

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

**Minutes of the Annual General Meeting of the New Zealand Association
of Resource Management held in the Novotel Tainui Hotel, Hamilton, on
Tuesday 20th October 2015, commencing at 5:15 pm.**

K Hudson
Secretary

Meeting opened at 5:15 pm

Present: 38 NZARM members were in attendance (list attached to
Minutes)
Apologies: Elaine Iddon, Hamish Rennie, Clare Feeney, Andrew
Fenemore, Murray Harris, Judith Earl-Goulet and Tony
Faulkner

Julia Crossman called for any General Business matters to be added
to the agenda.

- 1 Confirmation of Minutes of 2014 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 2014 NZARM AGM

Minutes of the Annual General Meeting of the New Zealand Association of Resource Management Incorporated held at Masterton Copthorne Hotel on Wednesday 15th October 2014.

The Minutes of the 2014 NZARM AGM are attached to this Agenda.

Recommendation

Julia Crossman **moved** that the New Zealand Association of Resource Management **take as read** and **receives** the minutes of the 2014 Annual General Meeting of the NZ Association of Resource Management incorporated held at Masterton Copthorne Hotel, on Wednesday 15th October 2014. **Seconded:** Simon Stokes

Julia Crossman called for any matters arising from the 2014 NZARM AGM Minutes. There being none, the minutes were taken as a true and correct record.

2. President's Annual Report

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

Presidents Annual Report 2014-15

In writing this report I reflect back on my first year as president and am happy with the progress made by NZARM over the past year and the hard work undertaken by all Executive members. This year has been one of 'soul searching' for the Exec in terms of our roles and where we would like to position ourselves into the future. Earlier in the year, the Exec met in Hamilton for a very valuable session where we conducted a SWOT analysis. With this as a base, we have put some time and energy into developing a strategic framework to guide our work. This is presented as an Attachment to this report (#5), and as an Exec we welcome feedback on it. We have identified six areas to focus on over the next few years.

The first priority area is to strengthen and promote the Resource Management Certificate. The programme now has 27 members and we are seeing a steady progression of members from the RMC cert to RMC prof, in recognition of the training and professional development they are committing to. The Exec would now like to see an increase in the number of RMC members and in parallel, a recognition among employers that RMC is a valued certification programme. This requires a strong communication plan which the Exec and RMC Board will be working on, but it also requires the development of a robust self-managed database to allow the RMC Board to focus more time on providing professional development advice to RMC members, and less on administration. I would like to offer a sincere thank you to the RMC Board; Norm

Ngapo, Alan Campbell and Andy Woolhouse for all their hard work in managing the RMC programme. If you are interested in the RMC, please talk with any of the Exec or Board members during or after the conference.

Priority number two is centred on ensuring NZARM retains relevance and interest among resource managers. As an Exec we want to ensure stable or increased membership and duration of membership. We also want to ensure our members exhibit the skills and expertise sought after in resource managers and that we are active in fostering these skills. We see the linkage between NZARM and both the Land Managers Group and the National Land Resource Centre as essential in this and will be seeking to strengthen these relationships. We also recognize that key competencies can and should be fostered early and therefore see value in strengthening our relationships with students and tertiary institutions. You will see a notice of motion later in the agenda to introduce a student membership fee, and we encourage your support for this. Without doubt, our conferences and regional meetings are our primary means of reaching out to both council and non-council members (and non-members), to ensure we remain relevant and of interest, and I will talk about these a little later.

Communications is the central theme of priority three, with the goal to provide relevant, up to date and regular communications to members. You will be aware that Matt Harcombe relieved Tony Faulkner from his Broadsheet duties earlier in the year, and Matt is keen to reinvigorate our broadsheet newsletter to focus more on overcoming the challenges of our work, the good outcomes we have had as land managers, the success factors in these achievements, and how we can learn from the past as we look to future challenges. As an Exec we also want to streamline and get smarter in terms of how we use specific media such as email, broadsheets, and the website so we can take full advantage of each – and make sure that they are kept relevant and up to date. The members area of the webpage is an area that has great potential but is currently under-utilised. Functions like the blog/post area could be extremely useful if it was used more widely. It is a great way to communicate with the wider membership during the year, and get some discussion and debate going about some of the issues you are facing in the resource management field - we certainly encourage the use of this function.

Priority four recognises the membership base of NZARM has been slowly shifting from predominantly Regional Councils to include a mix of industry organisations and consultancies in the land and water space. Building on these connections is of particular interest and relevance to the Executive, considering our backgrounds and current employment. It is focused on developing key linkages and relationships with industry, research and land management agencies, and is intrinsically linked with priority two – maintaining relevance and interest. There is ever increasing competition out there in terms of professional organisations and while we certainly want to be the multidisciplinary organisation of choice for resource managers, we also see value in forming close relationships with these other organisations and promoting interagency liaison and events. We also need to more actively promote NZARM in our wider circles – government bodies, resource management consultants, industry groups and CRIs etc, focusing on the benefits of being a member of such a multidisciplinary organisation.

The fifth priority centres on providing appealing and informative conferences. The Exec believes the annual conference is a highlight of the NZARM year and wish to maintain the calibre of conference provided to members and non-members alike. A close relationship between the local organising committee and the Executive is crucial for this and we wish to ensure this liaison continues. Guidelines will be presented to the local organising committees and regular correspondence will take place during the year leading up to the conference. We recognise that a great deal of voluntary time and energy is put into organising a conference and therefore the Exec will assist and support wherever needed.

Finally the sixth priority area looks to build a strong regional network that enhances the value of NZARM. While conferences provide an invaluable opportunity to get together, we also need to make the most of opportunities throughout the year to communicate and transfer knowledge. Regional Events provide an effective means of doing this, and we

will be more actively encouraging these over the next few years. I encourage you to talk with Helen during the conference if you have a regional event in mind. We believe some strong networks can and should be formed regionally to increase collegiality across NZARMers. We would also like to lift the profile of our regional representatives and ensure they are getting the support from the Exec they need.

So, all I can say is, watch this space. As I stated at the start of this address, this year has been one of soul-searching, taking a stocktake of who we are as an organisation, assessing our strengths and weaknesses, and developing a path to improve what we do. This is an exciting time for the Exec and I believe NZARM is well placed to be of excellent service to members and facilitate a strong network of resource management professionals nationwide.

Closing.

In closing, I would like to finish with a large vote of thanks to our NZARM Executive Committee. Without your assistance, all of which is done voluntarily, NZARM would not function as well as it has. Thanks also to Tony Faulkner as outgoing Broadsheet Editor, and Matt Harcombe as the incoming Editor - your efforts in this area are appreciated by both the Exec and wider membership.

To NZARM members, thank you for your involvement, communication and ongoing support and I look forward to hearing from you throughout this conference and the upcoming year. Your feedback in terms of how we can strengthen and improve the service we provide to members is always encouraged and appreciated. I look forward to the rest of our conference here in the Waikato, and I would like to thank Alan Campbell and the local organising committee for hosting such an interesting and insightful event. It will be great to see the wider region over the next few days and have some active discussions with our members. Please make the opportunity to debate and discuss themes, and enjoy the rest of the conference.

Julia Crossman
NZARM President

20 September 2015

Recommendation

Julia Crossman **moved** that the New Zealand Association of Resource Management **receives** the Presidents Annual Report 2014-15.

Seconded: John Wale

All In Favour

3. Treasurer's Annual Report

The following Annual Report of the NZARM Treasurer, Jim Risk, for the 2014 financial year is provided for members' information.

Treasurer's Annual Report 2014

My report addresses the NZARM financial year 1 January 2014 to 31 December 2014 as audited, and also addresses for members' information our current position for the 2015 financial year. The Auditor's Report for 2014 is attached to this Agenda for discussion under Agenda item 3.

For Members information attached to this Agenda are:

1. The Auditor's Report for 2014; this includes the NZARM Annual Financial Statement for 2014
2. Balance Sheet to 1 September 2015
3. Profit and Loss Statement from 1 January 2015 to 1 September 2015

Income Overview of 2014 financial year

1. Total income at 31.12.14 was \$26,713 (up from \$19,201 in 2013).
2. Income from membership fees totalled \$15,270.
3. Interest from term deposits was \$1,642.
4. Conference proceeds of \$9,101.

The NZARM Conference in Wellington last year drew a net profit of \$9,101 this provided a significant contribution to the income for the 2014 year, which by far exceeded expectation. We expect this year's Hamilton 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 2014 financial year

1. Expenditure totalled \$16,806 (up from \$15,472 in 2013).
2. Secretariat costs \$5,935 (down from \$7,602).
3. Event sponsorship costs of \$1,500 (up from \$1,000)
4. The on-going cost of running the Executive committee \$1,732 (up from \$637).
5. Auditor fees \$1,173 (up from \$1,150).

The Broadsheet cost of \$1,781 (plus postage & stationary of \$895) also remains a significant expenditure but continues to offer much benefit – especially in the modern format with excellent editorial. Advertising options which were introduced to cover some costs of the publication continue to generate a small amount income (\$700). In addition there was the one off cost of the website re-development of \$2,800.

As detailed in the attached Auditors management letter, the audit fees are similar to the previous year due to a financial review again being under taken as opposed to a full audit. The financial review enables a significant saving as full auditing services incur a higher cost. It should be noted that a full audit has been undertaken for the 2014 year as per the motion passed at the 2014 AGM. In order to continue to benefit from savings in this area of expenditure a financial review can again be under taken for the 2015 year continuing savings on this accounting service.

Treasurer's Comments

The 2014 year resulted in an operating surplus of \$9,727 as compared to the previous year's operating surplus of \$3,729 (up \$6,178). Maintaining the association in a position of surplus for 2014 has again been the executive's goal, which sees the association in a healthy financial state. With the 2014 surplus the association's closing balance is up on the 2013 closing balance. The 2014 year saw an opening balance of \$57,047, with a closing balance for the 2014 financial year of \$66,774.

The executive continues to be very mindful of costs over the 2014 and current financial year. This has seen costs continued to be closely watched in the 2014 financial year, with costs reduced where possible across some areas of expenditure with other areas similar in expenditure. Areas of note in expenditure reduction were in, broadsheet, postage and stationary and secretarial expenses, with accounting fees and event sponsorship similar to the previous years. The move towards electronic distribution of the board sheet continues to see reduced printing, postage and stationary costs.

The 2013 year saw the write-down of the value of apparel on hand by 50% to \$827, sales of apparel have been slow over the past few years with again no apparel sold in 2014. For this reason apparel has been used as gifts slowly reducing inventory on hand to \$631 for the 2014 year.

As with recent years the single biggest cost in the 2014 financial year was the secretarial services. Since 2008 the secretariat duties have been carried out by Groundwork

Associates (Hamilton based), they continue to provide this service in 2014. This involves membership updates, financial assistance to the treasurer and general administrative and secretarial duties to assist the secretary. With administration and financial systems well established, secretariat costs have remained steady over the past two financial years with \$7,288, \$7,602 in 2013 and 2014 respectively, 2014 has seen a slight reduction to \$5,935.

The NZARM Executive believes this continues to be money well spent with up-to-date membership and financial information on hand, allowing the Executive to access real-financial and membership information, and extract financial summaries, whilst mind-full of the work load Groundwork is asked to perform.

The re-developed of the website has seen a major one off cost of \$2,800 for 2014, the up-grade was overdue and has brought a more modern look to the association's website. Administration of the website will incur some additional secretariat cost, although this is not expected to be significant.

Current membership fees of \$100, discounted to \$70 for early payment, continues to provide appropriate finances to cover costs keeping the organisation in a healthy state, while providing sufficient finances to cover additional expenses that the organisation encounters. The current sub, along with other income streams is forecast to continue to cover costs of the organisation. As of August 31st 2014 the term deposit continues to be maintained at \$45,000 providing an income of \$1,642 for 2014. In addition a greater than expected surplus from the 2014 Wellington conference provided an unexpected contribution in income of \$9,101 resulting in higher overall income for the 2014 year than would typically be the case.

At present the 2014 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 in total. We currently have around 36 members in fee arrears (August 31st) slightly down on last year, with these members having been notified. It should be noted that subs have been coming in relatively slowly over the past few 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. I would remind all members to take advantage of the subs discount for prompt payment or consider organising automatic payment with the secretariat service.

Systems for membership management are excellent and we can easily track membership status. It is anticipated that subscription income of around \$16,000 will be again reached for the 2015 financial year.

Jim Risk
NZARM Treasurer
20 September 2015

Jim Risk **moved** that the New Zealand Association of Resource Management **receives** the Treasurers Annual Report 2014, for the 1 January 2014 to 31 December 2014 financial year.

Seconded: Garth Eyles

All In Favour

There was general discussion regarding:

- Further resources being put to the Broadsheet, RMC, any further aspects of the Strategic Plan.
- Restarting the McCaskill Award

4. Auditors Report/Election of Auditor

The Auditor's Report for 2014 is attached to this Agenda. The NZARM Treasurer Jim Risk will speak on the report.

Recommendation

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

1. **Receives** the Auditor's Report for 2014 and
2. **Elects** current Auditor, Mark Campbell, to audit NZARM's 2015 accounts.
3. Shift to a full audit every 5th year or more regularly if circumstances change

Seconded: Ian Cairns

All In Favour

- There was discussion re correspondence from Murray Harris in regard to reviews and audits.
- Ross Abercrombie raised the issue of audits, reviews and verification. The association has had two reviews and now an audit.
- Jim Risk mentioned there being no legal requirement.
- Simon Stokes suggested the executive investigate options for the next AGM

5. National Regional Coordinator's Annual Report

The following Annual Report of the National Regional Coordinator, Helen Moodie, is provided for members' information.

National Regional Coordinators Report 2014 – 2015

NZARM members have long valued the role of the regional coordinators in keeping the wider membership abreast of 'who's doing what' – both on a personal and a geographic level. This is further valued in the current draft Strategic Framework for NZARM, which prioritizes a strong regional network that enhances the value of NZARM between conferences.

This relies on the input from the team of regional coordinators. Once again this AGM report is an opportunity to pass on our whole hearted thanks to you all.

The current Regional Coordinators team is:

Northland	Lorna Douglas
Auckland	<i>vacant</i> : request to Dylan
Waikato	Elaine Iddon
Bay of Plenty	Ben Banks
Taranaki	Kev Cash
Hawkes Bay	Peter Manson
Gisborne	Kerry Hudson
Manawatu	Malcolm Todd
Wellington	Andrew Stewart
Nelson, Tasman, Marlborough, West Coast	Dean Evans
Canterbury	Elizabeth Spicer
Otago	Murray Harris
Southland	Nathan Cruickshank

In addition to contributing regional roundups to the Broadsheet three times a year, regional coordinators have an important liaison role with members disseminating information where required, and helping keep track of mobile members who may not remember to update their location details.

It is intended to update the 'job brief' for regional coordinators, and to profile the regional coordinators in future Broadsheet editions to ensure that this role remains relevant.

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 opportunity for more regional events to allow members to further develop skills and maintain certification is now more pertinent than ever.

Despite this, and despite some discussion over the past 12 months with members from two regions to scope out the opportunity for a regional event in Northland and Wellington, we hadn't had a regional event since October 2013 until Matt Highway from DairyNZ utilized the regional event framework to support input of NZARM and other land managers into the development of an online riparian planning tool. At the time of writing

this report interest in this opportunity was good – no doubt we will update the AGM meeting.

However – it is important to consider the role regional workshops could have to promote the objectives of NZARM. Are they still relevant? Or are there enough other ‘regional networking opportunities’ already clamouring for space in calendars that are already pretty fully allocated? Resource management issues continue to challenge and provoke communities – will regional events contribute to the robust discussion that must take place as we seek effective solutions?

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

Remembering also that attending an NZARM Regional Event may count towards an NZARM Members On-going Professional Development Training under their NZARM Certification.

Your feedback on these matters would be appreciated – either in general discussion at the AGM, or by email or phone with me after the conference.

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

Helen Moodie
NZARM National Regional Coordinator
14 September 2015

Recommendation

Helen Moodie **moved** that the New Zealand Association of Resource Management **receives** the National Regional Coordinators Annual Report 2014-15.

Seconded: Peter Manson

All In Favour

Helen mentioned the need to look at both the National and Regional Coordinators roles

Helen Moodie
NZARM National Regional Coordinator
20 September 2014

6. 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 \$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.*'

Moved Kerry Hudson, **Seconded** John Wale

Recommendation

That the Annual Membership Fees payable under Clause 15.2 of the NZARM Constitution include a student membership fee:

4. The Annual Membership Fee payable by a student is \$40, payable on 1 April each year.

Moved Kerry Hudson, **Seconded**

There was general comment on this matter and there was agreement that this is a worthy idea. However the constitution needs to be checked and this matter progressed either through a Special General Meeting or at the next AGM.

7. Resource Management Certificate Update

The following Report of the Resource Management Certificate is provided by Norm Ngapo, for members' information.

Report from Chairman NZARM Certification Board for 2015 NZARM AGM

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 Certification Board did not meet this year, as the activity was not sufficient to warrant a face to face meeting. Instead, members of the NZARM Certification Board kept in touch via emails and phone over the 2014/15 year, to assess the training hours for RMC holders for the 2014 calendar year. They also confirmed the awarding of the NZARM Professional Certificate to one member; Darryl Hall from Bay of Plenty Regional Council.

A number of members with the NZARM Professional Certificate did not meet their training requirements or membership criteria, and their Practising Certificates have lapsed. There is now 1 practising member with the NZARM Certificate, and 26 practising members with the NZARM Professional Certificate.

The Executive Committee is working to set up a database to track and update certificated members. This will free up the Board members from the administration of the system to providing better feedback to members on their Professional Development Programmes, which the Executive Committee and the Board see as an important element of the certification programme.

At last year's AGM, the membership approved the charging of an annual fee for the practising certificate for holders of the Resource Management Certificate. This fee will cover on-going administrative costs for the RMC programme. However, it is considered that there is an over-riding benefit of the having the Certificate system available to members, and extra costs associated with setting up the database will come from general funds.

Certificate holders are reminded to keep track of any training undertaken over the 2015 calendar year, and forward their Training Declarations to the NZARM Certification Board by the 31 January 2016.

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

I move that my report be received.

Norm Ngapo
Chairman NZARM Certification Board

10 September 2015

Recommendation

Norm Ngapo **moved** that the New Zealand Association of Resource Management receives **the** Resource Management Certificate Update Report 2014–2015, and **confirms** that an annual fee is charged for the practising certificate for holders of the Resource Management Certificate as set out below:

- \$20 per year for NZARM Certificate;
- \$30 per year for NZARM Professional Certificate.

Seconded John Wale

All in Favour

9. General Business

None

10. Awards

NZARM President Julia Crossman will announce and present any awards.

The Honorary Members present at the meeting were introduced to the meeting: Chris Phillips, Garth Eyles, Ian Cairns, Bob Cathcart and Dave Cameron.

Norm Ngapo outlined Alan Campbell's background for his nomination for the Honorary Award.

Attachments to Agenda:

1. Minutes of 2014 NZARM AGM
2. The Auditor's Report for 2014; this includes the NZARM Annual Financial Statement for 2014
3. Balance Sheet to 18 September 2015
4. Profit and Loss Statement from 1 January 2015 to 18 September 2015
5. Draft Strategic Framework

Meeting Attendees:

Julia Crossman
Jim Risk
Helen Moodie
Ross Abercrombie
Norm Ngapo
Paul Greenshields
Anastazia Raymond
Annie Perkins
Andrew Stewart
Scott Ihaka
John Wale
Richard Parkes
Brendan Powell
Andrew Turnbull
Emily Greenberg
Warwick Hesketh
Simon Stokes
Daryll Hall
Kevin Cash
Sarah Nicolson
Libby Owen
Andrew Gray
Grant Cooper
Trevor Freeman
Nikki Tarbutt
Peter Manson
Chris Phillips
Stan Braaksma
David Cameron
Garth Eyles
Jane Mitchell
Grant Blackie
Nicola Mc Grouther
Matt Harcombe
Duncan Kerwall
Matt Highway
Alan Campbell (later on in meeting)
Kerry Hudson

Nomination Details for Alan Campbell

Alan graduated from the University of Waikato in 1974 with a B Sc in Geological and Earth Sciences/Geosciences.

Alan started his professional working life in November 1974 as a scientist with Water and Soil Division, MWD based in Dunedin. As a graduate scientist, he worked on the Shotover Sediment Sources Survey, Clyde Dam Environmental Impact Assessment, and instability of the Kilmog section of State Highway 1.

In 1977, he moved to Palmerston North still with Water and Soil Division, but working with Garth Eyles team on the National Land Resource Inventory mapping in the North Island and Bay of Plenty.

After a stint overseas, he returned to New Zealand and worked as a Soil Conservator with the Hauraki Catchment Board, based in Te Aroha from 1981 to 1989. With the local government reforms in the late 1980's, Hauraki Catchment Board disappeared and became part of the Waikato Regional Council. Alan shifted to Hamilton carrying on his work in sustainable land management as Manager of Environmental Farming Services.

During this time, he also has had considerable influence on the New Zealand Association of Resource Management, serving on the Executive in the late 90's and was President of the Association at the time of our 50th Anniversary in Rotorua in 2003.

Following stepping down as president, he has continued his strong support of NZARM as a member of the Certification Panel where his experience and advice is well appreciated.

In addition, he has helped to organise conferences within the Waikato region. Those who were here at the 2001 NZARM conference in Hamilton will surely remember Alan leading the gumboot stomping dance to warm up for the final days activities on the morning after the conference dinner. And this year, once again Alan has stepped up and been heavily involved in the organising of the Annual Conference.

Alan would be one of the most experienced practitioners in New Zealand in respect of dealing with farmers, land managers and other stakeholders in a non-regulatory fashion.