

# Minutes AGM

## New Zealand Association of Resource Management

Held via Zoom conference call

Monday 30th November 2020

Nicola McHaffie

---

Secretary

Meeting opened at 5.00 pm

**In attendance:** Kerry Hudson, Nicola McHaffie, Jim Risk, Kolja Schaller, Matt Highway, Ducan Kervell, Keitha Monson, Asita Langi, Matt Oliver, Annie Perkins, Warwick Hesketh, Kaleb McCollum, Grant Cooper, Norm Ngapo, Joanne Hales, Simon Stokes, Ian Power, Judith Earl-Glouett, Richard Parkes, Honey Lee Blakeney, Bryan McCavana, and Peter Manson.

### Apologies:

Nicki Davies and Mel Cheetham

### 1. President's Annual Report

#### Presidents Annual Report 2018-19

The last year has been like no other for us as individuals, our workplaces and New Zealand.

Since last October's Conference in Northland we now live in a different world. Two matters come to mind.

We had never heard of Covid-10, physical distancing and lockdowns we certainly have now. The other big change is the appointment of Keitha Monson as National Coordinator for NZARM. This has been a real move in the right direction for our organisation.

The executive had a fruitful meeting on the Friday morning after the conference in Paihia and made a conscious decision to appoint a national coordinator. Once we had made this decision the process has been a real success. We interviewed three very capable people and have employed Keitha who has a wide range of skills and a very positive attitude to our future. A special thanks to those executive members; Nicola, Matt and Kolja who put a lot of effort into the recruitment process.

What this has meant is regular well organised meetings of the executive have progressed with Keitha's organisational skills coming to the fore. This has taken pressure away from the executive organisational aspects and allowed us to focus on NZARM, its relevance and significance going forward. The executives output has increased significantly as a result.

A rejuvenated Broadsheet has also been of benefit and we are determined to ensure this continues. Thank you to all those who have contributed over the year and look forward to members providing articles into the future.

For the first time in a long time we have not had a conference. Hopefully 2021 will see our postponed conference held in the Top of the South and thanks to Matt Oliver and Susan Moore-Lavo for progressing this conference to date. This decision to postpone was made taking into account the Conference Organisers and their respective employers but also considering other employers and the possible disruption to travel, accommodation and logistics that may still have been with us in October 2020.

We are hoping to provide some form of webinar/digital event over the next few months, this is still proposed but may not occur until early in 2021.

I would like to thank our executive members for the last year. They have all put in a large effort in the year ending. I would like to thank Nicola McHaffie for her secretarial input and the seamless manner in which the secretary and coordinator have blended into the organisation. Thanks to Jim Risk for his ongoing service to NZARM as our Treasurer, this has been a longstanding input and is continuing. Thanks to Kolja Schaller, Matt Highway, Helen Moodie, Peter Manson, Duncan Kervell and Paul Greenshields for their input.

The last year has certainly seen our personal workloads increase and this has been very noticeable amongst our executive. Duncan, Helen and Paul are leaving our executive and all three have made excellent contributions. Duncan is a person with some really good ideas, Helen has been a longstanding member filling several roles very ably and Paul has contributed a lot to our website. I would like to thank all three for their support of NZARM, to me personally and look forward to your ongoing support into the future.

Thanks you also to all of those other members who have assisted the executive over the years, with a special thanks to the ongoing support of Norm Ngapo.

NZARM continues to be involved with MPI and LMG in progressing capability in rural land management. This has been a slow process but continuing. We have also been in contact with Massey University in regard to the Soil Conservation qualification and wish to continue this dialogue.

I have really enjoyed the last four years and look forward to the future with NZARM. I have been fortunate in the executives we have had and to the advice of members and our Life Members. I would like to think I have contributed to our organisation in this time and consider that the appointment of our National Coordinator has been of real benefit. I would also like to thank my employer, Gisborne District Council, for support over this time.

We have some challenges ahead but some really exciting opportunities in making advances to a sustainable New Zealand.

Kerry Hudson

NZARM President

### **Recommendation**

THAT the New Zealand Report Association of Resource Management receives the Presidents Annual Report 2019 - 20.

**Moved:** Kerry Hudson      **Seconded:** Matt Highway

## 2. Secretary Report

Secretariat summary provided by Groundworks Associates

Annie Perkins from Groundworks provided introduction Groundworks role as Secetariat for NZARM it has been a role that Groundworks has for filled for the past 10 years. It is acknowledged as a small role for NZARM essentially providing a recording functionality across the membership, banking etc.

## Membership Database Summary

Member Status	Total
Ordinary	219
Ordinary – RMC	1
Ordinary - RMC Professional	15
<b>Ordinary subtotal</b>	<b>235</b>

Honorary (incl. 4 RMC Professional)	10
Retired	14
Libraries	2
<b>Total</b>	<b>261</b>
Lapsed	82

Lapsed members : 28 members were noted as lapsed at 31/03/2020.

Resigned members : 5 members resigned in the period 1 November 2019 to 31 October 2020.

New members : 16 new members in the period 1 November 2019 to 31 October 2020.

Unpaid members : There are currently 47 members who have unpaid subs for the current year. The discount expiry period is extended until 30 November 2020.

A general discussion around the issue of declining membership numbers was discussed and noted as a Matter for Discussion.

## Secretariat activity

### **Email and mail management**

- Usual activity collecting and processing Association mail from PO Box, processing incoming emails.
- Bulk invoicing & emailing annual subscription renewals for 2019-2020 financial year.
- Reminders sent to new members with unpaid subs due.
- Broadsheets sent in March and August 2020.

### **Financial management**

- There are currently 47 members who have unpaid subs for the current year. The committee extended the discount expiry until 30 November 2020 and relevant members have been advised by email.

- Processing bank deposits (incoming via direct credit, credit card and cheque).
- Supplier bills: Xero data entry and uploading for monthly payment monthly.
- 2019-2020 annual accounts prepared.

## Membership database

- Processing new membership applications and member resignations, updating member contact detail changes.

## Mailouts

### Job advert details:

06 Nov 2019	Ministry for Primary Industries (MPI) - Distribution of Operational Policy Analysts/ Senior Operational Policy Analysts
07 Nov 2019	Hawkes Bay Regional Council - Distribution of Catchment Management Advisors
11 Nov 2019	Allegrow Limited - Distribution of Environmental Consultant
12 Nov 2019	Waikato Regional Council - Distribution of Catchment Management Lead
15 Nov 2019	Allegrow Limited - Distribution of Environmental Consultant - Farm Environmental Planner
26 Nov 2019	Earnslaw One - Distribution of Environmental Planner
05 Dec 2019	Horizons Regional Council - Distribution of Land Management Advisor
20 Jan 2020	Hawkes Bay Regional Council - Distribution of Catchment Advisor Hill Country Erosion [Fixed Term] Gisborne
30 Jan 2020	Low Environmental Impact - Distribution of Environmental Scientist
30 Jan 2020	Marlborough District Council - Distribution of Land Resources Officer (fixed term)
11 Feb 2020	Northland Regional Council - Distribution of Land Management Advisor
09 Mar 2020	Ernslaw One - Distribution of Environmental Planner - Southern North Island

19 May 2020	Earnslaw One Limited - Distribution of Environmental Planner - Southern North Island
16 Jun 2020	Hawkes Bay Regional Council - Distribution of Hill Country Erosion – Workshop and Works Co-ordinator
05 Aug 2020	Northland Regional Council
05 Aug 2020	Neonlogic Agency - Distribution of SENIOR ENVIRONMENTAL SCIENTIST X2
27 Aug 2020	Horizons Regional Council - Distribution of Land Management Advisor
15 Oct 2020	Greater Wellington Regional Council - Distribution of Senior Land Management
15 Oct 2020	Hawke's Bay Regional Council - Distribution of Senior Catchment Advisor
15 Oct 2020	Neonlogic Agency - Distribution of Senior Land Management Advisor
15 Oct 2020	Neonlogic Agency - Distribution of Land Treatments Coordinator
15 Oct 2020	Neonlogic Agency - Distribution of Land Management Officer
27 Oct 2020	Andrew Manderson - Distribution of field pedologists/ soil mappers

## Recommendation

THAT the New Zealand Association of Resource Management receives the Secretary Annual Report 2019-20.

**Moved: Simon Stokes**

**Seconded: Nicola McHaffie**

### **Matter for Discussion; Declining membership numbers**

Membership has been declining in recent years, been a slow dropping in numbers as memberships have lapsed. While there has been some drop off due to organisations choosing not to provide membership for their staff members, some of it is also attributed to the Association not proactively chasing up members who haven't renewed. It is acknowledged that 2020 has been a messy year in general and the period to renew for the lesser value of \$70 was extended until the 30th of November.

Given the changes in renewal timing it makes it a bit uncertain as to the exact numbers; this has been identified as a core group of approximately 40 that will be contacted individually.

Additional comment (Duncan) that some of the missed payments will be inadvertent and not a reflection on NZARM but more on the difficult year.

### 3. Treasurer's Annual Report

My report addresses the New Zealand Association of Resource Management (NZARM) financial year 1 January 2019 to 31 December 2019 as reviewed by Campbell and Campbell Accounting Consultants and addresses for members' information our current position for the 2020 financial year. The Auditor's Report for 2019 is attached.

For Members information attached to this Agenda are:

1. The Auditor's report for 2019; this includes the NZARM annual financial statement for 2019
2. Balance Sheet from 1 January to 31 October 2020
3. Profit and Loss statement from 1 January 2020 to 31 October 2020

#### **Income Overview of 2019 financial year**

1. Total income at 31.12.19 was \$23,006 (down from \$47,373 in 2018).
2. Income from membership fees totalled \$16,340.
3. Interest from term deposits was \$1,641.
4. Conference proceeds (net) of \$2,665.

In addition, income from job vacancy advertising continues to provide a steady stream of income with \$1,650 for 2019 year. The NZARM conference in Northland last year drew a net profit of \$2,665, conference profits continue to be an important income stream for the organisation.

Due to the current Covid-19 situation and the decision to postpone the 2020 Marlborough conference there will be no conference income in the 2020 year. We expect next year's Marlborough based 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 2019 financial year**

1. Total expenditure at 31/12/19 was \$21,742 (up from \$18,525 in 2018).
2. Secretariat costs \$8,306.
3. The on-going cost of running the Executive committee \$1,003.
4. Auditor fees \$1,496.
5. Website development \$2,530

The Broadsheet cost of \$1,589 (plus postage & stationary of \$277) continues to remain a significant expenditure item but continues to offer much benefit. In addition, costs associated with consultancy services totalled \$4,658 and the provision of cloud-based services \$1,829.

As detailed in the attached Auditors financial review for 2019, the review fees (for 2019) are again similar to the previous year due to the undertaking of a review rather than an audit as undertaken last in the 2015 financial year. This continues to enable significant savings to be maintained within this expenditure item as compared to audit services which incur a higher cost. To continue to benefit from savings in this area of expenditure a financial review will be undertaken on an annual basis (as per the 2016 AGM motion) with a full audit only undertaken should there be a specific need.

### **Treasurer's Comments**

The 2019 year resulted in an operating surplus (before tax) of \$1,085 as compared to the previous year's operating surplus of \$28,684 (down \$27,599). The predominant contributing factor to the smaller surplus, was the more typical conference income from the Northland conference, as compared to the previous year.

Maintaining the association in a position of surplus for 2019 has again been the executive's goal, which sees the association to continue to remain in a healthy financial state. With the 2019 surplus the association's closing balance is up on the 2018 closing balance. The 2019 year saw an opening balance of \$122,685, with a closing balance for the 2019 financial year of \$123,770. Surpluses over the past several years has allowed for re-recent investment within the organisation. Such



investment has been in the recent employment of the National co-ordinator and the 2019 payment of the website upgrade which was spread across three years.

The executive continues to be mindful of costs over the 2019 and current financial year. Expenditure was similar to the previous year across most items, with the exception of the one-off cost for consultancy services in the 2019 financial year. Reductions in expenditure were achieved where possible across some areas, such as editing and printing costs. With the move towards electronic distribution of the board sheet, this will allow for continued savings in this area and associated costs, which will help off-set the increased cost of editing.

Overall expenditure for 2019 was \$21,742 up \$3,217 on the previous year. The slight overall increase in expenditure was largely due to the use of consultancy services towards the end of 2019. Other areas of increased expenditure were related to, secretarial expenses and subscription service costs, due largely to increased costs of our service providers such as zero accounting software. The investment into the redevelopment of the website (spread across three years) will see the final payment in the 2020 year, has provided a more modern and user-friendly offering to NZARM members and management of NZARM resources.

As with recent years the single biggest cost in the 2019 financial year continues to be the secretarial services. The executive continues to work closely with groundworks to ensure secretarial costs are managed to a practical level. Since 2008 the secretariat duties have been carried out by Groundwork Associates (Hamilton based), they continue to provide this service in 2019.

This involves membership updates, financial assistance to the treasurer, general administrative and secretarial duties to assist the secretary. Secretariat costs have remained steady over recent financial years, typically ranging between \$6,000 and \$10,000, with 2019 again within this range. Differences in costs from year to year are largely due to the work-load Groundwork Associates is asked to perform.

While the secretariat provides a valuable service in undertaking many day to day activities the executive is mindful of minimising the work-load Groundworks is asked to perform as much as is practical. Such an approach has resulted in slightly lower costs to date for the 2020 year as compared to the previous year. Overall the NZARM Executive believes this area of expenditure continues to be money well spent with up-to-date membership and financial information on hand, allowing the Executive to access real-time financial and membership information, extract financial summaries, while also dealing with day to day activities that would otherwise require more administrative time by executive members.

Current membership fees of \$100, (discounted to \$70 for early payment) along with other forms of income has provided appropriate finances to cover costs keeping the organisation in a healthy financial state, while providing sufficient finances to cover additional expenses that the organisation encounters.

Projected revenue for the 2020 year is not forecast to cover costs of the organisation for the current financial year. This is due to, two key areas, the first being no conference income and the second the appointment of the National co-ordinator position. The deficit for 2020 is not un-budgeted as It has been planned to utilise accumulated reserves generated from recent conference profits to fund this position initially. As of November 1<sup>st</sup>, 2020, the term deposit continues to be maintained at \$45,000 providing an income of \$1,641 (including the business on-line call account) for 2019. With the continued reduction in interest rates and investment rates at all time low levels, a reduced interest revenue can be expected in the 2020 year.

At present the 2020 year's income remains slightly ahead of expenditure, but as mentioned a deficit is forecast for year-end 2020. Current membership around 250 members in total. We currently have around 53 (vs 47 members last year) in fee arrears (November 1st) up on this time last year, with these members having been notified. It should be noted that subs have continued to come in relatively slowly over the past few years and particularly slow in 2020. This requires additional expense and time in sending reminders, with those members un-paid for-going the subscription discount for 2020. It should be noted that the subscription discount has been extended for the 2020 year due to the unique circumstances faced this year. NZARM relies on subs to run the organisation, it is therefore important that subs are paid in a timely manner as possible, to ensure administrative costs are managed efficiently as possible. I would again remind all members to take advantage of the subs discount for prompt payment or consider organising automatic payment with the secretariat service, in addition subs can now be paid via credit card making for ease of payment.

Systems for membership management are excellent and we can easily track membership status. It is anticipated that subscription income will be similar to the previous year, with around \$15,000 - \$18,000 expected to be reached for the 2020 financial year.

Jim Risk

NZARM Treasurer

**Discussion:** Simon congratulated Jim on a well written report and how clear it is regarding the current state of affairs. Jim confirmed there are funds available,

currently invested on Term deposit. There is then the provision to be able to run at a deficit in the interim while focusing resources on gaining and retaining members.

Questions: Duncan: how many members are in arrears? Jim - there are approximately 40 members.

Bryan McCavana: What is the difference between the definition of a lapsed and an unpaid member? Jim clarified that the issue is clouded by the difference between the membership year and the financial year for reporting. General discussion of the associations objective to focus on membership base and building membership in the short term.

General question raised how to know if you are a current member, discussion of where this is indicated in the member section of the website, further thoughts around potentially receiving a confirmation "card" via mail.

Hamish Rennie: raised a similar issue regarding confirmation of the NZARM professional certification.

### **Recommendation:**

THAT the New Zealand Association of Resource Management receives the Treasurers Annual Report, for the 1 January 2019 to 31 December 2019 financial year.

**Moved:** Jim Risk

**Seconded:** Simon Stokes (Passed with all in favour)

## **4. Auditors Report/Appointment of Auditor**

The Auditor's Report for 2019 is attached to this Agenda.

Recommendation:

THAT the New Zealand Association of Resource Management:

1. Receives the Auditor's Report for 2019 and
2. Appoints current Auditor Mark Cameron, to review NZARM's 2019 accounts.

**Moved:** Jim Risk

**Seconded:** Kerry Hudson (Passed with all in favour)

## **5. Item: Motion to amendment NZARM constitution**

**Proposed:** Nicola McHaffie

**Seconded:** Matt Higway

## **5.1 Proposed Amendments to Section 12 Executive Committee;**

Full background document attached purpose to support possible sharing of office role's.

12.1 (A) removal of the reference of "four" elected members, and

12.2 Addition of wording "these offices can be co-shared by up to two people".

Discussion: Kerry provided background of the application of Nicola and Matt nomination to step up into sharing the President's role. Acknowledgment of the considerable skills and knowledge of both candidates and the potential benefits to the association of allowing office role's to be shared.

Reflects the association responding to the need to change and the strategic opportunity that it allows to have diversity on the Executive Committee.

Norm and Simon also supported the concept of sharing an officer role. Simon raised the question: if the wording meant all office roles could be shared and therefore inferring 8 potential committee members - should it then be limited to the Presidents role.

Judith: Supported that it was a good idea for building capability and succession planning within the association, however also expressing concern that 8 would be too many on the committee.

Proposed that the Motion wording be changed to support a co-sharing of the presidents role at this AGM.

**Moved: Nicola McHaffie**

**Seconded: Simon Stokes**

**Agreed: Bryan**

**All voted in agreement, no one voiced opposition.**

## **5.2 Proposed amendment to 16.0 Amendments to the Constitution**

Full background document attached purpose to support the proposal to amend this section covering amendments to the constitution.

The purpose of considering a change is to facilitate a significant update and review that has been identified. The addition of a timeframe being proposed is to insure

that the constitution is reviewed on a regular basis by putting in place some formal rigour around the timing of the process.

Discussion: Simon stokes referenced an existing point in Section 14 Meetings 14.5 (below) in the existing constitution which this could be linked to instead. Which allows for the matter under discussion to be addressed.

#### 14.0 Meeting

14.1 The Annual General Meeting of the Association must be held once in each calendar year on a date and at a time and place to be decided by the Executive Committee.

14.2 The Secretary must give at least twenty-one days written notice to each member of the Association of the date, time, and place of every Annual General Meeting, and must include in the notice an agenda for the meeting.

14.3 At each Annual General Meeting the Committee must submit an annual report and a statement of accounts which has been audited or reviewed.

14.4 An auditor/reviewer must be elected by members at each Annual General Meeting for the following year.

14.5 An Annual General Meeting may only deal with any matter not on the agenda for the meeting if a two-thirds majority of those voting resolve to have the matter dealt with.

Further general discussion of the proposed 6 month suggest timeframe was also undertaken. Comments from HoneyLee and Annie both referenced that it would be expected that as governing representatives the constitution would be read, and reviewed as required. General statement that minutes need to be well recorded in order to reference what has been decided. Noted: Annie stated that the goal of the constitution is that it remains an enduring document.

Motion amended to move the requirement for reviewing the constitution proposed as 16.5 to be added to the current section 12. Executive Committee as an additional point 12.12.

**Moved: Nicola McHaffie**

**Seconded: Annie Perkins**

6.0 Item: Announcement New Executive Committee  
and Officer Bearers

## Elected 2020

<b>President(s)</b>	Matt Highway (DairyNZ) and Nicola McHaffie (Landcorp)
<b>Secretary</b>	Kolja Schaller (Greater Wellington Regional Council)
<b>Treasury</b>	Jim Risk (Ballance AgriNutrient)
<b>Immediate Past President</b>	Kerry Hudson (Gisborne District council)
<b>Ordinary Member</b>	Richard Parkes (The Catalyst Group)
<b>Elected Member</b>	Peter Manson (Hawkes Bay Regional Council)

### 7.0 Item: Future plans;

- a) Building membership

Keitha commented key objective for the next term of NZARM is to maintain and build the membership base with a focus on identifying and meeting the needs of land management advisors nationally.

- b) Regional focus

Keitha and Kerry commented that one of the learning that has emerged this year and post covid is the importance of the association having a regional focus and the key opportunity that the association has in acting as a connector between regional councils. Connecting the learnings, knowledge, training outcomes, and mentoring opportunities nationally is a role that NZARM is extremely well placed to provide.

- c) Sustaining NZARM's relevance

Kerry commented that NZARM is also aware of the need of the association to keep up with the changing landscape of the resource management sector alongside promoting the broad benefits of the association.

This primarily is the large skill and knowledge base that exists within the association, these skills remain highly relevant today especially in the Farm Environment Planning space that has rapidly emerged and freshwater management. General discussion that those professionals within this space will be looking for a "home" and NZARM has the potential to become this home. General discussion for the association's potential to evolve the existing resource management certificate to meet some of the gaps that are emerging in the land management space such as land management capability mapping.

General discussion the important role that the association's publication the Broadsheet play's in the connection space; profiling different innovations, regional projects, community involvement, and general knowledge transfer in the sector.

Next year - 2021 NZARM Conference should be all go now that COVID is reducing in risk and travel opens up. The primary option this year is a conference in Nelson/Marlborough Regional.

Matt Oliver and his team are planning several day's exploring the variety of land management issues across the region with the different landforms through a series of different field trips. Including one to the complex renewal of Kaikoura following the earthquake damage to the coastal area. The conference dinner on the 28th set to be highlight also hosted at the Omaka Aviation Heritage Centre.

Conclusion - Simon commented that those present should note that they have witnessed a "watershed" moment for the association at this 2020 "zoom link" AGM.

**AGM Meeting closed: 6.25pm**

Minutes Author

Keitha Monson  
NZARM National Coordinator