



"nga aho tapu"

Annual General Meeting Notice

The Annual General Meeting of the New Zealand Association for Impact Assessment will be held at 6.00 p.m. on Thursday 24th November 2011, in the Stewart Building, Lincoln University, Lincoln, Canterbury.

Annual General Meeting Agenda

1. Apologies
2. Minutes of the 2010 Annual General Meeting
(download from <http://www.nzaia.org.nz/>)
3. Secretary/Treasurer's report
4. Convener's report
5. Election of Officers
6. Setting of Membership Subs for 2011
7. 2012 Conference
8. General Business



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Dear NZAIA member

The strategy adopted by NZAIA over the last few years has been to focus each conference around a theme or issue that is of current significance to the NZ Impact Assessment community. 2010 was an exception, as we choose to put our efforts behind the IAIA and Otago University hosted Asia Pacific Regional Health Impact Assessment Conference. Conferences are an important catalyst for enrolling new members and sustaining the interest of current members. No stand alone conference in 2010 and a relatively late push to get in membership renewals in 2011 has meant that membership subscriptions have come in late and lower than last year. Membership stands at somewhere between 50 and 60 at present, with 2011 renewals still coming in up to this year's conference and AGM.

My time to spend on my role as secretary treasurer has been at times second to the heaviest workload in many years. In the run up to the conference, I was in the process of shifting home and office – which is/was a massive logistics affair given the extensive library, office systems that I rely on. The early work on this conference and its programme was led and inspired by the vision of the NZAIA convenor, but in the critical last month Richard Morgan's mother died and he was called away to join family in the UK. We wish him and his family well. His absence made us all the more aware of the huge contribution he makes.

We were fortunate in recruiting Hilary Campbell to work with the organising group over the last 3 weeks before the conference. She has made a huge difference and acted as the glue to help bring the programme and organisation for this conference together. She has worked with a team including James Baines and Nick Taylor on the conference programme, Hamish Rennie and Ronlyn Duncan from Lincoln University as hosts and on venue logistics as well as content. The conference has also been benefited from the inclusion of an internal workshop session providing input from Bob Bach from the USA, brought in by Ljubica Mamula-Seadon from the Ministry of Civil Defence and Emergency Management. A lesson for future conferences is that it is good practise to bring in someone like Hilary Campbell at an early stage to act as the glue in the conference organisation process. The reality is that our committee (the core group) all have their other professional lives (and personal lives) to balance the time that are able to put in on a voluntary basis with those other commitments.

So getting organised for the conference and this year's AGM has been a "seat of the pants" crisis management affair. Perhaps in keeping with the subject of this conference and the reality for many people in Canterbury. So my apologies for this report being a last minute affair.

In 2011, an early decision was made to focus our conference around the role of impact assessment and issues associated with "natural disasters", responding to the huge challenge to NZ as a nation posed by the Christchurch earthquakes and subsequent recovery process. We made an early and good start fired by the crisis in greater Christchurch and got the conference concept out early. It then took much longer than planned to finalise the programme and get it out to members and other interested parties. This has meant that registrations came in mostly close to the conference date and meant some nail biting waiting for registrations to come in. By the conference, the numbers for this 2011 conference are well up on the small but high quality and by all accounts excellent Tauranga conference of 2009. Financially, this is likely to see the 2011 year return a net surplus, building up the cash reserves of the NZAIA, which have dropped steadily over the last two years as a result of holding two small regional conferences in 2008 and 2009 and foregoing a conference in 2010. Total numbers for the 2010 conference are of the order of 50 with registrations somewhere above 40.

The statements of income and expenditure and financial position for the year ended 2010 are attached. As at the end of 2010, net assets stood at \$8,446.10 after a net loss to the year to 31 December of \$2,536.47. This was due to not holding a conference in that year, which reduced membership subscriptions and we had some of the 2009 conference costs falling in the 2010 year. One of the goals of the 2011 conference was to arrest any further drop in net assets while holding a successful and useful conference. This would appear on registration income received or due in to have been achieved. The final tally on this won't be able to be made until sometime in early December.

So this year has been challenging for us as a core group reflecting what has been a bit of a seat of the pants exercise balancing pressures and commitments. As secretary / treasurer, it seems that we come into this AGM in good heart with an exciting and well attended conference bringing in a good mix of interested practitioners, persons new to IA but with an interest in the general theme, a good mix of students across a range of NZ universities and some interesting international guests.

Once again, my apologies for this last minute secretary/treasurer's report. It has been a challenge to deliver the conference given the pressures that we have all been under and the expectations that go with seeking to make a useful contribution to applying IA as a discipline to the challenges set by the Christchurch earthquakes and disasters of this sort.

Many thanks to the organising group for, and participants in, this year's conference.

James Newell
NZAIA Secretary/Treasurer
24th November 2011

Balance Sheet
New Zealand Association for Impact Assessment (Inc.) - NZAIA

Statement of Financial Position

As at end of Dec:2010

CAPITAL	This Year	Last Year
Profit and Loss	10,982.57	15,166.65
	<u>10,982.57</u>	<u>15,166.65</u>
Plus Current Year Operating Surplus/(Deficit)	(2,536.47)	(4,184.08)
TOTAL CAPITAL FUNDS	<u><u>8,446.10</u></u>	<u><u>10,982.57</u></u>
REPRESENTED BY		
CURRENT ASSETS		
BNZ Check Account	3,367.36	12,225.23
BNZ Savings Account	5,078.74	0.00
	<u>8,446.10</u>	<u>12,225.23</u>
LESS CURRENT LIABILITIES		
Accounts Payable	0.00	1,242.66
	<u>0.00</u>	<u>1,242.66</u>
NET WORKING CAPITAL	8,446.10	10,982.57
FIXED ASSETS		
	<u>0.00</u>	<u>0.00</u>
NET ASSETS	<u><u>8,446.10</u></u>	<u><u>10,982.57</u></u>

Profit & Loss YTD vs PrevYr
New Zealand Association for Impact Assessment (Inc.) - NZAIA
Profit & Loss Previous vs Current Year to Date for Dec:2010

Income		Last Year	This Year
40000	Ann Subs Received - Current Full	1,781.45	1,285.00
40001	Ann Subs Received - Current LoInc	20.00	20.00
40005	Ann Subs Received in Advance	40.00	125.00
40010	Subs Previous Year	180.00	135.00
40020	Conference Registration Income	6,260.00	0.00
40021	Conference Dinner Income	910.00	0.00
40024	Conference Tours	180.00	0.00
40040	Donations Received	0.00	10.00
40060	Extraordinary Income	10.00	0.00
40070	Interest Income	34.25	139.46
		9,415.70	1,714.46
Expenses			
60000	Post Box Rental	150.00	150.00
60010	Photocopying/Printing	48.90	111.53
60020	Web Site	725.37	728.40
60035	Postage	436.20	303.67
60039	AGM Expenses	299.94	327.00
60040	Conference Expenses	10.00	1,060.00
60041	Conference Proceedings Expenses	573.75	546.32
60043	Conference Dinner Expenses	1,978.50	0.00
60046	Conference Promotion Expenses	53.98	0.00
60047	Conference Venue Hire	900.00	0.00
60049	Conference Lunches and Teas	2,620.00	0.00
60053	Conference Organiser Fees	1,399.32	0.00
60055	Meeting Teleconference Expenses	1,787.18	317.10
60058	Conference Speaker Travel Expenses etc.	1,966.20	246.80
60060	Accounting/Auditing Costs	0.00	50.00
60070	Withholding Tax Paid	13.08	50.64
60080	Bank Charges	351.06	126.54
60090	Wages or Professional Fees Paid	54.00	50.62
60110	Affiliation Fees	182.30	182.31
60120	Extraordinary Expenses	50.00	0.00
		13,599.78	4,250.93
Profit (Loss)		(4,184.08)	(2,536.47)