

17 October 2011

**All Members
New Zealand Association of Resource Management
Incorporated**

Notice of Meeting

NOTICE IS HEREBY GIVEN that the 2011 Annual General Meeting of the New Zealand Association of Resource Management Incorporated will be held in the **Hobson Room of the Quality Hotel Plymouth International, New Plymouth, on Tuesday 15 November 2011, commencing at 5.00pm.**

J Whale
Secretary

AGENDA

Apologies

Call for General Business matters to be added for discussion under item 8.

- 1 Confirmation of Minutes of 2010 NZARM AGM
 - Matters Arising
- 2 President's Annual Report
- 3 Treasurer's Annual Report
- 4 Auditors Report/Election of Auditor
- 5 National Regional Coordinator's Annual Report
- 6 Annual Subscription
- 7 Resource Management Certificate Update
- 8 General Business
- 9 Awards

1 Confirmation of Minutes of 2010 NZARM AGM

Minutes of the Annual General Meeting of the New Zealand Association of Resource Management Incorporated held at held in the Mainland Room, Commodore Airport Hotel in Christchurch on Tuesday 21 September 2010.

The Minutes of the 2010 NZARM AGM are attached to this Agenda.

Recommendation

THAT the New Zealand Association of Resource Management **take as read** and **receives** the minutes of the 2010 Annual General Meeting of the NZ Association of Resource Management incorporated held at held in the Mainland Room, Commodore Airport Hotel in Christchurch on Tuesday 21 September 2010.

Moved _____, **Seconded** _____

Matters Arising from the 2010 NZARM AGM Minutes

2 President's Annual Report

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

Presidents Annual Report 2010-11

In writing this report I reflect back on my first year as president and am happy with the progress made by NZARM and the hard work undertaken by all executive members. Over the past 3 years NZARM has become much more professional with the running of our secretariat services now dealt with professionally by Groundwork Associates in Hamilton. Hopefully members have noticed a lift in communication and financial matters. We now have active databases for finances and membership and have recently revived our Resource Management Certificate (more on this later). Our Broadsheet has now been in a modern format for a couple of years and with Tony Faulkner as editor this new format has had excellent content to keep members abreast of issues. Please continue to support Broadsheet with items of interest and feedback letters and the like. NZARM is now being noticed by MAF and other organisations, and we are now regularly approached to give presentations to other conferences and workshops.

All these items present a strong picture, and I believe lifts the profession of Land Management in the eyes of other sectors of Resource Management. I am very happy where NZARM is now and where we are heading. I will now overview the highlights from the past year and opportunities for the coming year.

Highlights from 2010/11

At the end of April 2011 I presented at a Resource Management and Law Reform conference which was created by Conferenz. This was my first opportunity as President to present on behalf of NZARM, and in creating my

PowerPoint I did a lot of research on the foundations of NZARM and its founding organisation the Soil Conservators Association. I enjoyed this research, and our presentation seemed to strike a chord with conference participants, passing on the reality check that we as land managers get when working with rural folk in particular. This was in stark contrast at the conference with lawyers and planners talking about the birth of the EPA and early implementation, and the RMA2 review.

Another highlight of the year came with MAF training courses coming to fruition after a year of more discussion about training needs for land managers around the country. Simon Stokes had initiated these discussions, and in 2011 three courses were carried out. These were LUC training which saw Norm Ngapo and Garth Eyles tour around the country offering updates on LUC based farm assessment, and some interesting field tours to show the methods in action. The second saw AgFirst consultancy group offering farm systems training alongside high quality farmers and Massey lectures Nicola Shadbolt. The last of the three courses covered Facilitation methods and how to bring about change at catchment scale. This facilitation course was run by NZ experts Helen Ritchie and Michelle Rush. All of these courses were funded by MAF and NZARM members benefitted from the training. I have received many positive reports from participants and I hope we can continue such linkages with MAF in support in future years.

Post AGM in 2010 in Christchurch, NZARM continued development of its renewed Resource Management Certificate (RMC). The new RMC comes directly from the obligations in Chapter 10 of the NZARM Constitution and replaces the now defunct Certified Practitioner in Resource Management (CPRM) which had been in a downturn since 2006. The new certificate has changed the focus from just certifying that a member is a competent operator, and now focuses strongly on providing a programme that will encourage the professional growth and development of those of our members who choose to apply. The Resource Management Certification Board is running the implementation of RMC alongside the Executive committee.

I would like to offer a big thank you and congratulations to the RMC Board; Norm Ngapo, Alan Campbell and Andy Woolhouse for all their hard work and toil designing RMC, setting up the systems needed to bring it into operation and assessing all the applications. The RMC is now functional and I for one am very happy to see such strong uptake (around 30 applications so far as opposed to 11 in CPRM in the past). RMC now puts to bed long standing discussions about whether NZARM could or should manage its own certification system and now sets us up to ensure our members retain strong competencies in the field of land and water management. There is an obligation on our RMC members to keep up their professional training hours, so alongside RMC and the focus on professional development is an obligation to ensure that we hold more field day, workshop regional events and identify

links to other useful resource management training events for our members. Along these lines, you may have seen that we are now circulating by email more notices and flyers to resource management events via our NZARM secretariat.

Building our RMC to ensure that it remains valued and strongly supported by our membership, will be a priority for the Executive committee and RMC Board in the coming years. We look forward to finding and creating opportunities to link our members into training events and mentoring opportunities. The true strength of RMC will come from NZARM fostering members professional development by providing, coordinating and linking into interesting meaningful training events that will give us strong inter-regional networking linkages - coupled to robust social get-togethers of course. The NZARM Executive will be strongly encouraging more regional training and field day events to make this happen. Norm will speak more on our RMC later.

Opportunities for 2011/12

NZARM has two upcoming opportunities to link with other organisations. The first will come in March 2012 when Simon Stokes will present and network with Massey University Agriculture and Resource Management students. Linking into tertiary organisations is a great way to showcase our profession, and ensure graduates come out with the view that Resource Management is a worthwhile and fulfilling career opportunity.

The second upcoming opportunity to link with another organisation is still in the forming stages. This is to join forces with FertResearch to run a special event around regional nutrient management and industry initiatives around the country. At present we are working on holding this around the National Field Days in the Waikato, so watch this space for more information, and possibly an opportunity to present a paper on what is happening with nutrients in your region.

In the upcoming year a small team from the Executive will be carrying out a review of our NZARM Website. While we thankfully acknowledge the work that Chris Phillips and Landcare Research have done in hosting and maintaining our current NZARM Website over the years, it is time to review the format and content, and generally bring our website up to date. The team will be seeking feedback about what service we need to provide to members via the web and looking into integrating its content with the new RMC requirements. If you have ideas on the function, structure and content of our NZARM Website, Jim Risk or Helen Moodie from the Executive committee would love to hear from you.

Thinking a year ahead, the next NZARM conference is being planned for Otago. Watch this space in the next 6 months.

Changes in the NZARM executive committee.

After four years of service to the NZARM Executive John Whale has signaled that he would like to move out of the NZARM Secretary role. John has set up templates and worked in closely with our secretariat to ensure Executive committee meetings are carried out seamlessly. I would like to thank John for his service in this role; it has been invaluable to me to have John's support. John has offered to stay on the Executive committee as an ordinary member to assist the new NZARM Secretary. A huge thanks to you once again.

As John is moving on we have shuffled the deck within the Executive committee to ensure job roles are covered prior to next year's election. To undertake this, Julia Crossman will step aside as NZARM Treasurer and hand over to Jim Risk, and Julia has accepted the more onerous role of NZARM Secretary. A big thank you to Julia for overseeing our finances in the past year and thanks to both Jim and Julia for taking on new responsibilities in the coming year.

Notice of motion from last year's AGM – Charitable Organisation status.

At last year's AGM we passed a motion to amend our NZARM Constitution so that NZARM could apply to become a charitable organisation. After lodging the application with the NZ Charities Commission we were advised that our constitution, website and other material did not show enough of a public benefit to become "charitable" under the requirements of the Charities Act 2005. The NZARM Executive debated what to do about this, and if we should push harder and change the way we work to provide much wider public benefit. We also highlighted to the Charities Commission another similar organisation to ours that is registered as 'charitable' but to no avail. So, after much effort, professional advice and debate the notion of registering as a charitable entity was dropped and NZARM Executive agreed that we should retain our focus on providing strong benefit to our membership and withdraw our application. We withdrew the application before it was formally declined by the Charities Commission so that that if a future Executive committee would like to make the changes and further pursue this in future they can still lodge another application. The NZARM Executive is happy with this stance, and also does not feel that the constitutional changes made at last year's AGM need to be altered. The changes to include the new sub clause 5(e) that says "To advance education by promoting professional development programmes for members and running regional workshops and other educational projects to assist the achievement of those programmes" supports our new NZARM Resource Management Certificate.

Summary.

Now I would like to finish with a large vote of thanks to all our NZARM Executive committee. Without your assistance NZARM would not function as well as it has, and change would be far less noticeable. As stated at the start

of this address, I believe NZARM is well placed to provide excellent service to members, and provide a network of professional colleagues around the country all linked to our profession of Resource Management. With law reforms and resource pressures now reaching breaking point around the country, NZARM is well positioned to be a key network for our profession.

To NZARM members, thank you for your involvement, communication and ongoing support and I look forward to hearing from you throughout the year and at this conference. I look forward to the rest of our conference in Taranaki and would like to thank Don Shearman and the local organizing committee for putting on such a strong agenda. I look forward to seeing a small pocket of "Taradise" and having active discussions with our members. Please make the opportunity to debate and discuss themes, and enjoy the rest of the conference.

Ross Abercrombie
NZARM President
17 October 2011

Recommendation

Ross Abercrombie **moved** that the New Zealand Association of Resource Management **receives** the Presidents Annual Report 2010-11. **Seconded**

3 Treasurer's Annual Report

The following Annual Report of the NZARM Treasurer, Julia Crossman, for the 2010 financial year is provided for members' information.

Treasurer's Annual Report 2010

My report addresses the NZARM financial year 1 January 2010 to 31 December 2010 as audited, and also addresses for members' information our current position for the 2011 financial year. The Auditor's Report for 2010 is attached to this Agenda for discussion under item 4.

For Members information attached to this Agenda are:

1. The Auditor's Report for 2010; this includes the NZARM Annual Financial Statement for 2010
2. Balance Sheet to 30 September 2011
3. Profit and Loss Statement from 1 January 2011 to 30 September 2011

Income Overview of 2010 financial year

1. Total income at 31.12.10 was \$13,139.

2. Income from membership fees totaled \$10,530.
3. Interest from term deposits was \$2,214.
4. Apparel Sales of \$344
5. Broadsheet advertising space \$50.

The Conference in Canterbury last year drew a profit of \$2,081. This profit will be shown in the 2011 financial statements. We expect this year's conference will break even and as an Executive there is the expectation that Conferences will at least break even in future years.

Expenditure Overview of 2010 financial year

1. Expenditure totaled \$18,060 (down from \$37,877 in 2009).
2. Notable spending included:
 - a. Secretariat costs \$5,971 (down from \$12,456).
 - b. The ongoing cost of running the Executive committee \$3,907.
 - c. Auditor fees \$1,482

As detailed in the attached Auditors Management Letter, the audit fees are relatively high compared to total income. The Executive will liaise with the auditor to investigate ways to reduce this cost to the Association.

The Broadsheet cost of \$2,246 (plus P&P of \$2,276) also remains a significant expenditure but 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

Despite an operating deficit of \$5,285, the Association remains in a healthy financial state, with a closing balance for the 2010 financial year of \$58,406.

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. With administration and financial systems now up and running, secretariat costs have decreased significantly since the set up costs of the 2009 financial year, from \$12,456 down to \$5,971 in 2010. The NZARM Executive believes this is money well spent with up-to-date membership and financial information on hand. We have also recently moved from MYOB to XERO, which is an internet-based accounting programme. This allows the Executive to access real-time financial and membership information, and extract financial summaries, from anywhere that has internet access. Looking forward, this is expected to decrease the secretariat costs even more.

At the end of the 2009 financial year, the organisation had an operating balance of \$63,691, of which \$60,000 was in term deposits. A decision was

made by the Executive in October 2010 to break the term deposit, and \$15,000 was transferred to the Kiwibank accounts in order to cover pending expenses and provide us with a buffer.

At the 2009 AGM, Ross reported that the Executive had been seeking advice regarding the Associations current tax status. A Notice of Motion was passed at the AGM to amend the NZARM constitution to align our values in order to assist us registering as a charitable organisation. Following the AGM, the application was made to the Charities Commission to become a registered charitable entity. Unfortunately, despite changes to our Constitution, this application was turned down as it was considered that NZARM was more focused on benefitting its members than providing benefit to the public. The opinion of the Charities Commission was that NZARM did not have a good enough case for a successful application unless we made significant changes to our aims as an organisation with the emphasis on public education programmes on resource management.

In response, the Executive were of the view that the changes that NZARM would need to make to successfully register as a charitable entity would be a significant shift from who we are and what we do at the moment. The Executive see our main focus is our membership and we need to concentrate on providing services and benefits to members. The application to the Charities Commission, therefore, was not pursued. However, with the tax question still lingering, the Executive considered it prudent to file a tax return for 2010 and future years. This tax return relates only to the portion of NZARM income outside the circle of membership. The tax expense for 2010 is \$364.

Current membership remains steady at around 230-240 members. We currently have around 34 members in fee arrears and these members have (or are being) been notified. Systems for membership management are now excellent and we can easily track membership status. It is anticipated that subscription income of around \$12,000 will be reached for the 2011 financial year.

Julia Crossman
NZARM Treasurer
14 October 2011

Recommendation

Julia Crossman **moved** that the New Zealand Association of Resource Management **receives** the Treasurer's Annual Report 2010 for the 1 January 2010 to 31 December 2010 financial year. **Seconded**

4 Auditors Report/Election of Auditor

The Auditor's Report for 2010 is attached to this Agenda. The NZARM Treasurer Julia Crossman will speak on the report.

Recommendation

Julia Crossman **moved** that the New Zealand Association of Resource Management:

1. **Receives** the Auditor's Report for 2010 and
2. **Elects** current Auditor, Mark Campbell, to audit NZARM's 2011 accounts.

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 2010 - 2011

There has only been one change this year within the regional coordinator team. At the national level, I continue as the National Regional Coordinator, having handed my Southland Regional Coordinator role to Nathan Cruickshank. A BIG thanks goes to the Taranaki region for hosting this year's 58th annual conference with many interesting and exciting topics under the theme of "Our community our responsibility".

The current Regional Coordinators team is now:

Nelson, Tasman, Marlborough and West Coast	Barbara Stuart
Wellington	Dave Cameron
Northland	Bob Cathcart
Waikato	Therese Balvert
Canterbury	Judith Earl-Goulet
Gisborne	Derek Birks
Auckland	Rob Hughes
Hawkes Bay	Peter Manson
Otago	Murray Harris
Southland	Nathan Cruickshank

Taranaki
Manawatu
Bay of Plenty

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. Nine new members have joined NZARM over the 2010-2011 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 11 February 2011 the only regional event of the year was held in the BOP region. This was a joint effort between NZARM and the BOP Farm Forestry Association. The regional field day was held at Lake Okareka, with the focus on methods being used to achieve water quality targets. A more detailed report of the event was provided in the April Broadsheet.

In addition NZARM has supported in kind the MAF run LUC training workshop, farm systems training, and facilitation training.

All members are encouraged to consider organising regional meetings which NZARM can help fund. With NZARM certification now up and running the need for more regional events to allow members to further develop skills and maintain certification is now more pertinent than ever.

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

Jim Risk
NZARM National Regional Coordinator
27 September 2011

Recommendation

Jim Risk **moved** that the New Zealand Association of Resource Management **receives** the National Regional Coordinators Report 2010 - 2011. **Seconded**

6 Annual Subscription

The costs associated in running NZARM have increased in recent years and this has resulted in a gradual running down of invested reserves. The interest on those reserves together with annual fees is what runs NZARM so with decreasing reserves, lower interest rates and increasing costs, including now having a professional secretariat, it has become necessary to seriously consider increasing the annual membership fee. A \$30 increase is proposed. This would make ordinary member and corporate member fees \$100, discounted to \$70 if paid by 1 July each year. It is also proposed that the annual membership fee payable by a retired member is increased to \$20.

Recommendation

John Whale **moved** that the Annual Membership Fees payable under Clause 15.2 of the NZARM Constitution are changed so that:

1. The Annual Membership Fee payable by an ordinary member and a corporate member is \$100, payable on 1 April each year, and that the fee is discounted to \$70 if paid by 1 July each year,
2. The Annual Membership Fee payable by a retired member is \$20 payable on 1 April each year,
3. No Annual Membership Fee is payable by an honorary member.

Seconded _____

(Requires voting by a show of hands – simple majority)

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.*'

7 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.

8 General Business

9 Awards

NZARM President Ross Abercrombie will announce and present any awards.

Attachments to Agenda:

- 1 Minutes of 2010 NZARM AGM
- 2 The Auditor's Report for 2010; this includes the NZARM Annual Financial Statement for 2010
- 3 Balance Sheet to 31 July 2010
- 4 Profit and Loss Statement from 1 January 2010 to 31 July 2010
- 5 Auditors Management Letter 2010