

27 August 2010

All Members
New Zealand Association of Resource Management

Notice of Meeting

NOTICE IS HEREBY GIVEN that the 2010 Annual General Meeting of the New Zealand Association of Resource Management will be held in the **Mainland Room, Commodore Airport Hotel in Christchurch on Tuesday 21 September 2010, commencing at 5.30pm.**

J Whale
Secretary

AGENDA

Apologies

Call for General Business items

- 1 Confirmation of Minutes of 2009 NZARM AGM
- Matters Arising
- 2 President's Annual Report
- 3 Auditors Report/Election of Auditor
- 4 Treasurer's Annual Report
- 5 National Regional Coordinator's Annual Report
- 6 Election of Officers to NZARM Executive Committee
- 7 Annual Subscription
- 8 Notice of Motion
- 9 Resource Management Certificate Update
- 10 General Business
- 11 Awards

1 Confirmation of Minutes of 2009 NZARM AGM

Minutes of the Annual General Meeting of the New Zealand Association of Resource Management Inc held at the Copthorne Hotel & Resort, Waitangi in Bay of Islands on Wednesday 4 November 2009.

The Minutes of the 2009 NZARM AGM are attached as a separate document to this Agenda.

Recommendation

THAT the New Zealand Association of Resource Management **take as read** and **receives** the minutes of the 2009 Annual General Meeting of the NZ Association of Resource Management Inc held at the Copthorne Hotel & Resort, Waitangi in Bay of Islands on Wednesday 4 November 2009.

Moved _____, Seconded _____

Matters Arising from the 2009 NZARM AGM Minutes

2 President's Annual Report

The following Annual Report of the NZARM President, Simon Stokes, is provided for members' information.

Presidents Annual Report 2009-10

Welcome to Christchurch for the 57th annual NZARM conference and AGM. The Association's thanks are extended to this year's conference committee of Julia Crossman, Chris Phillips, and Shelley Washington. I'd also like to thank Environment Canterbury and their staff, who have also been very supportive in putting this year's conference together.

NZARM Executive

The Executive has once again been very busy this year with a continuing emphasis on improving administrative capability and executive roles, and developing our own resource management certificate.

Groundwork Associates Ltd, based in Hamilton, continue to provide the duties that underpin our organisations administrative management. They work closely with our treasurer and secretary. Ross Abercrombie as treasurer has been very active, organising our finances, ensuring our audit processes are up to scrutiny, and sorting through our tax liabilities. John Whale has also been a tower of strength, particularly for me personally, in his role as secretary, and puts in a large amount of volunteer time to ensure our members and secretarial duties are in order. I hope the improvements to our

administration and members support has been noticed and appreciated. Again, this has required a serious investment of funds for the last financial year but it will be worth it in the long run. The only outstanding issue financially is the acceptance of a tax liability and as to how much this will cost the association. The Executive are currently investigating Charitable Organisation status for the future but the Government is tightening the rules around what is defined as a charity and this may mean we will need a re-jig of the NZARM constitution. Also, any changes will not exempt us from our previous 'profit making' and potential tax charges.

Norm Ngapo, supported by John Whale and myself, has put in an extraordinary amount of work, planning the new resource management certificate. He has readily accepted the challenge as our Executive member responsible for confirming our framework and setting up the certification board that is required. I thank Norm for all his efforts this last year. This next year we will see a Resource Management Certificate Board in place to develop and implement the new certification and developmental programme for our members. We must get this capability right as there are several opportunities becoming available that would support NZARM having a professional certificate for members, especially with the growing 'building capacity' programme with the Ministry of Agriculture and Forestry and people working professionally in resource management in major industry sectors.

Chris has once again managed the website and provided sound advice to the Executive as always. If this year is the last for Chris on the Executive then he deserves as many accolades as possible as he has endured the Broadsheet Editor role and subsequent Executive positions. Chris is a stalwart of the NZARM fraternity and I consider it a real privilege to have worked alongside Chris. Thanks to Landcare research who support our website at nominal rates.

Julia Crossman has spent most of the year planning for the 2010 conference. This will have been a big part of her free time over the year and I personally thank her for this effort. It has been at a time when her own organisation has gone through dramatic changes and this cannot have been easy. Julia will be stronger and more valuable to the Executive for this and I hope she keeps progressing her involvement.

Barbara Stuart's resignation from the Executive at last year's conference left the ordinary committee member position empty. The Executive decided to wait until the elections to fill the role officially. However, we did co-opt Helen Moodie (Northland) and Jim Risk (Southland) from both ends of the country to the Executive to help run NZARM and to bring new people to the table. Jim and Helen have slotted in well and I'll watch their involvement in the Executive with interest.

Finally we have to say a big thank-you to Shelley Washington who resigned early post conference last year. Shelley has been coordinating the regional coordinators for two terms and has done a brilliant job. Shelley always contributed well at meetings and has been enthusiastic with regards to getting NZARM into a more professional situation. Shelley also caught the biggest edible fish when the Executive went fishing last year in the Bay of Islands. Thank you Shelley for all you have done, including this year's conference work.

The Executive structure has remained the same this last year with the concept of responsibility working well. With Shelley retiring it meant some changes but with Jim and Helen being co-opted onto the Executive we have been back to full strength. The following is the current Executive responsibilities.

Current Executive Responsibilities

<u>Executive position</u>	<u>Responsibility</u>
President – Simon Stokes	Managing Executive; support to executive members; strategic direction; McCaskill Award; Liaison with Land Managers Group, MAF, and other external agencies
Immediate Past President – Chris Phillips	Supporting president; strategic direction; website management; Awards
Treasurer - Ross Abercrombie	Managing finances, and secretariat contract; annual audit; sponsorship opportunities
Secretary – John Whale	Secretarial duties including minutes, AGM, agendas; sorting out administration systems in conjunction with new secretariat; membership management
Ordinary Committee Member	Vacant following Barbara's resignation

Co-opted Committee Member
– National Coordinator for Regional
Coordinators – Shelley Washington and
later Jim Risk

Coordinating regional
networking information;
promoting regional
meetings/workshops
coordinators,

Co-opted Committee Member
– Norm Ngapo

Annual conference liaison;
Long term conference
location, development, and
structure

Co-opted Committee Member
– Julia Crossman

Media work; public relations;
brochure re-design; website
opportunities; promoting
regional meetings/workshops

Co-opted Committee Member
– Helen Moodie

Role to be formalised after
the 2010 election if co-opted
again.

Broadsheet

As our editor in chief, Tony Faulkner has maintained the publication benchmark set for him and there have been several excellent publications again this year. The Executive has approved for advertising to exist in Broadsheet and options for advertising will become apparent in the next publication. There is a member benefit to the cost so please look to use this additional marketing opportunity. The funds are designed to support our Broadsheet publication costs only. Watch this space. I'd like to thank Tony for his efforts this last year.

Regional meetings/Lance McCaskill Award

There has been one regional meeting this year based in Northland and organised by Helen Moodie. The topic was "Sharing results of recent "Information Needs" review carried out for the Northland region". At the time of writing she was hoping to get as many non-NZARM members as possible along and to possibly generate some new recruits.

There were no Lance McCaskill Award recipients this year. This followed a bumper year the year before, however our finances have been tight so it has been fortuitous. A reminder to members that both opportunities still exist and are there for your benefit – please don't hesitate to talk to the executive about either option.

Following on from last year's Land Use Capability workshops we strongly supported the Ministry of Agriculture and Forestry in running the Erosion workshops throughout New Zealand. Once again our own venerable G Eyles and N Ngapo travelled the countryside tutoring people on erosion types, how it occurred and where. Once again these workshops were well attended and have been a success.

Membership

Membership is again stable at around 226, as it has been for several years now. It seems that the executive have approved more new members than ever at meetings over the last year. However there is always a steady flow of resignations also. Growing the membership base is always a focus and the executive are working hard to promote the Association.

General

Overall, we maintain a focus on finances, conferences, membership, broadsheet and the website, training and workshops, and look for further opportunities to enhance the NZARM brand.

Congratulations to Clare Feeney and Bryan Handyside who deservedly won our second presentation of the NZARM Outstanding Achievement Award, and to Bob Cathcart who was made an honorary member of the Association.

Without the dedication and effort from all those on the Executive and you as members who support the association by coming to the annual conference and keep us informed via your contributions to the Broadsheet, NZARM would not exist. I thank the executive team for all their efforts and continued support over the last year and look forward to their collective contributions in the coming year.

Obituary

Our sincere condolences go to the family and friends with the passing of member Peter Stephens. A lengthy obituary was written for Peter in the Soil Science Association newsletter and showed just how much he had contributed to soil conservation and land management work working for the Ministry of Works and Development, the DSIR and later at the Ministry for the

Environment where he was the founding designer and architect of the Land Use and Carbon Analysis System (LUCAS) programme. Peter passed away on 2 May 2010, after having been diagnosed with cancer late last year.

Summary comment

Finally, as it is my last president's report to the AGM I want to say how much I have really enjoyed my time on the Executive. I was elected as an ordinary committee member on April 3rd 2002 after a discussion with Sue Powell in Hamilton at the NZARM Waikato conference. Sue, Alan Campbell, Chris Phillips, and Dave Cameron, were and have always been very supportive of me and that has been important in consolidating into the role of an elected Executive member and then president. Garth Eyles must also be thanked for allowing me the time to pursue NZARM activities while at Hawke's Bay Regional Council. I'd also like to thank the Bay of Plenty Regional Council for their subsequent support also.

My roles on the Executive over the years have changed giving me an excellent grounding for other areas of work I am involved in. It's a place to "cut your teeth" on a variety of issues and management skills in a sense, with colleagues, to prepare for other career opportunities or roles. I am actually going to find it hard to leave behind one day as I still have the same enthusiasm for NZARM as an association and a fraternity that I had in 1996 when I joined. I haven't missed a conference since my first in 1996. Lastly I wish to thank all those Executive members who I have shared meetings and social time with. You have always been supportive, listened, and a friend. I have appreciated that. I wish the incoming Executive president and elected members all the best. NZARM is in good heart and great shape, keep working hard to keep it so.

I hope you all have an enjoyable conference and later this year an excellent summer break with family.

Simon Stokes
NZARM President
21 September 2010

Recommendation

THAT the New Zealand Association of Resource Management **receives** the Presidents Annual Report 2009-10.

Moved Simon Stokes, **Seconded** _____

3 Auditors Report/Election of Auditor

The NZARM Treasurer will table the Auditor's Report for 2009 and move for the election of an auditor for the following year.

Recommendation

THAT the New Zealand Association of Resource Management:

1. **Receives** the Auditor's Report for 2009 and
2. **Elects** current Auditor, Mark Campbell, to audit NZARM's 2010 accounts.

Moved Ross Abercrombie, **Seconded** _____

4 Treasurer's Annual Report

The following Annual Report of the NZARM Treasurer, Ross Abercrombie, for the 2009 financial year is provided for members' information.

Treasurer's Annual Report 2009

My report addresses the NZARM financial year 1 January 2009 to 31 December 2009 as audited, and also addresses for members' information our current position for the 2010 financial year. An Auditor's Report will be tabled under item 5.

For Members information attached to this Agenda are:

- 1 NZARM Annual Financial Statement for 2009
- 2 Balance Sheet to 31 July 2010
- 3 Profit and Loss Statement from 1 January 2010 to 31 July 2010

Income Overview

1. Total income at 31.12.09 was \$16,639.
2. Income from membership fees totalled \$13,660.
3. Interest from term deposits was \$2,979 (down on 08 income of \$5,335).
The Association has \$60,000 held in four separate 90 day term deposits at the TSB.

4. Due to the combination of conferences with Grasslands in Waitangi there were no conference profits last year. However, it was an excellent conference and this sort of collaboration does assist with linkages into the rural community, thus offering value to NZARM members. We expect that this year's conference will break even despite lower (projected) numbers.

Expenditure Overview

1. Expenditure totalled \$37,878.
2. Notable spending included:
 - a. Secretariat costs \$12,456,
 - b. The printing of the LUC handbook for members \$7,875,
 - c. Two McCaskill Awards (granted to Clair Feeney and Matt Taylor) for \$3,000,
 - d. The 2009 Waitangi conference \$3,000, and
 - e. The ongoing cost of running the Executive committee \$4,414.

Many of these expenses were up on the 2008 year but with costs such as the secretariat, LUC handbook and McCaskill awards these benefit the association by providing more member benefits, and a smoother running of the Executive.

The broadsheet also remains a cost \$2,546 (plus P&P of \$1,971) to NZARM but also offers much benefit – especially in the modern format with excellent editorial. We are currently pursuing advertising options in the Broadsheet to cover some or all of the costs of this publication.

Treasurer's Comments

The Association remains in a healthy financial state however we have larger expenses this year than normal due to costs highlighted above. An opening balance of \$84,930 (including investments) was carried forward from the financial year ended December 2008. At year end there was a decrease (due to costs mentioned above) to a closing balance at year end (31.12.09) of \$63,691.

Since 2008 the secretariat duties have been carried out by Groundwork Associates (in Hamilton). This involves membership updates, financial assistance to the treasurer and general administrative and secretarial duties to assist the secretary. In 2009 this cost NZARM \$12,456 but the executive feels this is money well spent as we now have a better up to date list of membership, and far superior computer based systems (MYOB) for accounting purposes.

Following advice from the Groundwork Associates and last year's Auditor, Mark Campbell, I have undertaken to seek advice on our current tax status. The tax expert approached, Carl Brandt, feels that it is prudent for NZARM to become a charitable organisation as currently our tax obligations are dubious. Groundwork has sought previous advice from IRD but no clear answers came from that. Currently we do have some exemptions lodged with our banks, but Carl Brandt has now outlined that as it stands we do have a tax obligation for any profits we make. The executive has discussed this issue extensively and a Notice of Motion will later be moved to update the NZARM Constitution to align our values to assist us registering as a charitable organisation under the auspices of facilitating resource management education and to benefit the wider community (see item 8 below). If the motion is passed the Executive Committee will apply next year to the NZ Charities Commission to become a registered charitable entity and will also carry out a voluntary disclosure to the IRD. At the last stage we will outline that we have sought past IRD advice and ask for leniency.

Current budgeting considers membership steady at around 230 members with an anticipated subscription income of around \$13,500 again for the 2010 year. We currently have around 25 members in arrears and these members have been notified (two have now received second reminders and decisions are pending on their future membership). Systems for membership are now excellent and we can easily track membership status.

Ross Abercrombie
NZARM Treasurer
23 August 2010

Recommendation

THAT the New Zealand Association of Resource Management **receives** the Treasurer's Annual Report 2009 for the 1 January 2009 to 31 December 2009 financial year.

Moved Ross Abercrombie, **Seconded** _____

5 National Regional Coordinator's Annual Report

The following Annual Report of the NZARM National Regional Coordinator, Jim Risk, is provided for members' information.

National Regional Coordinators Report 2009 - 2010

There have been several changes this year within the regional coordinator team. At the national level I have taken over from Shelley Washington as the National Regional Coordinator. Regionally Peter Fantham (Gisborne) handed in his role and has been replaced by Derek Birks, thank you Peter for your efforts in recent years. Murray Harris has also filled the vacant Otago role. A BIG thanks goes to the Canterbury region for hosting this year's 57th annual conference with many interesting and exciting topics under the theme of "More than just water".

The current Regional Coordinators team is now:

Nelson, Tasman, Marlborough and West Coast
Wellington
Northland
Waikato
Canterbury
Gisborne
Auckland
Hawkes Bay
Otago
Southland
Taranaki
Manawatu
Bay of Plenty

Barbara Stuart
Dave Cameron
Bob Cathcart
Therese Balvert
Judith Earl-Goulet
Derek Birks
Rob Hughes
Peter Manson
Murray Harris
Jim Risk
Don Shearman
Malcolm Todd
Ben Banks

Regional Coordinators have played an important role over the year updating membership information for their regions and promoting NZARM membership to potential new members. Nineteen new members have joined NZARM over the 2009-2010 year.

Coordinators continue to notify NZARM members in their regions of events that may be of interest and have updated members on NZARM matters and sought feedback. Regional Coordinators have also sought, collated and written articles for the Broadsheet. Thank you to Tony Faulkner for the excellent work he does putting the Broadsheet together.

Regional meetings

On the 20th August 2010 the only regional event of the year was held in the Northland region. It was a joint effort between NZARM and the Northland Agricultural Forum (NAF), following the recently completed review of information and research needs of Northland farmers. The workshop was held to share the results of the recent information needs review and discuss the findings and consider components of a response to the key issues identified for Northland. A more detailed report on the event will be provided for the next broadsheet.

All members are encouraged to consider organising regional meetings which NZARM can help fund.

Thanks to all the regional coordinators for their efforts this year.

Jim Risk

NZARM National Regional Coordinator

9 August 2010

Recommendation

THAT the New Zealand Association of Resource Management **receives** the National Regional Coordinators Report 2009 - 2010.

Moved Jim Risk, **Seconded** _____

6 Election of Officers to NZARM Executive Committee

According to Clause 13.1 of the NZARM Constitution, Officers of the Executive Committee are elected once every two years by postal ballot closing at the AGM. Election of Officers is due at the 2010 Annual General Meeting.

Nomination forms were posted or emailed to all members on Tuesday 3 August 2010. Nominations closed on 20 August 2010. Single nominations were received for the positions of President, Secretary, Treasurer and for the Ordinary Committee Member.

Accordingly, no election is deemed necessary and the following are confirmed to the positions for which they were nominated:

Ross Abercrombie	President
John Whale	Secretary
Julia Crossman	Treasurer
Norm Ngapo	Ordinary Committee member

Recommendation

THAT the New Zealand Association of Resource Management **confirms** the election of President Ross Abercrombie, Secretary John Whale, Treasurer Julia Crossman, and Committee Member Norm Ngapo.

Moved _____, **Seconded** _____

Note that under Clause 2.8 of the NZARM Constitution the current NZARM Executive Committee stays in office until the end of the 2010 AGM, then the new committee takes over.

7 Annual Subscription

Recommendation

That the Annual Membership Fees payable under Clause 15.2 of the NZARM Constitution remain unchanged:

1. The Annual Membership Fee payable by an ordinary member and a corporate member is \$70, payable on 1 April each year, and that the fee is discounted to \$50 if paid by 1 July each year,
2. The Annual Membership Fee payable by a retired member is \$10 payable on 1 April each year,
3. No Annual Membership Fee is payable by an honorary member.

Note that Clause 15.3 of the NZARM Constitution states: '*The Annual Membership Fee is payable from 1 April of each year and must be paid by 30 September of that year.*'

Moved John Whale, **Seconded** _____

8 Notice of Motion

A Notice of Motion has been received in accordance with Clause 16.2 of the NZARM Constitution. A copy of the Notice of Motion is attached as a separate document to this Agenda for Members to review. The Notice of Motion seeks to make changes to Clauses 5 '**Objectives**' and 17 '**Winding Up**' of the NZARM Constitution for the reasons given in the document. An Executive Committee Member will talk to the motion at the AGM.

Recommendation

THAT the New Zealand Association of Resource Management **adopts** the Notice of Motion attached to this agenda and **confirms** the changes to Clauses 5 '**Objectives**' and 17 '**Winding Up**' of the New Zealand Association of Resource Management Constitution as recommended in that Notice of Motion.

Moved _____, Seconded _____

9 Resource Management Certificate Update

Norm Ngapo, Chairman of the NZARM Resource Management Certification Board will give an update on the development of the Resource Management Certification programme.

10 General Business

11 Awards

NZARM President Simon Stokes will announce and present any awards.

Attachments to Agenda:

- 1 Minutes of 2009 AGM
- 2 NZARM Annual Financial Statement for 2009
- 3 Balance Sheet to 31 July 2010
- 4 Profit and Loss Statement from 1 January 2010 to 31 July 2010
- 5 Notice of Motion