

# Minutes AGM

## New Zealand Association of Resource Management

Held at Parliament, Banquet Hall, Wellington

Monday 17th October 2022

Kolja Schaller

Secretary

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Meeting opened at 4.45 pm

**In attendance:** Dougal Morrison, Billy Bartrum, Jenny Bond, Belinda Miller, Louise Askin, Erica Whalley, Anastazia Raymond, Rebecca Crack, Susan Moore-Lavo, Chris Phillip, Ross Abercrombie, Mark Gasquoine, Hannah Duncum, Ainsley Adams, Charlotte Wright, Adrian Brocksopp, Eliza Burt-Priddy, Pravneel Kuma, Evan Ward, Holly Chappell, Sarah Dudin, Electra Kalaugher, James Mills-Kelly, Lester Bridson, Duncan Kervell, David McDermott, Ian Power, Bryce McLoughlin, Latasha Wanoa, Nadine McKinnon, Sylvia McAslan, Tahauriki Paki, Melinda Dresser, Sarah Nolan, Lenna Birch, Taylor Scott, Tom Stephenson, Kolja Schaller, Matt Highway, Peter Manson, Kerry Hudson, Nicola McHaffie, Peter Nowell, Judith Earl-Goulet

### 1. Apologies:

Ron Sutherland, Malcolm Todd, Simon Stokes, Heather Miller

**Moved:** Judith Earl-Goulet

**Seconded:** Peter Manson

### 2. Confirmation of Minutes of 2020 NZARM AGM

**Discussion:** No matters arising

#### **Recommendation**

THAT the New Zealand Report Association of Resource Management receives and confirms the Minutes of the 2020 NZARM AGM.

**Moved:** Nicola McHaffie

**Seconded:** Kerry Hudson

Passed with all in favour

### 3. President's Annual Report 2022

#### **Presidents annual report**

The last face to face AGM in Northland back in 2019 seems like an awfully long time ago. It will be a pleasure to be able to have both the conference and the AGM together once again. Reading back over the Presidents report from last year it is obvious that the NZARM executive has continued with the theme from 2019 "change at pace and scale". We have achieved a lot in the last year and I am proud to have worked alongside the executive and our CEO to get things moving.

We have official MOUs with strategic partners NZIPIM and Kaipara Moana Remediation agreeing to work together. Continuing sponsorship from our partners, notably Manaaki Whenua, and the funding for the capability builder project has achieved an injection of life into NZARM's external branding and output. It is a shame that we are not able to announce the capability builder project officially at this conference.

A highlight of this year was the face-to-face meeting of the executive in Wellington. This had also not been possible since 2019. We were able to discuss both NZARM strategy and governance of the capability builder project which I will outline in the rest of this report.

#### **NZARM strategy**

NZARM have an existing strategy (circa 2016?) which now needs a refresh. We have received strong feedback at previous AGMs to get on and do this. We need a strategy that makes sure we achieve the capability builder project but also leverage off it to reach further and set NZARM up well for the future.

Discussions in Wellington centred around what the purpose of NZARM is going forward and where we see NZARMs ability to influence. Several strong themes emerged:

- Developing and aligning skill sets. This includes skills to complete Freshwater farm plans, in facilitation of groups, managing behaviour change and relationships, understanding te ao Māori etc.
- Connection. Between people, roles, thinking, catchment scale thinking
- Catchment context – championing to keep catchment context at the front of mind, catchment outcomes, catchment approaches, catchment groups, on the ground action, matauranga Māori
- Funding and regulatory understanding. Strong regional council roots, Communicating opportunities, Supporting innovators, connecting funders to fundees. NZARM do not want to be the regulator.

Our existing goal, outlined in the constitution is "promote the philosophy, science, and practice of resource management in New Zealand, with particular emphasis on land and water resource management" will need a rejig into a purpose statement that celebrates these themes that make up NZARM in 2022 and the future. The next steps here are to finalise draft and then present it to members at a special meeting for feedback and to make any relevant constitutional changes.

## **Governance of the project**

The project is currently receiving contribution funding which is an advance of the full funding designed to help with set up costs. The executive is very aware that governance of the project will be critical going forward. As part of this initial stage Adrian Brocksopp, project manager, is setting up a governance group. The group, approved by the funder, consists of the members of the executive, and is chaired by the President. Communication will be via updates at the monthly executive meetings as well as focused meetings and reporting. The project will also receive input from a steering group comprising of key stakeholders. The members are yet to be confirmed and will be decided in collaboration with the organisations they represent.

## **Going forward**

I am standing down from the Presidency and the NZARM executive this year. When I put my hand up to be President NZARM was at a tipping point and needed an injection of life to ensure its longevity. I am very proud of how far we have come in this year, getting the capability funding over the line has been a big effort, it fits in well to the existing strategy and the bones of the future strategy. Like many voluntary organisations, the executive have full time roles on top of this voluntary one. NZARM has been to date run on passion and love for the organisation and membership getting Matt on board as a CEO has been a game changer and has enabled this to happen. The rest of the existing executive is keen to stay on so you are in safe hands going forward. The exec are in a good place to second people on with the new process and expectations set for what being an executive member means. Being in the NZARM executive is incredibly rewarding and, particularly while I was new in my career, opens up networks and opportunities. Please consider giving back to this organisation which gives a lot to you and will continue to do so more into the future.

Nicola McHaffie

NZARM President

**Discussion:** No matters arising

## **Recommendation**

THAT the New Zealand Association of Resource Management receives the Presidents Annual Report 2022.

**Moved:** Nicola McHaffie

**Seconded:** Dougal Morrison

## 4. Treasurer's Annual Report for the 2021 financial year

### **Treasurer's Annual Report for the 2021 financial year**

My report addresses the New Zealand Association of Resource Management (NZARM) financial year 1 January 2021 to 31 December 2021 as reviewed by Matley Audit Limited and addresses for members' information our current position for the 2022 financial year. The Auditor's Report for 2021 is attached to this Agenda for discussion.

For Members information attached to this Agenda are:

1. The Auditor's report for 2021; this includes the NZARM annual financial statement for 2021
2. Balance Sheet from 1 January 2022 to 30 September 2022
3. Profit and Loss statement from 1 January 2022 to 30 September 2022

### **Income Overview of 2021 financial year**

1. Total income at 31.12.21 was \$47,478 (up from \$17,173 in 2020).
2. Income from membership fees totalled \$17,603.
3. Income from partnership proceeds totalled \$24,400
4. Interest from term deposits was \$295 (down from \$1,123).
5. Advertising \$1,400.

Income from sources outside of membership continue to provide important alternative income sources, particularly in a year where there was again no conference income. The newly introduced partnership programme has provided a new stream of income, while providing important linkages with NZARM. The 2021 NZARM conference was not able to be held due to Covid-19 settings, this again resulted in a significant reduction in income for the 2021 financial year. Over previous year's, conference profits have been and will continue to be in future years an important income stream for the organisation. Due to the Covid-19 situation in 2021 the decision was made to postpone the 2021 Wellington conference until October 2022 which impacted on income in the 2021 year. We expect this year's Wellington conference based on attendance and sponsorship will again provide some revenue to the organisation. As an Executive there is the expectation that conferences will at least break even in future years.

### **Expenditure Overview of 2021 financial year**

1. Total expenditure at 31.12.21 was \$60,278 (up from \$25,048 in 2020).
2. Secretariat costs \$13,418.
3. CEO costs \$34,529
4. Subscription and cloud services \$1,777.
5. Auditor fees \$1,808.

In addition to the above, other areas of expenditure were Broadsheet costs of \$2,300 (plus postage & stationery of \$224), the finish of the Co-ordinator position \$2,800 and website related costs of \$374. As detailed in the attached Auditors financial review for 2021, the review fees are again similar to the previous year due to the undertaking of a review rather than an audit as undertaken last in the 2015 financial year. This continues to enable significant savings to be maintained within this expenditure item as compared to audit services which incur a higher cost. To continue to benefit from savings in this area of expenditure a financial review will be undertaken on an annual basis (as per the 2016 AGM motion) with a full audit only undertaken should there be a specific need. It should be noted that we have a new Auditor, Matley Audit limited due changes in the previous

auditor's business structure. The auditor's price for the 2022 year has been held at the 2021 price as part of the hand over.

### **Treasurer's Comments**

The 2021 year resulted in an operating deficit (before tax) of \$12,800 as compared to the previous year's operating deficit of \$7,876. The predominant contributing factor to the operating deficit, was the lack of income received from annual conference proceeds as compared to past years. Maintaining the association in a positive overall financial position for 2021 has again been the executive's goal, which sees the association to continue to remain in an overall healthy financial state.

With the 2021 deficit the association's closing balance is down on the 2020 closing balance. The 2021 year saw an opening balance of \$115,860, with a closing balance for the 2021 financial year of \$99,310. Surpluses over recent years have allowed for re-investment back into the organisation. Such investment has predominately been in the recent employment of the National Co-ordinator position 2020 and now new CEO position 2021 which continues into 2022.

The executive continues to be mindful of costs over the 2021 and current financial year. Overall expenditure was up on the previous year, largely due to the CEO position and extra secretariat expenses, with many other items slightly down or similar. Reductions in expenditure were achieved where possible across several items in 2021, such as executive expenses, website costs. In addition, the move towards electronic distribution of the board sheet, has allowed for continued savings in this area associated with printing and postage, which continues to help off-set the increased cost of editing.

Overall expenditure for the 2021 year was \$60,278 up \$35,230 on the previous year. The overall increase in 2021 expenditure was largely due to the appointment of the CEO position. Other areas of increased expenditure were predominantly related to extra secretariat expenses due to the change over from Groundworks and associates to the new secretariat service and slight increases in Broadsheet editing costs.

As compared to recent years the single biggest cost is now the CEO position in the 2021 financial year with secretarial services the other significant area of expenditure. While the extra secretariat costs could not be avoided due to the change-over, the investment in the CEO position was budgeted for by use of reserves and partly off-set by income from the partnership programme.

The executive has worked closely with groundwork/new secretariat services and the CEO across the year to ensure costs are managed to a practical level. Since 2008 the secretariat duties have been carried out by Groundwork Associates (Hamilton based), in 2021 they refocused their business and as a result no longer offer secretariat services. This role has now been filled by Judith Drabble (formally of Groundwork), as part of the handover there was a significant amount of extra work which has resulted additional secretariat expense in 2021. Overall, the NZARM Executive believes this area of expenditure continues to be money well spent with up-to-date membership and financial information on hand, allowing the Executive to access real-time financial and membership information, extract financial summaries, while also dealing with day-to-day activities that would otherwise require more administrative time by executive members. While the secretariat provides a valuable service in undertaking many day-to-day activities the executive is mindful of minimising the work load the secretariat is asked to perform as much as is practical, with the 2022 year expected to be similar to past years costs.

Current membership fees of \$100, (discounted to \$70 for early payment) along with other forms of income have typically provided appropriate finances to cover costs keeping the organisation in a healthy financial state, while providing sufficient finances to cover additional expenses that the organisation has encountered in recent years. This has put the organisation in a position where-by it has had ability to re-invest back into the organisation from reserve funds over the past two financial years, principally through the initial appointment of the National co-ordinator position and now CEO position (starting 2021) to drive future growth of the organisation. This growth is starting to be realised with revenue for the 2022 year forecast to again cover costs of the organisation for the current financial year. This is in part due to, two key areas, the first, having conference income and the second the development of partnership programme which has brought in extra income which has been a direct result of the CEO position. The deficit for 2021 was not unbudgeted as it was budgeted to utilise accumulated reserves generated from strong recent year end profits to fund this position initially in year 1. It should be noted that the objective is for the CEO position to be largely self-funding from the generation of additional revenue streams, increasing membership and conference returns.

As of September 1st, 2022, the term deposit continues to be maintained at \$45,000 providing an income of \$295 (including the business on-line call account) for 2021, this is well back on previous years due to low interest rates. With some interest rate improvements in recent times a slight improvement in the level of interest revenue can be expected for the 2022 year.

At present the 2022 year's income remains ahead of expenditure, with a surplus again forecast for year-end 2022. Current membership is around 350 members in total. We currently have around 61 (vs 55 members last year) in fee arrears (September 23rd) similar to this time last year, with these members having been notified. It should be noted that subs have continued to come in relatively slowly over the past few years. This requires additional expense and time in sending reminders, with those members un-paid for-going the subscription discount for 2022. NZARM relies on subs to run the organisation, it is therefore important that subs are paid in a timely manner as possible, to ensure administrative costs are managed efficiently as possible. I would again remind all members to take advantage of the subs discount for prompt payment or consider organising automatic payment with the secretariat service, in addition subs can be paid via credit card making for ease of payment.

Systems for membership management are appropriate and we can easily track membership status. It is anticipated that subscription income will be slightly up on the previous year, with around \$17,000- 19,000 expected to be reached for the 2022 financial year.

Jim Risk  
NZARM Treasurer  
25th September 2022

**Discussion:** No matters arising

**Recommendation**

Move that the New Zealand Association of Resource Management receives the Treasurers Annual Report 2021, for the 1 January 2021 to 31 December 2021 financial year.

**Moved:** Jim Risk

**Seconded:** Kolja Schaller

Passed with all in favour

## 5. Auditors Report/Appointment of Auditor

### **Recommendation:**

That the New Zealand Association of Resource Management:

1. Receives the Auditor's Report for 2021 and
2. Elects current Auditor, David Rickard of Matley Audit limited, to review NZARM's 2022 accounts.

**Moved:** Jim Risk

**Seconded:** Ian Power

Passed with all in favour

## 6. NZARM CEO/Secretariat Report 2022

This short report covers NZARMs activities from a CEO perspective from 1st November 2021 to 1<sup>st</sup> September 2022.

The CEO position started in June 2021 as a contracted service to Matt Highway from Element Environmental Ltd. The appointment was tasked with:

- a) bring NZARMs core mechanisms for membership value up to speed, such as the NZARM magazine (broadsheet), the annual conference and the website and
- b) accelerate longer term value to members through the capability programme (currently called the resource management certificate [RMC]) and increase NZARMs profile through delivery of contracted services.

NZARM major effort this year includes a large project to support the building of capability. Due to our current funders wishes NZARM is unable to communicate the details of this project at the moment but hope to be able to do so by the time of the conference.

NZARM has been involved in contracted services this period which includes a new project: MPI Careers Pathway Scheme, alongside previous projects for FW-FPs and IWG.

### **Membership**

Current registered membership sits at 305, with approximately 50 unpaid members (see treasurer report).

*Table 1 – Membership data derived from capsule since October 2019.*

**Membership Summary for Executive Team Meetings**

Member Group	@ 31-10-2019	@ 30-04-2020	@ 31-07-2020	@ 31-10-2020	@ 30-11-2020	@ 31-01-2021	@ 28-04-2021	@ 19-05-2021	@ 13-06-2021	@ 07-11-2021	@ 31-01-2022	@ 26-07-2022	@ 30-09-2022
Ordinary	251	233	234	235	236	234	235	235	253	261	266	241	249
Student	2	1	1	1	1	1	1	1	2	3	3	0	1
Honorary	10	10	10	10	10	10	10	10	10	10	10	10	10
Retired	13	13	13	14	14	14	15	15	15	15	15	15	15
Library	2	2	2	2	2	2	2	2	2	1	1	1	1
Partner Members										20	25	23	23
Partner Organisations										6	6	6	6
	<b>278</b>	<b>259</b>	<b>260</b>	<b>262</b>	<b>263</b>	<b>261</b>	<b>263</b>	<b>263</b>	<b>282</b>	<b>316</b>	<b>326</b>	<b>296</b>	<b>305</b>

Activity Summary since last report	Nov 2018 - Oct 2019	Nov 2019 - Apr 2020	May 2020 - July 2020	August 2020 - Oct 2020	Nov 2020	Dec 2020 - Jan 2021	Feb 2021 - April 2021	April 2021 - May 2021	May 2021 - June 2021	June 2021 - Nov 2021	Nov 2021 - Jan 2022	Feb 2022 - July 2022	August 2022 - Sept 2022
New Members	47	8	7	2	0	0	1	-	20	39	10	11	9
Lapsed Members	21	29	0	0	0	2	0	-	0	0	0	36	0
Resigned Members	8	0	2	0	0	0	1	-	1	8	1	5	0
Mailouts - Job Vacancies	35	5	2	4	3	5	14	-	6	9	3	20	10
Mailouts - Other	8	3	2	2	2	0	0	-	1	5	7	10	4

**NZARM Broadsheet**

The broadsheet has become a regular feature again for NZARM, with a slightly new look. Previous issues as well as archived issues can now all be accessed via the website.

**NZARM Broadsheet: Resource Management New Zealand Magazine**

Latest issue #40:  
Click the image below to see our latest issue.

**About the Magazine**

It is produced 3- 4 times a year and contains news about members activities, short articles, as well as longer technical reports. Advertising of job vacancies and other items is also possible.

We welcome your contributions to Broadsheet. They can be snippets about members activities, events and technical articles. The idea is to include information that would be of benefit to members in other regions. Just send ideas and articles to [matt.highway@nzarm.org.nz](mailto:matt.highway@nzarm.org.nz)

**Previous issues**

Click the images below to access the full magazine:

**Archived Issues**

To see the complete list of archived broadsheets, and to read them online [CLICK HERE](#)

Figure 1 – NZARM Broadsheet webpage



## Website

NZARM's website is getting an upgrade! Watch this space! This will enable a new way that members can interact with the site, and we will be working towards:

- A knowledge hub for natural resource managers
- Online tools, and training modules to help new resource managers
- A new way to register and interact with members
- A home to help showcase natural resource management projects.

The current website use has grown considerably in the last few years (Figure 2)

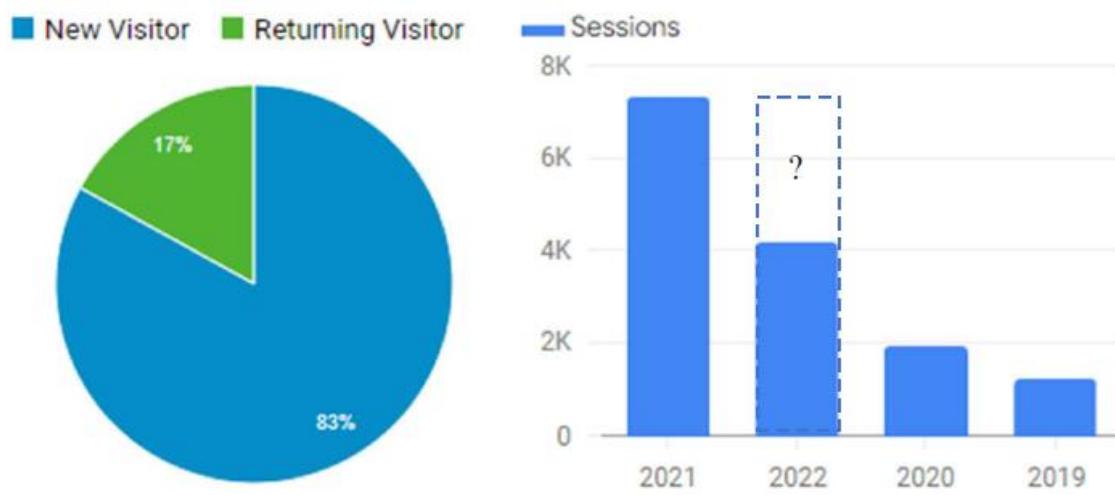
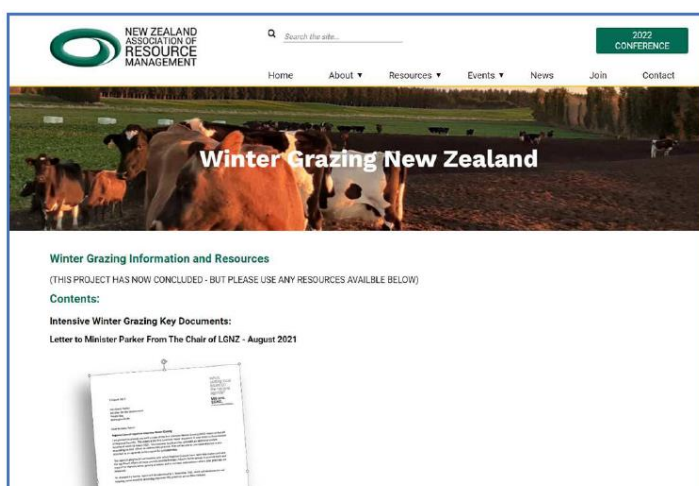


Figure 2 – The stats for the NZARM website. Lots of new users have been entering the site and a large increase in website activity in the last few years.

## Intensive Winter Grazing Project

The intensive winter grazing project was completed in November 2021, culminating with a last quarterly report to Minister Parker. This project was coordinated by NZARM.

For greater details of this project please see the NZARM website.



*Figure 3 – The Winter Grazing project has built and consolidated many resources on the topic which will remain available on the NZARM site.*

**Discussion:** No matters arising

### **Recommendation**

THAT the New Zealand Association of Resource Management receives CEO Report for 2022.

**Moved:** Matt Highway

**Seconded:** Judith Earl-Goulet

Passed with all in favour

## 7. NZARM Rebranding

### 1. Introduction

New initiatives are occurring for NZARM. There is a new website being built, a national programme to support capability building and we will see more interaction from NZARM with the public, other organisations, and its members. Now is a good time to look at NZARM's brand.

### 2. Purpose of This Paper

We have the opportunity to rebrand both the company name and brand design. This paper proposes that the NZARM executive are provided mandate by the NZARM members to progress a re-branding exercise. The re-branding process, outlined below is to investigate if a new brand is wanted by NZARM members or whether NZARM retains its existing brand.

### 3. Proposed Approach

1. Seek approval from NZARM members to undertake a re-branding exercise – AGM 2022.
2. Executive meet to discuss:
  - a. company name change
  - b. new name options
  - c. whether a legal advice is required to carry out this process.
3. Develop a set of proposed NAMES for the organisation.
4. Present these options to all NZARM members (likely to be via email) so that they have the opportunity to vote for a new name or to retain the existing name: 'The New Zealand Association of Resource Management'.
5. **Members vote at Special Meeting**
6. Use the membership's top two preferred names and engage a designer to develop options for LOGOS. This will include more than one design per name.
7. Present these options to all NZARM members (likely to be via email) so that they have the opportunity to vote for the logo. Voting will include two new names and logos as well as the existing name 'The New Zealand Association of Resource Management' and NZARMs existing logo.
8. **Members vote at Special Meeting**
9. The highest voted logo and name will then be incorporated into the NZARM website and other communication channels. In the event that there is no clear winner (for example one brand does not have 20% more votes than other brands), the executive committee will

consider other options. For example: A) Seek a further vote from members; B) Undertake workshops with members or interviews to gain more information that aids decision making, C) Redesign names and logos D) Provide an executive decision at a committee meeting.

10. To formally and legally adopt the name change, NZARM members will be informed via a proposal, at least 28 days prior to NZARM AGM 2023. This proposal will seek to amend to the Constitution by notice of motion. The constitutional change will seek the ratification of the new name and logo of the association as chosen by NZARM members.
11. If a two-thirds majority of members adopts the amendment, then the Constitution will be amended as from that time.

#### 4. Estimated Costs

- Brief / liaise with designer (\$300)
- Design costs
  - Logo, brand style guidelines \$2800
  - Website design \$800
- Apply design styles to website \$3800

#### 5. Member Vote Sought

An NZARM member vote is sought at NZARM AGM 2022. This vote is to either agree or disagree that the NZARM executive committee has the mandate to proceed with the proposed re-branding approach as outlined in section 3.

**Discussion:** Question from member “What is the need for the name and logo change?”. Matt Highway replies that Name/logo will only change if members want it to, so may not change; that there has been confusion around the term “Resource Management” within the name and its association with the RMA; and confusion with the NZ Army; that it is a good time to look at options around Name/Logo.

Clarification from member around what the NZARM exec is looking for the membership to endorse “A process by which the Name AND/OR the Logo could be changed, but not necessarily both”, Matt Highway confirms the process.

Note from Nicola McHaffie around the MfE Capability Capacity builder project governed by NZARM, “there is a desire that the project stands out well through the associations name and branding”.

Question from Chris Philip “Question around this being a mandate for change, rather than the change itself”.

Discussion continues for 10-15 minutes with the main topic of conversation being how we can best tweak the process of getting a mandate from the membership to progress the re-branding. Chris Philips proposes a process of having two steps regarding getting a consensus on re-branding. The first question could be “Do you want change?”. If there was enough support, then that would trigger the rebranding exercise with a second vote being on what Name/Logo is supported.

Chris Philips talks about the history of the NZARM Brand which was developed in response to the introduction of the RMA and the logo came from students at Auckland Polytec.

Some of the Exec members mention their thoughts on why they think consideration rebranding is necessary. Judith talks about why the need for change ‘The organisation has a broader membership now than it has in the past where its was predominantly regional council staff’. Kerry Hudson

mentions the 'Regulatory' connotation to the name and the broader membership. Peter Manson mentions that NZARM is going through a revitalisation phase, and we want the membership to decide what the best brand will be for the future of the association.

Note from Tom Stephenson that when survey is setup to get feedback on brand/logo change provide a text box for members to provide details around the 'Why' if they think no change is required.

### **Recommendation**

Move that the membership of the New Zealand Association of Resource Management agrees to support the NZARM executive to explore the current re-branding by engaging with the wider membership; outlining the rationale; pros/cons; and exploring if change is supported or not.

**Moved:** Nicola McHaffie

Vote, Yes/No counts:

31 Yes's

0 No's

## 7. General Business

Nicola McHaffie mentions a planned special meeting for the 20<sup>th</sup> Jan 2022 which will cover the following:

- Pros and Cons for Rebranding
- Position Descriptions for Exec positions (expand on descriptions in constitution)
- Introduce new NZARM Strategy document
- Likely Vote on membership fees, cost and possible structure changes
- Appoint a new president
- Second on new members
- Make changes to the constitution

**Discussion:** Chris Philips thanks the President for the explanation and looks forward to the special meeting.

### **Recommendation**

That the other General Business is accepted by the membership

**Moved:** Nicola McHaffie

**Seconded:** Dougal Morrison

**AGM meeting closed: 5.35pm**

Minutes Author

Kolja Schaller

NZARM Secretary