howard Briggs
Volunteer Co-ordinator Report	<p>Laura gave a report advising that originally she was tasked with trying to get members involved for individual events however this task has grown to include members . A welcome letter goes to all new members encouraging them to become involved. Ravi who was in attendance is one of the members that has responded to this contact. Currently we have 40-45 people that would like to be involved however have not yet found a niche to become active. Laura is trying to find out how best to place these members in areas that will be interesting to them. Alan commented that we have a number of members that are involved in Institute wide activities as well as SEQ type initiatives. It was acknowledged that Alan and his staff have been exceptional in their assistance with the Certification Panels.</p>	
Vote of thanks to 2009/10 Committee (3 Mins)	<p>David thanked the Executive that have been putting in the hard yards over the past 12 months. No matter how much volunteers often do, they feel like its not enough. We need to look at what we have done and not what we haven't achieved. There are a significant number of other people that have put in a huge effort throughout the year. These include Howard Briggs and Simon Cavendish and many more. A small token gift was given to each member of the 2009/10 Executive.</p>	

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	<p>David also gave a special thank you to Alan Chenoweth who will not be restanding for the committee due to increasing his academic pursuits. Alan has been involved for a number of years and his contribution has been significant.</p> <p>A presentation was given to Claire Gronow, acknowledging her immense contribution over the past 6 years. A plaque and gift were presented to Claire in thanks.</p> <p>Danielle and Association Solutions were thanked for time and efforts also.</p>	
<p>Election of Committee Members (10 Mins)</p>	<p>All positions were declared vacant. The following nominations were accepted at the meeting:</p> <p>President: David Carberry Treasurer: Emma Thomson Vice President Business: Mark Williamson Vice President Practice: Susan Malone SEQ Divisional Councillor: Mark Williamson SYP Committee Chair: Vicki Low Policy Committee Chair: Lindi Bowen Professional Development Chair: Sherri Fitton Volunteer and member Co-ordinator: Laura Canevari</p> <p>The following nominations have been verbally accepted and will be ratified at the next SEQ Executive meeting: Vice President Profile and Participation: Jon Womersley External relations : Peter Davy</p> <p>Thanks was given to the new committee.</p>	
<p>General Business (5 Mins)</p>	<p>Mark Williamson gave a presentation of the new initiative for 2010/11. To ensure that we do not have another financial loss in the coming year, the SEQ Division will be calling for annual partnerships. Sponsorship for ongoing events will be important however with the short notice and hectic schedule of potential sponsors, it was agreed to pursue a partnerships on a annual basis. The investment by an organisation will be \$7500 and it is hoped to gain 4 partners which will cover our annual fixed costs. Howard commented that this will alleviate the pressure on the Professional Development Committee who can then concentrate on their key tasks. Alan suggested we include the Green Tie Ball into the prospectus. Discussion was held over who would be eligible to become a partner and Bill commented that there is an Institute Sponsorship policy that governs what type of organisations we can accept. Bill confirmed that the SEQ initiative would comply with the national policy. David commented that we don't want to become a "profit" making organisation. Its about making returns to allow us to invest back into the industry by ways of policy submissions and giving free tickets to young professionals to allow us to add value.</p> <p>Members were asked to submit organisations that they feel would be appropriate partners. Lindi suggested we could look at a partnerships co-ordinator. Sheri commented that we might need to invest in some</p>	

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	marketing materials such as t-shirts given additional value. Howard commented that we still need to canvas the employer section. Bill suggested we look at Eco Canada who surveys the sector in Canada well whom we now have an MOU with. We should also comment on what we are planning on doing for the year.	
International Office	There has been a concerted effort to save funds over the past two years which has resulted in an unaudited surplus of \$120k. These funds are being put towards seeking a CEO to assist with key high level tasks. There is also a membership drive being activated over the next 6 months.	
Close	With no further business being conducted the meeting was formally closed at 7.36pm	