



*"nga aho tapu"*

## Draft Minutes, NZAIA 2007 Annual General Meeting

5.30 pm Thursday 29<sup>th</sup> November 2007

Parnell Community Centre, 545 Parnell Rd, Auckland City

### Present

Richard Morgan Chair (Convenor)  
James Newell (Secretary/Treasurer)  
James Baines  
Tom Davies (Minute secretary)  
Fotu Fisiiahi  
Jennifer Lamm  
Mathew Roskruge  
Nick Taylor  
Cilla Taylor  
Anna Wolterbeek

### 1. Apologies

Hamish Rennie, Amelia Linzey, Dick Bedford, Stephen Knight-Lenihan

### 2. Tribute to Melissa Stewart.

James Newell led a tribute to Melissa Stewart who died this year, recalling Melissa's contribution to NZAIA and his experience of working with Melissa. Melissa was a member of NZAIA from 1997 to 2007 and worked in other areas apart from NZAIA, including raising social justice issues and working with Wellington City and Hutt City Council promoting such issues as social housing and community development. Melissa also drew the attention of members of the core group to rural, provincial social policy and impact assessment issues, frequently circulating articles from the media to other members of the core group. Melissa acted as secretary/treasurer since the 2005 AGM. James Newell recalled that Melissa was a very practical positive thinking person who motivated others at a difficult time of change and transition for NZAIA. Others present, including James Baines, Richard Morgan and Nick Taylor also shared their experience of working with Melissa. At the end of the session, the meeting drank a toast in celebration of Melissa Stewart's life and acknowledgement of her large contribution to NZAIA. She will be sorely missed.

### 2. Minutes of the 2006 Annual General Meeting.

The minutes were accepted.

Moved: Nick Taylor

Seconded: James Newell

### 3. Secretary's Report

James Newell tabled and spoke to his report on progress on bringing systems up to date since taking on the role of Secretary a few weeks ago (Attachment 1). He reported that the membership database was now reinstated and up to date and the membership subscription notices for the 2006 year sent out. However, coming so late in the year this means that subs received are down on the previous year to date. While there were 120 people whose membership was current, only 51 were up to date prior to sending out the membership subs invoices. Weighing up the types of membership he estimated that the true core NZAIA membership is expected to be around 90-100 members once subs for the year are received.

The report was accepted.

#### **4. Financial Report.**

The treasurer tabled the Financial Report (Attachment 1) and associated financial summary to end of 2006, including the estimated accounts to the end of 2006 organised for comparison with the accounts for the 2005 year (Attachment 2). He reported that the accounts were now up to date to the end of 2006 and 2007 accounts now entered into the accounting system up to the last fortnight up to the conference. As at the 31st December 2006, NZAIA had net capital funds of \$13,757.74. On the basis of registrations and projected costs for the conference, the treasurer projected that NZAIA should end the year in a strong financial position. Now that the accounts are up to date, it would be sensible to get the accounts for the 2005, 2006 and 2007 year audited as a block as soon as the 2007 accounts are finalised early in the new year.

Recommendations:

1. That this financial report be accepted.
2. That the incoming secretary/treasurer in association with the incoming committee, arrange for the 2005, 2006 and 2007 accounts to be audited early in the new year.

Moved that the report and recommendations: Nick Taylor Seconded: Richard Morgan

#### **5. Convenor's Report.**

The convenor read his report (Attachment 3) and it was discussed. The outcome of a meeting between the convenor and the current EIANZ president on the 28th November was summarised. Ways of strengthening the relationship and coordination between NZAIA and EIANZ (Environment Institute of Australia and New Zealand) were discussed. Richard noted that EIANZ membership was about 160 and had formed a special interest group (on IA). One core common interest is the possibility of some sort of professional certification protocol for environmental professionals including impact assessment professionals. The way in which this is being developed is as a stand alone certification process independent of EIANZ.

Nick Taylor noted that EIANZ's fees were significantly higher, which might put off existing and potential members, particularly in the health IA sector. Nick Taylor observed that EIANZ has a more biophysical focus and environmental science which is at variance NZAIA's broader interest in IA and particular interest in the social impact assessment and cultural impact assessment dimensions. It was agreed to maintain and develop the working relationship with EIANZ and be open to working together in the promotion of regional forums, conferences and on professional certification issues while keeping all options open. Members of NZAIA already contribute on occasion to certification issues that relate to impact assessment. EIANZ amongst other parties is supporting the IAIA 2008 conference in Perth in 2008.

Richard Morgan motioned that NZAIA should investigate a Memorandum of Understanding between NZAIA and EIANZ as well as creating a hyperlink between the group's websites, accepted by the group and seconded by Nick Taylor.

In other discussion, the group wished to extend a formal thank you to Amelia Linzey for redesigning and maintaining the NZAIA website over the last several years. James Baines (on behalf of Taylor Baines) volunteered to expand the work that they had been doing on the web site for the conference and work with Amelia should she wish to continue her work on the site otherwise take on responsibility for further development of the site.

The fate of the social IA bibliography was also discussed. Started as a NZ MfE funded the project, the bibliography was merged with the efforts of Frank Vanclay in the early 1990's. It was proposed that some form of NZ SIA bibliography be resurrected and as a starting point, a web site directory of key studies with links to source web sites where appropriate be developed.

Richard Morgan opened a discussion on the question of the continued purpose of NZAIA. The group discussed whether or not the organization should discontinue itself, return to or engage in, wider IA related activities such as policy advocacy and the newsletter. The consensus was that NZAIA had a continued role but that it was important to work within the capacity of the organization working within the resources of the core group and others who offered to help with specific tasks. It was resolved that NZAIA limit its mandatory activities for the moment to organising an annual conference, operating and extending the current web site services, strengthening the role of the NZAIA list server and other electronic communication means, cooperating and working with other like minded organisations and such other workshops or activities as enthusiasm and energy from time to time makes practical.

The group wished to formally thank Richard Morgan for his contribution as NZAIA convenor.

#### **6. Election of Officers**

The convenor, Richard Morgan submitted his resignation.

Nominations were then called for the core group

Richard Morgan was nominated as convenor. No other nominations were received. The resulting core group was nominated and voted in by the meeting.

Convenor

Richard Morgan

Secretary/Treasurer

James Newell

Other Core Group

James Baines

Jennifer Lamm

Hamish Rennie

Nick Taylor

Anna Wolterbeek

It was resolved that the core group also seek some other "new blood" to co-opt onto the core group during the year to broaden the organising group.

It was also noted that Anna Johnson and Tom Davies also offered to help with specific tasks but stay out of the formal core group.

Taylor Baines offer to work with Amelia Linzey on developing and maintaining the NZAIA web site was accepted.

**7. Setting of Membership Subs for 2008**

Given the strong financial position of NZAIA and the reduction in activity due to discontinuation of a printed newsletter and low operating costs of NZAIA, the secretary / treasurer recommended that the membership fee be reduced. After discussion it was resolved to set the new ordinary membership fee for 2008 at \$40 (or \$45 if received after the 31st March) and \$20 for students or low income members.

Moved: James Newell      Seconded: Richard Morgan

**8. 2008 NZAIA conference.**

Nick Taylor proposed that next year's conference should be in Nelson and suggested the core group should explore the potential for the theme of coastal development in an urban environment. Anna Wolterbeek also offered to host the conference in Whangarei. Given the fact that this year's conference was in Auckland the balance of views was that South Island venue would be appropriate. The meeting favoured that next year's conference should be in Nelson in November 2008, but left the final determination to the incoming core group.

**9. General Business - IAIA 2008 conference.**

Richard Morgan showed the introductory web page on the 2008 IAIA conference - being held in Perth Australia in May 2008. He urged that attendance by NZAIA members and other NZers should be promoted.

Richard Morgan closed the meeting at 6.50 pm