

**NEW ZEALAND ASSOCIATION FOR IMPACT ASSESSMENT**

**ANNUAL GENERAL MEETING**

**5.30 P.M. THURSDAY 28<sup>TH</sup> APRIL**

TE PAPA, WELLINGTON

**Present**

Di Buchan,                   NZAIA Convenor/ Meeting Chair  
James Newell,               Secretary  
Bob McClymont,            Treasurer  
Melissa Stewart            Minute Secretary  
Tom Davies  
Wendy Gaisford  
Rob Quigley  
Felicity Maxwell  
Richard Morgan  
Kaylene Sampson  
Mary Sparrow  
Nick Taylor

**Apologies**

James Baines  
Christine Cheyne  
Richard Peterson  
Hamish Rennie

**1.     Minutes of the last AGM March 19 2004**

The minutes were accepted with the corrections noted below.

Moved:   Di Buchan                    Seconded:   Kaylene Sampson

Page 6, paragraph 7, line 2 **Replace** 'that' with *they*

Page 6, paragraph 7, line 3 **Insert** *badly on* after 'reflect'

Page 6, paragraph 8, line 1 **Insert** *one* after 'that'

**2. Convenor's Report**

The convenor's report was read and accepted.

Moved: Bob McClymont

Seconded: Jamie Newell

**3. Convenor's Recommendation**

"That the conference become a two-yearly event which would allow members to devote more energy towards:

- ensuring IANZ is published regularly and is of a high standard
- generating more activity in the regions
- looking for opportunities for press releases
- preparing submissions on matters of concern."<sup>1</sup>

This recommendation was discussed fully during the meeting and is reported on in minutes 12 and 13.

**4. Treasurer's Report**

The Statement of Financial Performance for 2004 shows a small profit of \$128.90 (compared with a profit of \$287.07 in 2003 and a loss of \$1,797.97 in 2002). While income in 2004 was almost \$7, 000 greater than in 2003 this was mainly due to there being no conference income received in 2003. The 2004 conference made a profit of \$2,105.42 which helped to offset increased expenditure on Newsletter expenses (\$515) telephone conference call expenses (\$740) IAIA affiliation fees (\$433) and the Auditors fee (\$450).

The future position of the Association is promising. The decision to increase subscription fees by a third, taken at the 2004 AGM and which came into effect on 1 January 2005, will boost income and cost savings have been made by terminating the lease of office space in downtown Wellington and rental of a telephone line.

**Agreed:** That the Treasurer's Report be accepted.

Moved: Jamie Newell

Seconded: Richard Morgan

**Noted:** That the 2002 and 2003 financial years accounts have been audited.

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<sup>1</sup> Extract from the Convenor's Report

**5. Election Of Officers**

**Agreed:** That the following were all elected unopposed and that Fay Hawtin & Doug Craig should also be invited to join the Core Group.

Moved: Di Buchan

Seconded: Tom Davies

Secretary/Treasurer

Melissa Stewart

Core Group

Richard Morgan

Rob Quigley

Tom Davies

Jamie Newell

Bob McClymont

Wendy Gasiford

**6. Vacancy for the Convenor**

**Agreed:** That the Core Group should elect a convenor who has the requisite experience and capacity to act in the role for 2 years.

Moved: Di Buchan

Seconded: Bob McClymont

**7. Promoting the opportunity to participate in the organisation**

**Suggested:** That the membership form be redesigned to allow people to indicate their willingness to participate in the core group or act as convenor, secretary or treasurer.

**8. Membership Fees**

**Agreed:** That the membership fees should remain unaltered at \$60 a year.

Moved: Bob McClymont

Seconded: Tom Davies

**9. Membership Options**

**Noted:** That the 2004 AGM had requested that the Core Group explore the issue of developing membership options with a view to the organisation developing the

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capacity to become a body which provides accreditation to reflect the professional capacity of members.

Accordingly, 3 membership options were developed and circulated to the members who were asked to vote for their preferred option. The result of the vote was very close.

The AGM agenda paper outlined recommendations for changes to the constitution to reflect the overall preference of the membership survey

**Agreed:** To reflect the survey results, the following changes be made to clauses 23 and 24 in the NZ Association for Impact Assessment (Inc.) constitution.

**Agreed:** That constitutional provisions relating to "Code of Ethics" be aligned with the IAIA code of ethics provisions.

Moved: Jamie Newell                      Seconded: Di Buchan

**Clause 23**

That

TYPES OF MEMBERSHIP

**23.** *There will only be one class of members - ordinary members. These can be either individual persons or organisations.*

***Be changed to:***

**23.** *There shall be four types of members. These are individual members, student/low wage earner individual members, corporate members and life members.*

- (i) Individual members are a broad general category of membership status for persons.*
- (ii) Student/low wage earner members are those person's enrolled as a student or who are low wage earner at a cut-off to be set by the association at any general meeting*
- (iii) Corporate members are institutions rather than individuals.*
- (iv) Life membership shall be open to New Zealanders or those with a significant professional or other connection with New Zealand present or past. Life membership shall be awarded to persons who have made an outstanding contribution to impact assessment. Nominations for life membership shall be submitted to the AGM through the Core Group.*

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*There is no limitation on the number of life members but normally no more than two candidates should be proposed to an AGM in any one year.*

**Clause 24**

That

MEMBERSHIP FEES

*24. Each member shall pay to the Association such membership fees as may from time to time be determined by an annual general meeting.*

***Be changed to:***

*24. Each member shall pay to the Association such membership fees as may from time to time be determined for each type of member by an annual general meeting.*

**10. Moving towards professional standards**

**Noted:** that "Further progress towards the goals of development of professional standards within impact assessment could be realised through a voluntary process. Professional credentials could be declared by those members who wish to and listed on the web site on an explicit no liability basis. This would require little work to maintain. Such a step does not require any constitutional change."<sup>2</sup>

**11. IAIA'05 Conference Boston 31 May - 3 June**<sup>3</sup>

NZAIA will be represented well. Di Buchan, Nick Taylor, Rob Quigley, James Baines and Kaylene Sampson are all attending.

**Noted:** That it is important for the New Zealand representatives to participate in the affiliates meetings and that a representative from the NZ core group should participate in the 'affiliates committee'.

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<sup>2</sup> Extract from the agenda paper

<sup>3</sup> [http://www.iaia.org/Non\\_Members/Conference/conference.htm](http://www.iaia.org/Non_Members/Conference/conference.htm)

Nick Taylor will organise a meeting of the NZ contingent to discuss this matter further.

Martin Ward will attend the Prague conference in September. This is a special thematic meeting of the IAIA.

**12. NZAIA Conference 2007/IEANZ**

**Agreed:** That the core group should investigate the viability of a joint conference with IEANZ

Moved: Rob Quigley

Seconded: Richard Morgan

**Noted that:**

(i) having an annual conference helps retain the organisation's profile and provide an event for the members;

(ii) convenor's report recommended that NZAIA conference's are an enormous effort for the core group and that making them a two yearly event would be more realistic for the core group;

(iii) it might be possible to have a joint conference with the NZ Chapter of IEANZ (Environmental Institute of Australia and New Zealand<sup>4</sup>) in the years that that organisation is not having a NZ based conference;

(iv) developing too close an association with IEANZ might be inviting the possibility of being subsumed by that body;

(v) IEANZ has few NZ members; and

(vi) a number of the IEANZ certification panel includes former NZAIA members.

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<sup>4</sup> <http://www.manawa.org.nz>

**13. IANZ**

**Discussed:** The issues around the production of IANZ and noted that Tom Davies has carried the greater part workload in the past year.

The Convenor's Report noted that a system for better sharing of the workload has been developed but not implemented.

The incoming Core Group will need to convene the editorial board and work with Fay Hawtin who has volunteered to proof read material to ensure that the quality of IANZ is consistent with member's expectations.

**14. Next Meeting of the Core Group**

**Agreed:** That Melissa Stewart would be responsible for calling the first meeting of the 2005/06 core group.

Moved: Kaylene Sampson                      Seconded: Bob McClymont.

That core group meeting will:

- (i) include members of the 04/05 core group to facilitate an orderly handover of affairs; *and*
- (ii) appoint a convenor for 05/06

**15. Votes of thanks**

The meeting made votes of thanks to the following people for their work over the past year/s

Di Buchan	Core Group Convenor and Conference Organiser
Jamie Newell	Secretary, Membership, Core Group Member and Conference Sub-committee
Bob McClymont	Treasurer and Core Group Member
Tom Davies	IANZ
Kaylene Sampson	Conference Sub-committee
David Johnson	Conference Sub-committee
Graham Leonard	Conference Sub-committee

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Rob Quigley	Conference Sub-committee
Melissa Stewart	Core Group Minute secretary, Conference Sub-committee
Martin Ward	Organising the Wellington Forums

And, in anticipation of work over the coming year, the meeting made a vote of thanks to Melissa Stewart for accepting the role of secretary/treasurer.

**16. TIME AND DATE OF THE NEXT MEETING**

**TO BE ADVISED**

The meeting closed at 7.p.m.