

## Members of New Zealand Association of Resource Management Inc

### Minutes of the Annual General Meeting of the New Zealand Association of Resource Management held in the Gisborne Conference Centre, Gisborne, on Tuesday 8 October 2013, commencing at 4.30pm.

H Moodie  
Executive Committee member

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Meeting opened at 4.37 pm

**Present:** 37 NZARM members were in attendance

**Apologies:** Julia Crossman, Graeme Anderson, Joanna Nash, Terry Parminter, Andy Wills, Brian Handyside, Matt Harcombe, John Simmons, Dave Roke, Pim De Monchy, Iain Maxwell, Bala Tikkisetty, Alec Mackay, David Birch, Judith Earl-Goulet, Rob Harrison, Kerry Pearce, Bruce Bulloch, Chloe Armour, Andrew Fenemor, Grant Cooper, Alan Campbell, Mike Marden, Hamish Rennie

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Ross Abercrombie called for any General Business items to be added to the agenda. Simon Stokes requested one around the 2016 conference in Hawkes Bay

#### 1 Confirmation of Minutes of 2012 NZARM AGM

Ross Abercrombie **moved** that the New Zealand Association of Resource Management **take as read** and **receives** the minutes of the 2012 Annual General Meeting of the NZ Association of Resource Management incorporated held at held in the Middlemarch Hall, Central Otago, Wednesday 14 November 2012. **Seconded** John Whale Carried.

Ross Abercrombie called for any matters arising from the 2012 NZARM AGM Minutes. There being none, the minutes were taken as a true and correct record.

## 2 President's Annual Report

Ross Abercrombie read his Annual report of the NZARM President. The full report is as follows:

### Presidents Annual Report 2012-13

Another year has passed and NZARM continues to provide strong leadership within our membership in the land and water space. This area is now gaining increasing recognition from central government as it is becoming clear that we cannot clean up water without addressing solutions on farm, within catchments. At present Government is mulling over many questions of how we as a nation can have our cake (development to drive growth), while eating this too (maintaining environmental quality). I know many of our members have been in discussions informing the changes to our National Policy Statement (on Freshwater Management) and subsequent frameworks, especially around land and water management at the practical/solutions end answering questions of "how?" We are in busy times, and with national and regional plan changes going on these issues will continue for the next few years.

This year's conference is themed "Holding onto our roots". This is apt as we as an association should never forget where we came from with our past in the NZ Soil Conservators Association (est 1953). 60 years on, NZARM now has a broader role and function within our membership of the Association, but soil conservation and land management is still core to our roots. Holding the land together via soil conservation has slipped out of the NZ focus over the past decade (some would argue longer) with more of a focus being placed on water as a result of declining water quality from decades of primary production, alongside municipal and industrial discharges. The later were largely addressed in the 1990's post RMA, so nowadays the diffuse loss of nutrient, sediment and bugs is the front and centre of plan changes to address lowland water quality. However, we forget soil conservation at our peril as sediment and P must be remembered in the mix of solutions to improve water quality in coming years. This conference brings back to the forefront the challenges and solutions of managing young geology and we will traverse these issues through presentations and in the field.

The byline of the conference – "The balance of resource sustainability and culture" also indicates a change of tack to incorporate an increased focus on cultural resource management. For many members this has been happening for a long time, while other Councils have just started to recognise this in recognising cultural diversity of approaches via treaty settlements, and new



co-governance/management regimes. I look forward to hearing more on all themes and touching base with you all.

Within the NZARM Exec the last year has been a time of consolidation. Membership is slightly higher than the last 10 years and we have now broken the 240 number mark that has been relatively constant for the past decade. This shows that our line of work is being valued, and Regional Councils particularly, alongside consultancies, are growing their field teams. With this lift comes opportunities for training, and our Resource Management Certificate may well provide more value in the capability building space alongside other organisations such as the National Land Resource Centre (based out of NZ Landcare Research) or alongside the NZ Institute of Primary Management, both charged with ensuring ongoing professional development and capacity building within land and farm consultant circles. With some growth in membership the NZARM Exec hopes to bring you more regional events (such as the upcoming Whatawhata field day in the Waikato) and links to training courses such as the successful LUC/LRI courses going on around the country.

Other changes in the past year include a refreshed website to bring NZARM up to date. Chris Phillips and NZ Landcare Research have done an excellent job of overseeing our website for the last decade. I would like to thank both Chris and NZLCR for their service and assistance with the website and ensuring it has been fit for purpose in recent times. With the development of the newly refreshed website we are trying to segment off the more recent content such as broadsheets into a members' only area to lift service to financial members. The Exec is also about to look at how we communicate with you all, and are happy to receive feedback or ideas of things that are or are not working for you. If you have ideas please talk to me or any of the Exec over the coming days at conference, or following via email. We are keen to ensure we cover hardcopy as some people prefer this service for broadsheet, but many have indicated more use of electronic formats. So, we are moving this way and by doing so are able to be more timely with our notices. If you do prefer hardcopy never fear, this is still a service we will offer, but with most members working on email this is becoming the norm. Watch this space, and if you have thoughts please let us know.

Overall I believe NZARM is well poised to build on our strong base of knowledge within our membership. We continue to value our experienced members and have had a recent wave of new entrants into our ranks. Welcome. This conference will shed light on soil conservation and core techniques/roles we hold as an organisation, and showcase themes of farming and managing land and forests on erodible geology. As I say each year, I look forward to seeing beyond the town centres and talking to farmers and land managers engaged by our members. I also enjoy gaining an understanding of the local challenges faced in the Gisborne area. I thank this year's organising committee (Kerry, Laura and others) for putting together a

very full and exciting programme of talks and field tours. I hope the weather gods play ball otherwise I expect you all to assist in pushing buses if needed. Enjoy the conference, get involved and ask loads of questions, have fun and see you at happy hour to follow this meeting.

Nga Mihi

Ross Abercrombie  
**NZARM President**  
8 October 2013

Ross Abercrombie **moved** that the New Zealand Association of Resource Management **receives** the Presidents Annual Report 2012-13. **Seconded** Norm Ngapo Carried.

### **3 Treasurer's Annual Report**

NZARM Treasurer Jim Risk presented highlights from his Annual Report of the NZARM Treasurer for the 2012 financial year. The full report is as follows:

#### **Treasurer's Annual Report 2012**

My report addresses the NZARM financial year 1 January 2012 to 31 December 2012 as audited, and also addresses for members' information our current position for the 2013 financial year. The Auditor's Report for 2012 is attached to this Agenda for discussion under Agenda Item 4.

For Members information attached to this Agenda are:

1. The Auditor's Report for 2012; this includes the NZARM Annual Financial Statement for 2012
2. Balance Sheet to 27 August 2013
3. Profit and Loss Statement from 1 January 2013 to 27 August 2013

#### **Income Overview of 2012 financial year**

1. Total income at 31.12.12 was \$24,131 (up from \$16,419 in 2011).
2. Income from membership fees totalled \$15,280.
3. Interest from term deposits was \$1,598.
4. Conference proceeds of \$6,653.

The Conference in Otago last year drew a profit of \$6,653, this provided a significant contribution to the income for the 2012 year. 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 totalled \$29,281 (up from \$15,789 in 2011).
3. Secretariat costs \$7,228 (up from \$6,847).
4. Event sponsorship costs of \$8,975
5. The on-going cost of running the Executive committee \$5,014.
6. Auditor fees \$2,061.

The Broadsheet cost of \$2,430 (plus postage & stationary of \$2,324) also remains a significant expenditure but offers much benefit – especially in the modern format with excellent editorial. Recently advertising options have been introduced in the Broadsheet to cover some of the costs of this publication.

As detailed in the attached Auditors Management Letter, the audit fees are slightly up on the previous year and remain relatively high compared to total income. In order to save on this expenditure a financial review has been undertaken in 2013 saving on this accounting service.

### **Treasurer's Comments**

The 2012 year resulted in an operating deficit of \$5,317 as compared to the previous year's operating surplus of \$373. Despite a large deficit the association remains in a healthy financial state. The 2012 year saw an opening balance of \$58,779, with a closing balance for the 2012 financial year of \$53,462.

Although NZARM is in a healthy state the previous two financial years (2011 & 2012) have seen a small surplus (2011) and deficit reported in 2012, largely due to increasing costs. The single biggest cost in the 2012 financial year was the part sponsorship of the farming within limits conference. This was a very worthwhile conference providing NZARM with good exposure. The initial contribution was to be \$2,300 (April 2012). Unfortunately due to a number of unforeseen cost overruns costs totalled \$7,475. This additional one off cost has impacted the 2012 financial performance resulting to a large degree in the reported deficit. In order to rectify this situation and return the organisation to surplus, costs have been closely watched in the 2013 financial year, with reduced executive costs and a drive to move to board sheet to electronic distribution.

In order to address increased costs over recent years and continue to maintain the organisation in a healthy state, a decision was made by the executive to increase membership fees by \$30 per annum to \$100, discounted to \$70 for early payment, which was passed at the 2011 AGM.

This increase is forecast to continue to cover additional costs of the organisation. Past decisions by the executive to cover costs saw the reduction of the term deposit by \$15,000 in 2010. Since this time and as of August 2013 the term deposit continues to be maintained at \$45,000.

Since 2008 the secretariat duties have been carried out by Groundwork Associates (in Hamilton), they continue to provide this service. 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 set up, secretariat costs have decreased significantly since the set up costs of the 2009 financial year of \$12,456 with current costs of \$7,288 in 2012. The NZARM Executive believes this is money well spent with up-to-date membership and financial information on hand, allowing the Executive to access real-time financial and membership information, and extract financial summaries.

At present the 2013 year's income remains ahead of expenditure and remains on track for a surplus at year end. Current membership remains steady at around 230-240 members. We currently have around 45 members in fee arrears (August 27th) with these members having been notified. It should be noted that subs have been coming in very slowly over the past two years and in some instances payments are again two years in arrears. NZARM relies on subs to run the organisation, it is therefore important that subs are paid in a timely manner as possible as it is preferable not to break investments to fund expenditure.

Systems for membership management are now excellent and we can easily track membership status. It is anticipated that subscription income of around \$16,000 will be reached for the 2013 financial year.

Jim Risk  
**NZARM Treasurer**  
8 October 2013

Discussion: Why was there over \$7000 in debtors owing? Jim noted that this was for outstanding subs, 2 years in arrears in some situations. It was noted that this is a continuing problem, and any suggestions for addressing this would be welcome. Also noted that after 2 years in arrears a person is deemed to no longer be a member.

What is the proportion of people who pay the discounted rate? This is now able to be determined – approximately 75%. It was noted that late payers are generally always late payers.

Simon thanked Jim for an excellent report and explanation.

Norm asked whether we have to pay tax if we make a profit. As charitable status was declined, we do have to pay tax.

Ross noted that we have considered GST registration – this would effectively increase fees further to members who are not GST registered themselves. We are not required to file for GST at this stage.

It was clarified that if a profit is made then the association is able to do more for it's members – regional events, investment in the resource management certificate, and potential to present the Lance McCaskill award.

Jim Risk **moved** that the New Zealand Association of Resource Management **receives** the Treasurer's Annual Report 2012 for the 1 January 2012 to 31 December 2012 financial year. **Seconded** Simon Stokes Carried.

#### **4 Auditors Report/Election of Auditor**

NZARM Treasurer Jim Risk spoke to the Auditors Report for 2012.

Jim Risk **moved** that the New Zealand Association of Resource Management:

1. **Receives** the Auditor's Report for 2012 and
2. **Elects** current Auditor, Mark Campbell, to review NZARM's 2012 accounts.

**Seconded** Ian Cairns Carried

#### **5 National Regional Coordinator's Annual Report**

The following Annual Report of the National Regional Coordinator, Helen Moodie, is provided for members' information. Helen Moodie was present to answer questions on this report.

##### **National Regional Coordinators Report 2012 - 2013**

Our National Regional Coordinators play an important role in keeping the wider NZARM membership up to date with what people are up to – along with keeping membership information up to date for their region, and promoting NZARM membership to potential new members.

Thanks to you all. This year Andrew Stewart took over the Wellington role, and Kerry Hudson assumed the mantle for Gisborne. With the retirement of John Whale, Helen Moodie became the National Regional Coordinator.

A BIG thanks goes to the Gisborne region for hosting this year's 60th annual conference with many interesting and exciting topics under the theme of

“Holding Onto Our Roots; The Balance of Resource Sustainability and Culture”.

**The current Regional Coordinators team is:**

Nelson, Tasman, Marlborough, West Coast	Barbara Stuart
Wellington	Andrew Stewart
Northland	Bob Cathcart
Waikato	Elaine Iddon
Canterbury	Judith Earl-Goulet
Gisborne	Kerry Hudson
Auckland	Rob Hughes
Hawkes Bay	Peter Manson
Otago	Murray Harris
Southland	Nathan Cruickshank
Taranaki	Don Shearman
Manawatu	Malcolm Todd
Bay of Plenty	Ben Banks

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.

If members have questions, concerns or requests they should not hesitate to contact either their regional coordinator, or Helen Moodie to share those thoughts.

Thank you to Tony Faulkner for the excellent work he does putting the Broadsheet together.

**Regional meetings**

All members are encouraged to consider organising regional meetings which NZARM can help fund (up to \$1500). 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.

Regional events may include:

- Regional Workshops (usually one day) providing training on a skill of particular merit to NZARM members
- Field trip with relevant presentations and discussions
- An NZARM focussed social event with relevant with presentations and discussions

Any Regional Event must be advertised to all NZARM members through the Regional Coordinator network. Attendance to the event may be made open to non-members, however NZARM members will have attendance priority.



Any Regional Event must be arranged and run by the Regional Coordinator responsible in a manner to that will enhance the reputation of NZARM. It must focus on subject material that accords with the NZARM goal; to promote the philosophy, science, and practice of resource management in New Zealand, with particular emphasis on land and water resource management.

Attending an NZARM Regional Event may count towards an NZARM Members On-going Professional Development Training under their NZARM Certification. It is expected that following the event the Regional Coordinator responsible will provide a report on the Regional Event for the NZARM Broadsheet.

While there were no regional meetings reported this year, Environment Waikato are running an event: "Whatawhata field day – practices that affect farm profits and farm environment" with regional event support from NZARM on 24<sup>th</sup> October 2013.

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

Helen Moodie  
**NZARM National Regional Coordinator**  
8 October 2013

It was noted that Barbara Stuart is no longer active in the top of the SI, and Judith Earl-Goulet would prefer to step down in Canterbury – volunteers would be welcome. Quin Armon will be replacing Don Shearman in Taranaki - thanks.

Helen Moodie **moved** that the New Zealand Association of Resource Management **receives** the National Regional Coordinators Report 2012 - 2013.

**Moved** Helen Moodie, **Seconded** Janet Gregory Carried

## **6 Annual Subscription**

Norm Ngapo **Moved** 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 \$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.

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.*'

**Seconded** Lee Whiley Carried

## **7 Resource Management Certificate Update**

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

### **Resource Management Certificate Update**

The NZARM Certification Board is set up under Clause 10 of the NZARM Constitution. The Board administers the setting and maintaining of standards of professional competence in resource management. This includes recognising and maintaining a programme of training, and awarding of the Resource Management Certificate (RMC).

The RMC is a two-tier system comprising the initial NZARM Certificate (recognising competency in resource management) and culminating in the NZARM Professional Certificate (recognising proficiency and expertise in resource management). To maintain their certification, RMC holders must undertake an ongoing programme of professional development training. This is submitted to the Certification Board for review and confirmation, before the RMC holders receive a Practising Certificate issued on a biennial basis. The system operated by the NZARM Certification Board is also designed to provide feedback and support for RMC holders in their training programme to suit their particular aspirations within the general field of Resource Management.

Members of the NZARM Certification Board kept in touch via emails over the 2012/2013 year. The Board met in May 2013 and assessed the training hours for RMC holders for the 2012 calendar year. They also confirmed the awarding of the NZARM Professional Certificate to Dr Hamish Rennie, who was presented with his Certificate at the 2012 AGM. Qualifying members were sent out their practising certificates in June 2013. These are valid until 30 June 2015.

As a result of resignations from the Association, there are now 14 members with NZARM Certificate, and 18 members with the NZARM Professional

Certificate. Applications for advancement to the Professional Certificate can now be made by those members who have held the NZARM Certificate for the last two years. Members are reminded that they must meet the following criteria to apply and advance to the NZARM Professional Certificate:

- Must have held the NZARM Certificate for at least 2 years; and
- Must have a valid Practising Certificate; and
- Must have been a member of NZARM for at least 5 years; and
- Must have completed at least 80 hours of professional development training in the last 5 years, including at least two NZARM events (such as NZARM Regional workshops or Annual conferences).

The NZARM Certification Board along with the Executive Committee is working to set up a suitable working database to track and update certificated members. When this is in place, we hope to be able to provide better feedback to members on their Professional Development Programmes, which the Board sees as an important element of the certification programme.

Certificate holders are reminded to keep track of any training undertaken over the 2013 calendar year their training and forward their Training Declarations to the NZARM Certification Board by the 31 January.

I extend my thanks and appreciation to the other members of the NZARM Certification Board; Alan Campbell and Andy Woolhouse.

Norm Ngapo

**Chairman NZARM Certification Board**

Discussion: A question was raised regarding charging for certification, with subsidisation by the Association to some degree. It may be that Groundwork plays a greater role in managing documentation for RMC processing.

Ross thanked Norm, Andy and Alan for their work in developing and implementing this valuable programme. There is quite a bit of time required to carry this out. It was noted that we need more members involved in the RMC, and that councils should promote the value of RMC to staff.

## **8 General Business**

Simon noted that the 2016 conference will be held in Hawkes Bay. This is the 75<sup>th</sup> Anniversary of Soil Conservation and River Control Act, and the 25<sup>th</sup> Anniversary of the RMA. Simon suggested a joint conference with the River Managers Group. He has suggested this to them who agree that this a good idea. Noted that this would take a higher level of organisation. General support was noted from all those present.

## 9 Awards

Norm Ngapo led a discussion about the NZARM Awards.

Noted that constitution provides for Honorary Awards. Also have the Outstanding Contribution Award. These need not be awarded every year. The Executive Committee felt that rather than feel pressured to make these awards each year, a new category “NZARM special award” would be made in line with the objectives of the Association on an annual basis for 2 categories – one for NZARM membership at large, the second to be nominated by local organising conference (with Exec ratification) to someone who need not be an NZARM member. This would be in the form of a certificate.

Noted that the special award will be made at the conference dinner. *(Subsequently made to Lee Whiley and Trevor Freeman).*

## 10 Revised NZARM website

A good proportion of those present had looked at the new website.

Ideas for Members section:

- keep older content in the public space, recent information will be held in the members only area
- opportunities for events for those in the certification process
- agreed that email notifications still need to be continued – with a link to website page for more detail
- could put list of contacts up in members only as well.

**Meeting closed at 5.18 pm.**

### **Attachments to minutes:**

- 1 The Auditor’s Report for 2012; this includes the NZARM Annual Financial Statement for 2012

# Appendix 1 - NZARM Annual Financial Statement for 2012

New Zealand Association of Resource Management Incorporated

For the Year Ended 31 December 2012

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**New Zealand Association of Resource Management Incorporated**

**Statement of Financial Performance  
For the Year Ended 31 December 2012**

	2012	2011
<b>Income</b>		
Subscriptions (net after discounts)	15,280	11,090
Interest	1,598	1,917
Conference Proceeds (net)	6,653	2,901
Broadsheet Advertising	600	-
Apparel Sales	-	511
<b>Total Income</b>	<b>24,131</b>	<b>16,419</b>
<b>Expenditure</b>		
Secretarial Executive Expenses	7,288	6,847
Auditor & Accounting Fees	2,061	1,320
Consultancy Services (Survey)	535	-
Executive Meetings	5,014	1,638
Broadsheet	2,430	2,584
Miscellaneous	453	206
Postage & Stationery	2,324	2,083
Regional Meetings	-	460
Trademark applications	-	345
Publications/Event Sponsorship	8,975	-
Branded Apparel	201	306
<b>Total Expenditure</b>	<b>29,281</b>	<b>15,789</b>
<b>Operating Surplus/(Deficit) Before Taxation</b>	<b>(5,150)</b>	<b>630</b>
Taxation Expense (Note 8)	167	257
<b>Operating Surplus/(Deficit)</b>	<b>(5,317)</b>	<b>373</b>

**Statement of Movements in Equity  
For the Year Ended 31 December 2012**

Opening balance	58,779	58,406
Operating Surplus/(Deficit)	(5,317)	373
<b>Closing balance</b>	<b>53,462</b>	<b>58,779</b>

**Statement of Financial Position  
As at 31 December 2012**

<b>Current Assets</b>		
Kiwibank - Cheque A/c	791	4,006
Kiwibank - Online Savings	604	8,906
TSB Bank - Term Deposits	45,000	45,000
Debtors	7,923	3,336
Branded Apparel	1,853	1,852
<b>Total Current Assets</b>	<b>55,971</b>	<b>63,100</b>
<b>Less Current Liabilities</b>		
Sundry Creditors	2,341	3,700
Taxation Provision (Note 8)	167	621
<b>Total Current Liabilities</b>	<b>2,508</b>	<b>4,321</b>
<b>Net Assets</b>	<b>53,462</b>	<b>58,779</b>
Represented by:		
<b>Equity</b>		
Retained Earnings	53,462	58,779
<b>Total Equity</b>	<b>53,462</b>	<b>58,779</b>

These statements should be read in conjunction with the statement of accounting policies.

**New Zealand Association of Resource Management Incorporated**

**Statement of Accounting Policies  
For the Year Ended 31 December 2012**

**Reporting Entity**

The New Zealand Association of Resource Management Incorporated is an incorporated society under the Incorporated Societies Act 1908. The New Zealand Association of Resource Management Incorporated qualifies for differential reporting as it is not publicly accountable and is not large as defined by the Framework for Differential Reporting. The New Zealand Association of Resource Management Incorporated has taken advantage of all available differential reporting exemptions. These statements are those of the New Zealand Association of Resource Management Incorporated and do not include any of the income, expenses, assets or liabilities of the conference committee.

**Measurement Base**

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis is followed. Reliance is placed on the fact that the society is a going concern. Accrual accounting is used to match income and expenses.

**Specific Accounting Policies**

**4. Changes in Accounting Policies**

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

**5. Related Parties**

Included in the accounts (Executive Meetings) are reimbursement payments to Committee Members of \$5,014 (Last year \$1,638).

**6. Capital Commitments**

At year end there were no capital commitments

**7. Contingent Liabilities**

At year end there were no contingent liabilities

**8. Taxation Expense and Taxation Provision**

	2012	2011
	\$	\$
Taxation has been calculated as follows;		
Interest Received	1,598.00	1,917.00
Less: Exemption (Not for Profit)	<u>(1,000.00)</u>	<u>(1,000.00)</u>
	598.00	917.00
Taxation Rate (cents)	<u>28.00</u>	<u>28.00</u>
Taxation Expense	<u>167.44</u>	<u>256.76</u>
<u>Taxation Provision</u>		
Opening Balance	621.06	364.30
Plus this years provision	167.44	256.76
Less payments made	<u>(621.06)</u>	<u>-</u>
Closing Balance	<u>167.44</u>	<u>621.06</u>