

12 October 2009

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

**Notice of Meeting**

**NOTICE IS HEREBY GIVEN** that the Annual General Meeting of the New Zealand Association of Resource Management will be held in the **Copthorne Hotel & Resort, Waitangi, Bay of Islands on Wednesday 4 November 2009, commencing at 5.30pm.**

J Whale  
**Secretary**

**AGENDA**

Apologies

Call for further General Business items

- 1 Confirmation of Minutes of 2008 AGM
  - Matters Arising
- 2 President's Annual Report
- 3 Treasurer's Annual Report
- 4 National Regional Coordinators Annual Report
- 5 Auditors Report/Election of Auditor
- 6 General Business
  - 6.1 Annual Subscription
  - 6.2 Notice of Motion
  - 6.3 Further General Business Items

## 1 Confirmation of Minutes of 2008 NZARM AGM

Minutes of the Annual General Meeting of the New Zealand Association of Resource Management Inc held Rutherford Hotel, Nelson, on Monday 13 October 2008 commencing 5.05pm.

The Minutes of the 2008 NZARM AGM are attached as a separate document to this Agenda.

### Recommendation

THAT the New Zealand Association of Resource Management **take as read** and **receives** the minutes of the Annual General Meeting of the NZ Association of Resource Management Inc held in the Rutherford Hotel, Nelson on Monday 13 October 2008 commencing 5.05pm.

### Matters Arising

## 2 President's Annual Report

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

### Presidents Annual Report 2008-09

Welcome to Waitangi for the 56<sup>th</sup> annual conference and AGM. The Association's thanks are extended to the New Zealand Grasslands Association Northland organising committee, particularly Laurie Copeland and Helen Moodie, and to Northland Regional Council, particularly Bob Cathcart and staff who have put this year's conference together.

The Executive has been very busy this year with a major emphasis on improving administrative capability and executive roles.

We have secured the services of Groundwork Associates Ltd, based in Hamilton, to provide the duties that underpin our organisations administrative management. They work closely with our treasurer and secretary. I have to thank Ross Abercrombie and John Whale for their massive contribution in

getting this in place. Some of the important improvements have been to provide internet banking facilities for the association and members, and to provide smoother professional membership management. While this has required a serious investment of funds, this expenditure is short term with a reduction in costs into the future due to the systems set up and reduced billing time. We have got to get our administrative process and capability right for members.

As part of the ongoing development of executive, elected and co-opted members have been assigned to them a responsibility area which will result in them championing that responsibility and achieving tasks. NZARM has growing responsibilities to members and to the organisation itself that require coordination and commitment to achieve. The aim is to ensure the executive is more effective and efficient to our members nationwide and to the wider principles laid down in the constitution, whilst maximising our individual skills and strengths.

#### Current Executive Responsibilities

<u>Executive position</u>	<u>Responsibility</u>
President – Simon Stokes	Managing Executive; support to executive members; strategic direction; McCaskill Award; Liaison with Land Managers Group, MAF, and other external agencies
Immediate past president – Chris Phillips	Supporting president; strategic direction; website management; Awards
Treasurer - Ross Abercrombie	Managing finances, and secretariat contract; annual audit; sponsorship opportunities
Secretary – John Whale	Secretarial duties including minutes, AGM, agendas; sorting out administration systems in conjunction with new secretariat; membership management
Co-optee – National Coordinator for Regional Coordinators – Shelley Washington	Coordinating regional coordinators, networking information; promoting regional meetings/workshops

Co-optee – Norm Ngapo

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

Co-optee – Julia Crossman

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

Our Broadsheet Editor is Tony Faulkner whose role is to produce four Broadsheets a year. It is my role to liaise with Tony on the workings of Broadsheet. Tony has made a very good start to producing Broadsheet and we thank him very much for the time and effort he puts into our well constructed magazine.

This year we received a resignation form Barbara Stuart who was our elected ordinary committee member. Barb was only on the executive for one term but brought a wealth of rural wisdom and common sense to our meetings. It is unfortunate that she has had to resign but we thank her and wish her well.

It was with Barb's support that Julia Crossman updated our NZARM brochure this year. We now have a modern, colourful brochure which is more readable and presentable. We have had several printed and shared around the regional coordinators and you will find them at this conference. It is located on our website so please have a look and print a few to share around.

Shelley Washington has maintained her good work with the Regional Coordinators. She has been working very hard at providing a level of coordination and enthusiasm to the role, particularly with the regional coordinators themselves. The concept of regional coordinators would not work without their commitment to being part of the networking fraternity. A big thank you to those involved, it is really appreciated.

One regional gathering was supported this past year, with soil conservators celebrating the 40<sup>th</sup> anniversary of soil conservation of the Taupo/Southern Waikato area. This was organised by Ian Cairns in November 2008. About 40 attended and a great time was had by all. Thanks to Ian for this good work.

We have two recipients of the Lance McCaskill Award since our last conference which is excellent. Claire Feeney and Matthew Taylor were both awarded funding support and we look forward to hearing from their adventures in Broadsheet and at our next conference. It is really good to see more members taking up the opportunity the McCaskill award offers.

At the last AGM we reported on the executive supporting the publication and re-print of the Land Use Capability Handbook (3<sup>rd</sup> edition). This project was

successfully completed in early 2009 with much contribution by many people from Landcare Research, AgResearch, and Regional Council land managers. The print was followed by several awareness workshops around New Zealand that had support from several members of NZARM. Our own venerable honorary member Garth Eyles, participated in each workshop. These workshops were attended by many people new to the concept of land resource inventory and land use capability and major supporters and funders of these workshops, Ministry of Agriculture and Forestry, were very satisfied with the end results. Since those awareness workshops, there have been further workshops requested by specific group. NZARM and our members have been leading this revival and it has been really successful.

Once again thanks to Chris and Landcare Research who continue to host our website for nominal rates.

Membership is again stable at 230 plus, as it has been for several years now. It seems that the executive have approved more new members than ever at meetings over the last year. However there is always a steady flow of resignations also. Growing the membership base is always a focus and the executive are working hard to promote the Association.

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

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

Finally, it is sad to say, but we were belatedly notified of another honorary member passing away. Lofty Kelman passed away in 2007. Lofty was well known by many and had an enjoyable working life within the soil conservation fraternity. On a brighter note we elected Dave Cameron to our honorary members club at the last AGM and presented our new special award for Outstanding Contribution to Garth Eyles for his untiring efforts over the years in promoting and contributing to the updating of the land Use Capability Survey Handbook.

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

Simon Stokes

**NZARM President**  
7 October 2009

### **Recommendation**

THAT the New Zealand Association of Resource Management **receives** the Presidents Annual Report 2008-09.

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

The following Annual Report of the Treasurer, Ross Abercrombie, for the 2008 financial year is provided for members' information.

#### **Treasurer's Annual Report 2008**

My report addresses the NZARM financial year 1 January 2008 to 31 December 2008 as audited, and also addresses for members' information our current position for the 2009 financial year. An Auditor's Report will be tabled under item 5 at the AGM.

**Full statement of financial performance is covered in Appendix One of the Agenda**

#### **Income Overview**

1. Total income at 31.12.08 was \$23,303.
2. Income from membership fees totalled \$11,740.
3. Interest from term deposits was \$5,334. The Association has \$60,000 held in four separate 90 day term deposits at the TSB.
4. Income from the Conference account was \$6,229 for the 2008 conference in Nelson. Note that profit was somewhat lower than usual due to the cost of having a professional conference organiser (OnCue). Due to tougher economic times we did not manage to raise funds from sponsorship, unlike past years, although the conference was still successful in raising a small profit.

#### **Expenditure Overview**

Expenditure totalled \$23,946 with notable spending going on the 2008 Nelson NZARM Conference and two regional events around the country. The running costs of the Executive and Broadsheet are slightly up on past years due to the increasing membership numbers for postage and the need for more executive

meetings. In 2009 costs for Broadsheet were lowered slightly due to increased electronic communication and a streamlining of membership systems.

### **Treasurer's Comments**

The Association remains in a healthy financial state. An opening balance of \$88,082 (including investments) was carried forward from the financial year ended December 2007. At year end there was a slight decrease (due to costs mentioned above) to a closing balance at year end (31.12.08) of \$87,439.

A major development since 2008 year has been the changeover of secretariat from Tabitha Manderson to Groundwork Associates (in Hamilton) who are now undertaking most of our secretariat duties under contract. The secretariat would like to note Tabitha's work over the past years and thank her for her service. The decision to change was to lift the level of communication and to enlist better systems for dealing with the growing membership/accounts. We trust that changes made in 2009 have been noticed by members. We now have excellent systems for contacts and financial accounting which have been backdated to 2008 accounts (e.g. Appendix One was generated using MYOB software printout of accounts). This change over has come at a large cost, however with healthy accounts this is seen as an investment in more professional systems which will put us in good stead for the future.

Current budgeting considers membership steady at around 250 members but with honorary and retired members an anticipated subscription income of around \$11,500 again for the 2009 year. With a number of members having got into arrears due partly due to past systems and lack of tracking or changeovers in roles a small number of members have been notified twice. There has been a recent clean up of such late payments and people have been dealt with individually in accordance with our constitution. New revisions of the constitution are to be discussed in this AGM to tidy up how we deal with late payments and membership fees.

I will present the current financial position of NZARM verbally at the AGM.

Ross Abercrombie  
**NZARM Treasurer**  
5 October 2009

### **Recommendation**

THAT the New Zealand Association of Resource Management **receives** the Treasurer's Annual Report 2008 for the 1 January 2008 to 31 December 2008 financial year.

## 4 National Regional Coordinators Annual Report

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

### National Regional Coordinators Report 2008 - 2009

There have been a few changes this year with three of our team of regional coordinators handing on their roles: Tane Desmond (Waikato); John Whale (Bay of Plenty); and Nicola McGrouther (Otago). Thankyou to Tane, John and Nicola for their efforts in recent years. A BIG thanks goes to the Northland region for hosting this years conference with various exciting topics under the theme of "Northland Is the Future: See It Here First!"

#### 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	Peter Fantham
Auckland	Rob Hughes
Hawkes Bay	Peter Manson
Otago	(vacant)
Southland	Jim Risk
Taranaki	Don Shearman
Manawatu	Malcolm Todd
Bay of Plenty	Ben Banks

Regional Coordinators have continued 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 Broadsheet and have updated membership information for their regions, and promoted membership. Many new members have joined NZARM over the 2008-09 year.

#### Regional meetings

During the weekend of 21-23 November 2008, the event Soil Conservation – Taupo Revisited was held. This was a soil conservation reunion, field trip and

dinner. Soil conservators of the 1960's to the 2000's attended this weekend of introspection, inspection and entertainment. Ian Cairns played a key role in organising the event and attaining NZARM support. The event received NZARM funding and Ian's article about the event was in the April 2009 edition of Broadsheet.

Over 30 people attended (and 40 for dinner) for the weekend's celebration of 40 years of soil conservation in the Rotorua/Taupo area. This included seven who worked in the pioneering 60's and 70's when massive land use changes were underway, especially in the Lake Taupo catchment. The planned activities were arranged to both celebrate four decades of pioneering conservation work in the pumice lands and to evaluate the results of this work. Ian Cairns reported that it was a great weekend and gave those involved in the early soil conservation in the area an opportunity to see whether or not it had worked well, and whether it had other unintended consequences. They were pleased to find their efforts were not in vain.

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

Shelley Washington  
**NZARM National Regional Coordinator**  
8 October 2009

### **Recommendation**

THAT the New Zealand Association of Resource Management **receives** the National Regional Coordinators Report 2008 - 2009.

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

The NZARM Treasurer will table the Auditor's Report for 2008 at the AGM along with a financial review of 2006 and 2007.

Item 14.4 of the Constitution states "*An auditor must be elected by members at each Annual General Meeting, for the following year*".

### **Recommendation**

THAT the New Zealand Association of Resource Management:

1. **Receives** the Auditor's Report for 2008 and

2. **Elects** current Auditor, Mark Campbell, to audit NZARM's 2009 accounts.

## 6 **General Business**

### 6.1 Annual Subscription

#### **Recommendation**

THAT the New Zealand Association of Resource Management **confirms** that the Annual Subscription remains at \$70, with a \$20 discount if paid by 31 March 2009.

### 6.2 Notice of Motion

A Notice of Motion is attached as a separate document to this Agenda. An Executive Committee Member will talk to the motion

#### **Recommendation**

THAT the New Zealand Association of Resource Management **adopts** the Notice of Motion attached to this agenda and **confirms** the changes to Clauses 15.3 and 15.6 of the New Zealand Association of Resource Management Constitution as recommended in that Notice of Motion.

### 6.3 Further General Business Items:

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## Appendix One

### New Zealand Association of Resource Management Incorporated

#### Statement of Financial Performance For the Year Ended 31 December 2008

	2008	2007
<b>Income</b>		
Subscriptions & Certificate Fees	11,740.00	7,095.00
Interest	5,334.93	4,091.86
Conference Proceeds	6,229.00	25,415.49
Other	-	-
<b>Total Income</b>	<b>23,303.93</b>	<b>36,602.35</b>
<b>Expenditure</b>		
McCaskill Award	-	2,000.00
Administration	4,000.00	4,875.15
Executive Meetings	5,086.28	4,647.65
Broadsheet	3,256.79	2,154.32
Miscellaneous	439.50	413.37
Postage & Stationery	2,480.99	-
Regional Meetings	597.90	-
Conferences	8,084.71	9,000.00
<b>Total Expenditure</b>	<b>23,946.17</b>	<b>23,090.49</b>
<b>Operating Surplus/(Deficit)</b>	<b>(642.24)</b>	<b>13,511.86</b>

#### Statement of Movements in Equity For the Year Ended 31 December 2008

Opening balance	88,082.05	74,570.19
Operating Surplus/(Deficit)	(642.24)	13,511.86
Closing balance	87,439.81	88,082.05

#### Statement of Financial Position As at 31 December 2008

<b>Current Assets</b>		
TSB Bank - Cheque A/c	20,399.65	15,405.59
TSB Bank - Conference A/c	-	12,006.46
TSB Bank - Term Deposits	60,000.00	60,000.00
Debtors	8,739.00	4,670.00
<b>Total Current Assets</b>	<b>89,138.65</b>	<b>92,082.05</b>
<b>Less Current Liabilities</b>		
Sundry Creditors	1,698.84	4,000.00
<b>Total Current Liabilities</b>	<b>1,698.84</b>	<b>4,000.00</b>
<b>Working Capital</b>	<b>87,439.81</b>	<b>88,082.05</b>
Represented by:		
<b>Equity</b>		
Retained Earnings	87,439.81	88,082.05
<b>Total Equity</b>	<b>87,439.81</b>	<b>88,082.05</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 2008**

#### **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**

The following specific accounting policies, which materially affect the measurement of the operating surplus and financial position, have been applied.

- GST. These financial statements are prepared on a GST inclusive basis, as the society is not registered for GST and cannot deduct input and output taxes.

#### **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.