

WATER NEW ZEALAND
ANNUAL GENERAL MEETING
of the
NEW ZEALAND WATER AND WASTES ASSOCIATION INCORPORATED
DRAFT MINUTES

Wednesday 23 September 2009 at 5.30pm
Energy Events Centre, Rotorua

PRESENT

In Attendance		Organisation
Gibb	Murray	Water New Zealand – Chief Executive
Smith	Hannah	Water New Zealand – Minute Secretary
Bull	Sue	Water New Zealand
Dawson	Hannah	Water New Zealand
Peddie	Susannah	Water New Zealand
Strange	Noeline	Water New Zealand
Whitehouse	Peter	Water New Zealand
Robinson	Peter	Australian Water Association - Scrutineer
Mollenkopf	Tom	Australian Water Association

Members		Organisation
Black	John	Opus International Consultants Ltd
Blackmore	Rob	Opus International Consultants Ltd
Booth	Jeff	JB Consulting
Borrie	Neal	Aqualinc Research Ltd
Bradley	Jim	MWH NZ Ltd
Carne	Steve	GHD Ltd
Couper	Steven	AWT NZ Ltd
Devlin	Margaret	Indepen NZ Ltd
Freeman	Craig	Filtration Technology Ltd
Gordon	Tony	Opus International Consultants Ltd
Hale	Ken	Horowhenua District Council
Hartwell	Sioban	URS NZ Ltd
Hayes	Roly	Roly Hayes Water Engineer Ltd
Hesford	Nigel	Water Industry Training
Hill	David	Capacity
Hodges	Jim	Water Care
Hunt	Richard	Sigma Consultants Ltd
Jaduram	Raveen	Manukau Water Ltd
Katavic	Mijo	Castlecorp – Rotorua District Council
Kennedy	Murray	Greater Wellington Regional Council
Kitto	James	Taranaki Regional Council
Littlefair	Charlie	Utility Services
Macdonald	Garry	CH2M Beca
Mark	Adrian	Hamilton City Council

McBride	Graham	NIWA
Meys	Luke	Opus International Consultants Ltd
Miller	Bruce	OSIsoft Australia Pty Ltd
Mulder	Onno	City Care Ltd
Potts	Wally	North Shore City Council
Pritchard	Peter	Veolia Water Solutions & Technologies
Ruffell	Phil	Nelson City Council
Rundle	Clive	CH2M Beca
Simpson	Martyn	Water Industry Training
Smith	Martin	Manukau Water Ltd
Spencer	Wayne	Manawatu District Council
Thacker	Graeme	Filtration Technology Ltd
Thorn	Eric	Opus International Consultants Ltd
Tipler	Cliff	URS NZ Ltd
Turner	Susan	University of Auckland
Walmsely	Nick	GHD Ltd
Ward	David	Aurecon
Wilson	Anthony	New Plymouth District Council
Yeates	Annie	Water Industry Training

Non Member		Organisation
Thiart	Johan	Nelson City Council
Mason	Katherine	Oxfam
De Ruyter	John	Opus
Beardsley	Roger	AWT

1. WELCOME AND RECEIVING OF PROXY VOTES

President Martin Smith opened the Meeting, welcomed the members, fellow Board members, Chief Executive and staff of the Association. A special welcome was extended to all former Board members and office holders of the Association, and to the Chief Executive, Murray Gibb, who would present his report at the meeting for the year ending 30 June.

Tom Mollenkopf, CEO Australian Water Association (AWA) and Peter Robinson, President of AWA were introduced and welcomed, and Peter Robinson was verified as the independent scrutineer for the meeting.

General Business Items

The President called for items of general business interest.

1. Incorrect information in Water New Zealand Awards Brochure

Graeme Thacker/Jeff Booth

2. APOLOGIES

Apologies		Organisation
Bryant	Kevin	Agriculture ITO
Griffin	Stephen	Buller District Council
Malcolm	Mark	Downer EDI Water
Fitzmaurice	John	
Davis	Keith	
Schrur	Mike	Nelson City Council

Motion:

It was moved by Wally Potts and seconded by Roly Hayes

That the apologies be received

Carried

3. MINUTES OF PREVIOUS AGM OF 24 September 2008

Motion:

It was moved by Anthony Wilson and seconded by Raveen Jaduram

That the minutes of the AGM held at the Christchurch Convention Centre on Wednesday 24th September 2008, as made available to members, be accepted as a true and correct record

Carried

4. MATTERS ARISING

There were no matters arising from the minutes of the 2008 Annual General Meeting.

5. PRESIDENT'S REPORT

The President spoke to his report for the year ending 30 June 2009 which had been circulated. He noted it was the first President's Report under the Water New Zealand brand; that the new name had been received with universal acclaim and had made a very real and positive difference to the Association's recognition externally on all matters relating to water in New Zealand. He thanked members for their support with the rebranding exercise.

The President thanked his Board colleagues for their support over the past year; Sioban Hartwell, Clive Rundle, David Ward, Steve Carne, Margaret Devlin; David Hill and Richard Lauder. To the departing Board members, he gave this thanks to Richard Lauder, who presented a compelling case for the Association's brand name change. Sioban Hartwell had been on the Board for five years; with her stepping down from the Board there is a parting of the ways in terms of things past in the

Association. Sioban had been a constant guiding hand and her focus on the Association's finances and her contributions have left the Association in a healthier state.

He thanked the Water New Zealand staff for the support given to members and SIGs, and for the researching and development of policy, networking with associated organisations, commitment to delivering conferences and functions, and their commitment to using our scarce resources wisely, all combining to give a positively energised Water New Zealand staff complement.

In conclusion the President noted that there had been some debate over whether we should be referring to Water New Zealand as "*The New Zealand Water and Wastes Association Incorporated*" for all matters constitutional and that life member Graeme Thacker was going to support a motion at the 2010 AGM to change the name to "*Water New Zealand Inc*"

Motion:

It was moved by Bruce Miller and seconded by Roly Hayes

That the President's Report be received and accepted

Carried

6. CHIEF EXECUTIVE'S REPORT

Chief Executive Murray Gibb spoke to his report which had been circulated. He thanked the SIG committees, WSMG and SEF, who have all worked hard during the year, developing and revising standards and policies as well as servicing the public interests needs of practitioners within their fields.

He thanked former staff members Rachel Childs, Sarah Blackburn, Tina Helm, Nicola Clark and Catherine Waugh for their service to Water New Zealand.

He also thanked his team of Peter Whitehouse, Hannah Smith, Karen Laverde, Linda Whatmough, Hannah Dawson, Susannah Peddie, Sue Bull and Jan Lang for their passion and commitment to Water New Zealand and members for their constructive assistance in running the business over the previous 12 months.

Motion:

It was moved by Murray Kennedy and seconded by Charlie Littlefair

That the Chief Executive's Report be received and accepted

Carried

7. FINANCIAL REPORTS AND AUDITOR'S REPORT

The audited financial reports for the year ended 30 June 2009 were presented by the President (copies circulated).

The President noted that the financial reports are prepared for the consolidated group including the Water Services Managers' Group (WSMG) and the result for the year was a deficit of \$122,981. \$90,587 of this is due to the expenditure on WSMG projects.

The WSMG has collected funds via a "project levy". For several years while this levy was collected, funds accumulated due to a paucity of project activity. This led to the suspension of the levy. Project activity has now increased with a busy work programme, and project expenses have reduced the levy reserve. The WSMG meet again in November and are likely to consider whether or not to reinstate the project levy.

As reported last year, the budget for the 2008-09 year was set after the AGM. A deficit of \$15,904 was eventually budgeted for the Water New Zealand alone part of the operation, in the expectation that market conditions would be tougher. This proved to be the case. The actual result achieved for the parent was a deficit of \$32,394.

He reported that while the budget for subscription income for the year was prepared on a cash basis, actual reporting is on an accrual basis. This change in accounting policies resulted in \$70,633 being reported as income in advance rather than in the statement of financial performance. Invoiced subscriptions for the year increased slightly compared with the previous year.

The President advised that the operational costs for the year ran close to budget overall, and despite significant turnover in staff, salary and staff costs were held.

The President reported that the cost for professional fees, while close to budget, increased as a result of contracting out the provision of part of our accounting functionality. This activity has now been moved back in house.

A revised contract with Avenues Event Management was accompanied by an increase in fees for the events and publications services they provide to the Association.

The consolidated account reports increases in income and expenses over the previous period. Major items contributing to this included:

- NZWETA joint venture expenses;
- accounting costs;
- project income and expenses - including WSMG activity; and
- Seminar and Conference income and expenditure.

Board policy is to build Association reserves to a level considered prudent in light of our funding model. We remain significantly reliant on income from events and publishing.

Mergers and consolidations of corporate members continued in the year under review. Auckland governance reforms continue this pattern. When these are completed 30% of New Zealand's population will be serviced by one water utility. The remaining 70% will be serviced by 66.

The Board acknowledged the efforts of Avenues, the staff of the Association and our advertising contractor, Noeline Strange, as well as the continuing support of members. Their expectation is that economic conditions will continue to pose a challenge in the current financial year.

Jeff Booth (Life Member) asked the Board to make the audited accounts available to members prior to the meeting.

Motion:

It was moved by Martin Smith and seconded by Garry Macdonald

That the audited accounts for the financial year ending 30 June 2009 be accepted

Carried

8. ANNOUNCEMENT OF WATER NEW ZEALAND BOARD 2009-2010

The President announced the 2009/2010 Board.

- Steve Carne
- Steve Couper
- Onno Mulder
- Clive Rundle
- Martin Smith
- David Ward

He congratulated Clive Rundle for being re-elected and Onno Mulder and Steve Couper for taking up positions on the Board and he noted the high calibre of nominees this year. He thanked Murray Kennedy, Clint Cantwell and Geof Stewart for standing for election and reported that 2009 was the first year the election ballot had been completed electronically. In doing so both time and money were saved for the association. He thanked the Water New Zealand Manager of Operations and Promotion, Hannah Smith for making it happen.

9. BUDGET 2009–10

The President advised that this was an item for members' information only. The budget projects a full year surplus of just under \$16,000 and that core net income and expenses are forecast to decline.

In response to a query on whether the choice of audit partner was done on rotation, the Chief Executive advised that this was not the case at present. It was suggested that policy could be developed for appointment of auditors.

10. APPOINTMENT OF AUDITOR 2009- 2010

Motion:

It was moved by Martin Smith and seconded by Anthony Wilson

That Grant Thornton, Auditor and Member of the NZ Society of Accountants, be appointed as auditor for the 2009-10 financial year.

Carried

11. DETERMINATION OF SUBSCRIPTION RATES

The President informed members that the membership subscriptions were not altered between 2005 and 2008. At the last AGM in 2008, an increase of 5% was applied. It is the Board's view that membership subscriptions should be regularly reviewed. In accordance with this policy, the Board proposes that effective from 1 October 2009; current subscription rates are increased by 3% (rounded up to the nearest \$5).

Motion:

It was proposed by Martin Smith and seconded by Margaret Devlin

That the Association's subscriptions be increased by 3% (rounded up to the nearest \$5) from 1 October 2009.

Carried

The President reported that action to secure payment of subscriptions that are overdue continues to require resources better directed elsewhere. The Board wished to also continue a late payment loading that will go some way to reimburse the costs of collection and to encourage prompt payment. A late payment fee of 5% was introduced in 2008. This figure does not reflect the cost of processing late subscriptions. Neither has it provided sufficient incentive for prompt payment of subscriptions.

Motion:

It was proposed by Margaret Devlin and seconded by Steve Carne

That a late fee of \$25.00 be applied to subscriptions if not paid within 60 days.

After some discussion the members asked that a vote be taken and this went to the floor.

The majority vote in favour of the motion was 26. Motion Carried

12. ELECTION OF LIFE MEMBERS

The President advised the meeting that the Board proposed both Garry Law and Anthony Wilson as life members of the association.

Motion:

It was proposed by Steve Carne and seconded by Margaret Devlin

That Garry Law and Anthony Wilson be elected life members.

Graeme Thacker (Life Member) requested that there be an individual motion for each candidate; this was supported by the members.

The members felt that Garry's involvement was related more to business activities than association activities and that 'Life Member' was for involvement with association business.

Motion

It was proposed by Martin Smith and seconded by Roly Hayes

That the tabled motion be amended to two motions:

- 1. That Garry Law be recognised by the association for his contribution to the New Zealand Water Industry; and*
- 2. That Anthony Wilson be elected a life member of the association.*

Carried

Anthony Wilson abstained.

Motion:

It was proposed by Martin Smith and seconded by Roly Hayes

That Garry Law be recognised by the association for his contribution to the New Zealand Water Industry.

Carried

Anthony Wilson abstained.

Motion:

It was proposed by Steve Carne and seconded by Margaret Devlin

That Anthony Wilson be elected a life member of the association.

Carried with acclamation

Anthony Wilson abstained.

13. GENERAL BUSINESS

The President addressed the concern by Jeff Booth regarding incorrect information in the Water New Zealand Awards Brochure. He reported that the mistake was due to the tight time frame producing the brochure in time for the conference. The errors related to Jeff Booth's name being missed from the life member list on the brochure, Graeme Thacker's name being misspelt, and the details of the operations award.

The Board agreed to set up an awards committee charged with reviewing and redefining where necessary, the various association awards for implementation prior to and coordinating with the Water New Zealand 2010 conference.

Motion:

It was proposed by Martin Smith and seconded by Wally Potts

That a vote of thanks be recorded to the Chairs of the SIGs

Carried

There being no further business, the President declared the meeting closed at 6:46pm.

Signed as a true and correct record Date

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President

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Chief Executive