



# ENVIRONMENT INSTITUTE OF AUSTRALIA AND NEW ZEALAND

Draft Minutes from Annual General Meeting, NZ Chapter

5:30pm 23 August 2017

Meeting Commenced at 5:37pm

## Present

Members in Auckland: Mark Bellingham (Committee member), Chris Bailey (Treasurer)

Members in Wellington: Kevin Tearney (President), Kirsty Austin (Wellington Branch Coordinator), Di Buchan (EIANZ Board Vice President), Keith Calder (Vice President), David Whittey

Members in Christchurch via phone: Geoff Meadows, Paula Greer, James Skurupey, Isobel Oldfield (Student and Early Careers Committee member)

Members in other centres via phone: Alison Davis (Secretary), Stephanie Brown (Committee member)

## Agenda

Kevin Tearney, NZ President opened the AGM, welcomed members, then continued with AGM proceedings.

### 1 Apologies

Apologies received from:  
Sam Bridgman

### 2 Minutes from last AGM

Geoff Meadows moved that the minutes from the 2015 AGM be accepted as a true and accurate record. Seconded by Chris Bailey. CARRIED.

Matters Arising:  
None

### 3 Presidents Report

The President's Annual Report has been sent to Central Office.

Kevin reported on highlights from the report.



Kevin has been in the role of president since April this year when he took over from Keith Calder who was acting in the presidents role. Kevin thanked Keith for his role as acting president since the 2016 AGM.

Kevin explained how the executive operated and who are the current members. He mentioned the Executive monthly teleconference meetings, and the 'Face to face' meeting held in June 2017. The latter meeting was very productive, and the day was structured around developing a work programme based on the EIANZ vision and principles.

Key initiatives that the Executive wish to focus on in the coming year included:

- Supporting career development – through building branches, and providing professional development events.
- Increasing networking and communication opportunities.
- Adding value by the development of best practice guidelines, and to increase the status of EIANZ as a professional body.

An action plan was developed, and budget allocated as follows:

- Branch support
- Mentoring support
- Paid position for administration support
- Paid position for marketing and communication
- Specific projects e.g. AECE review

The EIANZ award that Judith Roper-Lindsay received was mentioned.

Kevin thanked Chris Gibbons and Amanda Fountain for their work as the NZ Chapter Student and Early Career coordinators. He welcomed Isobel Oldfield to the role. Recent student events at Universities has shown a lot of interest among students.

The NZ Chapter newsletter - Stepping Up was discussed. It has been difficult to get the newsletter produced monthly and with Rachel Hobb-Price coming aboard as volunteer a few months ago this is a good time to look at the frequency with which the newsletter is produced. However, the Executive see the newsletter as an important mechanism to communicate with the NZ members. Rachel's role will be remunerated so that we can improve communication with members via social media sites and newsletters.

Kevin thanked Bronwen Harper for her work on membership development in NZ, and her assistance with student and early development activities. The Executive decided not to renew the role. There was an increase in membership over the period of Bronwen's engagement – there are now 175 NZ members and an increasing number of student. Under Isobel's stewardship Kevin hopes this trend in increasing student numbers continues.

The NZ Chapter has four Branches now that a Top of the South coordinated by Mark Davies has been established. Kevin thanked the Branch coordinators for their work – for the Wellington Branch ( Kirsty Austin) and for Christchurch Branch (Annabel Coates with assistance from Stephanie Brown). Justine Quinn stepped down during 2016 as the Auckland Branch coordinator. The Auckland Branch has struggled to get events going. Kevin will be working on finding an Auckland Branch coordinator as he wishes to see an Auckland Branch operating again.



Kevin mentioned that a modest amount of funding has been allocated to support branch events, and funding can be accessed through an application process.

Kevin has been working on setting up greater corporation between ALGA and EIANZ, and is working on an MOU as a mechanisms for this. The advantages include increased opportunities for networking and professional development, and decreased fees to attend events across the two organisations.

Steph was thanked for work on the executive over the past year and her interest in being nominated for the CEnvP Board. There are now 92 CEnvP members in NZ. Contaminated land certification has become a defining feature for practioners in this field. Thanks were given to people who sit on CEnvP interview panels.

Kevin thanked Mark for submissions he prepared on behalf of EIANZ. Advocacy is an important part of EIANZ. He encouraged members to contact Mark with their view on what the NZ Chapter should submit on and the position they could take.

The EIANZ conference is due to be held in Wellington in November 2017, with preconference SEC workshops. There is a lot of working to organise the conference and at this stage papers have been accepted and the conference agenda sorted. Registrations coming in from Australia but more registrations from NZ would be good. A pub quiz during the conference is proposed that will be an opportunity to thank organising committee. Thanks were given to Di and the organising committee for all the effort being put in to organise the conference.

Finally Kevin thanked everyone for their support – it is a great institute and full of fantastic people. He is looking forward to a busy and productive year.

### **Discussion on the Presidents Report**

David Wanty - recently joined EIANZ as he wished to belong to organisation that can represent the 'environmental market'. Encouraged to see the number of people apply for certification and there is clearly a demand. The initiatives outlined by Kevin support the CENCP scheme – this includes getting certified as a young person and ongoing professional development. Need to look how can engage young people – they want certification but need to see what EIANZ offers to support this. David would like to see a greater connection between CEnvP and EIANZ.

Keith Calder – concerned we are missing something, barley get students interested in CEnvP let alone EIANZ. Younger generation – what is holding them back from membership. Keith thinks it is important to belong to a professional organisation.

Isobel – awareness needed, engage more in social media – what the younger generation use, need to promote what EIANZ can offer. Mentioned the student congress to be held prior to the EIANZ conference in November – Isobel working on this initiative and targeting Victoria and Massey Universities. Two students will be paid to attend conference from elsewhere in the country

Steph – gave a vote of thanks to Committee and everyone efforts over the last year



**MOVED:** That the President's Annual Reported be accepted

(Keith Calder/ Kirsty Austin)

**CARRIED.**

#### **4 Treasurers Report including Financial Statement**

The audited accounts were circulated prior to the AGM meeting and are attached to these minutes. Chris Bailey summarised some key points about the accounts:

- The NZ Chapter is in a healthy financial situation with increased reserves despite membership growth activities.
- No surprises in the balance sheet.
- \$20k approximately earned in membership fees. This has been invoiced, but accounts payable not caught up yet. Chris pointed out that 60% of membership fees is paid to Central Office, the remainder is retained by the NZ Chapter.
- At the 2016 AGM Central Office wanted the NZ Chapter to pay bond money to cover merchant banking fees. The NZ Chapter disagreed and now Central Office covers this expense.
- Professional services of c.\$14k covered the membership development position which has not continued in 2017/18.
- We have now completely transitioned to online banking and all financial transactions are now done in Xero software.

Chris thanked Tash from Central Office for her enormous help over the past year. There have been substantial changes in the way the financial accounts are being done, which have significantly reduced the workload of the NZ Branch treasurer.

#### **Discussion on the accounts**

Chris was thanked by the Executive for all his work in his time as treasurer, and particularly in the last year when the financial management has been simplified.

Di commented that she previously passed on thanks to Tash.

Chris offered to be available to show the person who takes over the role of NZ Chapter treasurer 'the ropes'.

Mark commented that the role is alot easier than in the past and 'selling' the role to a new person should be easier.



**MOVED:** that the Treasurers Annual Report and Audited Accounts be accepted as a true and accurate recorded.

(Keith Calder/ Mark Bellingham)

**CARRIED.**

## **5. Board (Verbal report from Di)**

Very busy year, lots put in place, CO settled down, CENP and EIANZ working in a streamlined way.

There has been a lot of work on policies and professional practice.

Michael Chilcott standing down as president and Brian Jenkins has indicated his interest in the role. Brian has experience working in Australia and NZ, and currently resides in Australia. Di urged us all to vote for the Board elections.

Jon W and Brian Jenkins – working on accreditation of university to deliver environmental courses. Pilot done at Griffins, now want to roll this out to other universities. Looking at Otago University next – Richard Morgan is assisting here.

Michel Chilcott – is now a commissioner in the environmental court so now finds it difficult to speak on behalf of EIANZ in public forums. Also, the work load of EIANZ has grown significantly and Michel cannot provide the time required.

## **6. Election of Officers**

Kevin summarised the situation for the elections:

Stephanie Brown is stepping down from the committee.

Keith Calder is stepping down as vice president but wishes to remain on the committee.

Chris Bailey is resigning as treasurer and stepping down from the committee.

Nominations have been received as follows for:

President – Kevin Tearney

Vice President – Mark Bellingham

Secretary – Alison Davis

Treasurer – vacant

Committee member – Isobel Oldfield, Kirsty Austin, Keith Calder

Kevin Tearney called for nominations ‘from the floor’ – none were received.

### **Discussion on the election of officers**

Di summarised advice she has received from Nicole Brown. Nicole is of the view that the role that the Treasurer is now significantly reduced. Very easily could be combined with Secretary role. This can be done constitutionally, and some divisions already have done this.



Main work involved is to authorise payments (requires two Executive members to counter sign) and to reconcile payments in Xero.  
The financial accounts are prepared annually by central office and then are audited.  
The auditor will receive a modest honorarium.

### **Election of EIANZ NZ Chapter executive committee**

#### **President:**

**MOVED:** Kevin Tearney for President of the EIANZ NZ Chapter  
(Keith Calder/ Kirsty Austin).

All in favour.

**CARRIED.**

#### **Other officers and committee members:**

#### **MOVED:**

Mark Bellingham for Vice President

Alison Davis for Secretary

Alison Davis for Treasurer

Isobel Oldfield for the Committee (in the role of Student and Early Career Coordinator)

Keith Calder for the Committee

Kirsty Austin for the Committee

(Kevin Tearney/ Chris Bailey)

All in favour.

**CARRIED.**

### **The new Executive Committee for 2016-17 was elected is as follows:**

#### **Office positions:**

President	Keith Tearney
Vice President	Mark Bellingham
Treasurer	Alison Davis
Secretary	Alison Davis

#### **Committee members:**

Students & Early Careers Committee	Isobel Oldfield
Committee	Keith Calder
Committee	Kirsty Austin

#### **Branch Coordinators**

Branch Coordinators for 2016-17 year:



Auckland Branch	Vacant
Wellington Branch	Kirsty Austin
Christchurch Branch	Stephanie Brown & Annabelle Coates
Top of the South	Mark Davies

## 5 General Business

### 5.1 Submissions and Advocacy

Mark Bellingham suggested a letter promoting EIANZ was sent to all political parties given the upcoming general election. There is also the opportunity to promote EIANZ at the local government elections. Mark would like the Executive to be more prepared for opportunities to promote EIANZ and especially to advocate for environmental certification.

### 5.2 Branches

Wellington – Kirsty proposed inviting politicians to events to present their positions on environmental policies.

David W mentioned that events with politicians present could be highly charged and not something where you want for a professional organisation.

Kirsty mentioned an event she attended run by the planning institute where politicians were involved in a well organised planning debate.

### 5.3 Promoting the CEnvP scheme

Di thought it would be better to approach politicians after the government is elected and has settled down for business. A key focus would be to promote CEnvP and to get the scheme into legislation. Nick Smith was supportive of the scheme but was not in the position of environmental minister for long. David Parker who could be the new environmental minister is well aware of the environmental certified scheme.

NZ CEnvP convenor role – Steph will be stepping down from this position as NZ convenor as she has put her name forward for being on the national CEnvP Board. She has a person in mind who could take over and she will support the new person in the transition. As from September 2017 all NZ applications will be processed by the NZ convenor.

### 5.4 Communication and Marketing Position and Administration Position

Alison explained the key tasks proposed for the Communication and Marketing Position, and the Administration Position. These are reflected in the job descriptions. Thanks were given to people who have provided comment on this, and unless further comment was received the JD will be sent out shortly and recruitment undertaken.

Meeting closed at 18:53pm