



Annual General Meeting September 24th 2018

Venue: Fish and Game Building, 22 Burness Rd, Jervoistown, Napier

Time: 5.30 – 6.30pm.

Registration and refreshments from 5.00 pm

These minutes are a draft until confirmed as true and accurate at the 2019 AGM meeting.

Attendees

Management Committee

Connie Norgate (Guardians Chair)

Marie Taylor (Deputy Chair)

Kay Griffiths (Treasurer)

Genevieve Bennett (Project Manager)

Mark Mitchell

Keiko Hashiba

Amelia McQueen

Guardians

David Belcher

Mary Grey

Pete Meredith

Christine Cheyne

Stephanie Murphy

Hetty McLennan

Damian Corbett

John Cheyne

Ngaio Tiuka

Mary and Barry Jons

Louise Phillips

Kevin Sigglekow

Terry Kelly

Charles Daugherty

Linda Johnson

Rod Heaps

Adrienne Tully

Natalie de Burgh

Apologies

Troy Duncan

Nathan Burkepile

Minutes

1. Welcome/karakia

Connie Norgate welcomed everyone and opened with a karakia.

2. Introduction of Management Committee

Connie introduced the Management Committee to the Guardians.

The Committee included Connie Norgate (Guardians Chair), Marie Taylor (Deputy Chair), Kay Griffiths (Treasurer), Genevieve Bennett (Project Manager), Mark Mitchell, Keiko Hashiba and Amelia McQueen.

The committee took 2 minutes to each introduce themselves to the rest of those present.

3. Chairpersons report:

Report attached as Appendix One. Connie spoke on some of the highlights from the report.

*Moved: Marie Taylor; Seconded: Mary Jones
All in favour*

Proposed Resolution 5: Memberships Fees – Resolution for 10% of Guardian Fees to transfer annually to the Endowment Fund

The Chairperson proposes that 10% of Guardian fees are withdrawn from the Guardians account annually to grow the endowment fund.

The Guardians agree that this was previously set out and described in the Deed. The Guardians Management Committee confirm this.

The Foundation Chair, Charles Daugherty confirms this was one of the means intended to grow the Endowment Fund.

Resolution 5

Membership Fees: That 10% of all Membership Fees are directed to the Endowment Fund, to be taken out on an annual basis.

Moved: Kay Griffiths; Seconded: Mark Mitchell

All in Favour

For: 26; Against: 0; Abstained: 0

4.1 Treasurers report on the financial position at 30 June 2018

Report attached as Appendix Two. Kay Griffiths spoke to the Treasurers report.

4.2 Approval of the Financial Statements and Performance Report for Year End 30 June 2018

Report attached as Appendix Three. Kay spoke to the Financial Statements and Performance Report.

Moved: Barry Jones; Seconded: John Cheyne

For: 26; Against: 0; Abstained: 0

5. Election of Management Committee members for the positions of Deputy Chair and up to 6 committee members.

1 nomination was received for the position of Deputy Chair.

Marie Taylor was elected by majority vote.

8 nominations have been received for up to 6 committee members.

Proposed Resolution 6: Management Committee Numbers – That Management Committee increases from 9 to 10 members including the Secretary Position;

Proposed Resolution 7: That Management Committee increases from 10 to 11 members including the Secretary Position

The Chairperson proposes that Management Committee increases from 9 to 10 members including the Secretary Position as **initially** the Secretary Position had not been included in the Management Committee numbers.

After further discussion, particularly based on workload and skillset required to achieve the goals of the Action Plan, the Chairperson proposes that Management Committee increases from 9 to 11 members including the Secretary Position. This will enable the committee to be made up of a diversity of people with a broad range of skills, strengths and contacts across the Hawke's Bay landscape.

Resolution 6: That Management Committee increases from 9 to 10 members including the Secretary Position

Moved: Barry Jones; Seconded: Marie Taylor

All in Favour

Resolution 7: That Management Committee increases from 9 to 11 members including the Secretary Position

Moved: Barry Jones; Seconded: Marie Taylor

All in Favour

The following were appointed as committee members:

Amelia McQueen
Keiko Hashiba
Marie Taylor
Mark Mitchell
Nathan Burkepile
Ngaio Tiuka
Stephanie Murphy
Troy Duncan

*Moved: David Belcher; Seconded: Kevin Sigglekow
All in Favour*

Connie Norgate (Chair), Kay Griffiths (Treasurer) and Genevieve Bennett (Secretary) automatically hold positions on the Committee for this year.

6. Election of a trustee for Biodiversity Hawke's Bay Foundation Board of Trustees representing the Guardians:

1 nomination was received for the position

Christine Cheyne was elected by majority vote

*Moved: Charles Daugherty; Seconded: John Cheyne
All in Favour*

7. General Business.

Motions for consideration may be put forward by any Member, either in advance of the AGM to projectmanger@biodiversityhb.org, or at the AGM.

Proposed Resolution 8: Voting by proxy

A Guardian from the floor proposed the use of voting by proxy so that members who wished to have a say in the shaping of the Management Committee and various roles could do so without having to be present at the meeting. This was seen as particularly useful for those with young children, those who were away travelling or those dependant on public transport.

Resolution 8

That voting can be undertaken by proxy – enables voting + nomination by email, phone etc,

Wording around the proxy to be developed in due course.

Moved: John Cheyne; Seconded David Belcher

For: 26; Against: 0; Abstained: 0

John Cheyne offered a sincere note of thanks to the Guardians Committee for their hard work in putting together the Guardians and moving the process along this far. He also suggested that a wiring diagram or similar which outlined how money flowed between the Guardians and the Foundation would add value in the Treasurers Report.

8. Closing / waiata - Ko Ranginui

Meeting closed at 6.30pm

Appendix 1: Hawkes Bay Biodiversity Guardians Chairpersons Report 2018

Tena Koutou Katoa

It's my absolute privilege to present to you the very first Biodiversity Guardians Chairpersons report!

Toitu te marae a Tane mahuta

If the land is well

Toitu te marae a Tangaroa

and the sea is well

Toitu te tangata

the people will thrive

This is the whakatauki of New Zealand's draft Threatened Species Strategy and a poignant reminder that as people of Aotearoa New Zealand it is our responsibility to do what we can to secure our biodiversity, to halt the decline and restore habitats that will sustain our indigenous flora and fauna. If we are successful, future generations will benefit.

We all have a role to play, the responsibility doesn't rest solely with government agencies such as Hawkes Bay Regional Council and Department of Conservation or other key supporting agencies, conservation groups and NGO's like Forest and Bird and Kiwi's for Kiwi. We all – each of us – play a role in ensuring a sustainable future for our unique natural heritage.

This is a call to action, one that has been answered in Hawkes Bay through the Biodiversity Strategy and Action Plan. A call that requires us to work together to make positive gains and good management decisions that will ensure species thrive and habitats are rebuilt to support a healthy growing region.

The first stage of answering that call was to address the 6 Priority Actions from the Hawkes Bay Biodiversity Action Plan put together by the Implementation Planning Group (IPG) in 2015/16. These Actions have formed our work for the past year. Below is a summary of where these actions are in terms of completion.

1. Ecosystem mapping & ecological prioritisation

This action directly contributes to the goal under the NZ Biodiversity Strategy to maintain and restore a full range of remaining natural habitats and ecosystems. Good work on the four steps in this action have been undertaken are well on the way to completion.

- Ecosystem mapping has been completed for the Hawke's Bay region.
- Ecosystem prioritisation using a spatial planning tool called Zonation has been completed. Based on representativeness, connectivity and condition, the Top 30% sites were identified. Across the region this equated to 900 terrestrial sites, 10,034 segments of rivers and 77 lakes.

- Zonation working group consisting of the members of the former Implementation Planning Group have completed the desk-top interpretation of the data.
- First 100 (out of 900) terrestrial sites have been selected for piloting 'management prescription development', which is a process and template to develop management plan and estimate costs. A Workshop was held in August which will produce templates for these 100 sites, to help support decision making by HBRC and other stakeholders with an interest in regional biodiversity.

2. Development of a cultural framework

Developing a cultural framework with tangata whenua is important to help identify, map and assess the condition of taonga (treasured) biodiversity sites using Mātauranga Māori values and tools. This action requires a review of works completed in the region to date to understand the current situation and work required before advancing with plans.

We are conscious of the critical role that whanau/hapu/iwi play in meeting the objectives of the Biodiversity Strategy and Action Plan so completing this action in a timely fashion is essential. Developing a plan will begin early 2019.

3. Establish the Biodiversity Guardians & Foundation

The Guardians were incorporated on 1st of May 2018. Having worked through the process of becoming incorporated. Part of which is to confirm the constitution and rules, a particularly important process requiring a lot of work.

A very successful launch was held which really highlighted to us that our community are engaged and committed to achieving great biodiversity results. Approximately 200 people attended and since then we have signed up over 80 members, 2 NGO's and 3 small business and 3 corporates to become Guardians.

The Biodiversity Guardians and Foundation are working through the process of confirming appointments and trustees. The Chairperson and Treasurer are automatically confirmed to ensure continuity. The Guardians management committee is;

Connie Norgate – Chairperson

Marie Taylor – Deputy Chairperson

Kay Griffiths – Treasurer

Amelia McQueen – Member

Mark Mitchell – Member

Keiko Hashiba – Member

Genevieve Bennett – Secretary

We are all in one way or another, champions of Biodiversity Hawkes Bay. This includes advocating for and supporting the Foundation to grow and administer the endowment fund towards the long-term goal of \$50 million or more.

4. Develop statutory agencies working group

The Strategy recognises that statutory agencies have an essential role in the delivery of biodiversity programmes - councils, government agencies, iwi organisations and non-government agencies.

A coordinated approach to understanding what that work looks like is important. This work will get underway in early 2019.

5. Establish a Biodiversity Forum

In keeping with the view that Biodiversity is everyone's responsibility we aim to share the load and involve community where we can. Our solution is to hold a Biodiversity Forum once or twice a year which will be a central place where anyone and everyone involved or interested in biodiversity in Hawke's Bay can come together.

The inaugural Biodiversity Forum event will be hosted by the Biodiversity Guardians in conjunction with the Central Hawke's Bay District Council and the Aramoana Environmental & Education Charitable Trust in Aramoana on the 28th October 2018. This event, named the Bio Buzz, will be the closing event of the Central Hawke's Bay Spring Fling and was announced in the Spring Fling mail-out which went to 20,000 households around Hawke's Bay. The event will showcase a range of local restoration projects and also feature speakers from Enviroschools, the local farming community and Iwi.

6. Work alongside private landowners

The Strategy and Action Plan particularly recognise that landowners - especially farmers - are critical also important to the success of biodiversity in Hawke's Bay, as much of the rare and threatened native biodiversity is on privately owned rural and urban land.

We want to work with the right people to understand their perspective before advancing. Planning has begun for this action with the first task being to collate a contact list of landowners. As with action's 2 & 4, this work is planned for early next year.

Building profile and connecting with our community

A dedicated website for Biodiversity Hawke's Bay has been developed in collaboration between the Guardians and HBRC Communications team. The new website (www.biodiversityhb.org) is designed to become a hub for information and notifications where the community, businesses and agencies can access, donate, and signup for membership.

Biodiversity Hawke's Bay are also engaged in a range of activities to build profile and connect to the wider community. This includes activities such as:

- Being a partner with the Hillmac Junior School and Hillmac Intermediate School speech completion which has a theme of Biodiversity in our backyard. Over 15 schools across Hawke's Bay took part in this competition with finals held at the National Aquarium in late August and early September.
- Invitations to speak at the ECO conference on the 8th of September and the National Wetland Symposium on the 26th September

- Participating in the Hawke's Bay show 17 - 19 October.

All of these are opportunities for Hawkes Bay Biodiversity to educate the public, build brand profile and grow membership.

Summary

In summary, everything is shaping up to look great for the future. We are looking to hold the first Guardians AGM in September 2018 at which point the management committee will be confirmed along with a vote for community representatives to join. The first Forum meeting is planned for October and some small grants will be announced toward the end of the year. All other actions are expected to get underway early 2019.

I would like to take this opportunity to extend a very special thanks to Kay Griffiths and the HBRC legal and financial team who worked diligently on the constitution and rules for the Guardians to become incorporated. Genevieve Bennett and Charles Daugherty for their support and work on the structure, wiring and financial diagrams. And a huge thank you to the Guardians management committee, most of whom undertake this work in their own time based on their enthusiasm and passion for Biodiversity in the Hawkes Bay.

Nga mihi nui

Connie Norgate

Chairperson – Hawkes Bay Biodiversity Guardians

Appendix 2: Treasurers report on the financial position at 30 June 2018

BIODIVERSITY GUARDIANS OF HAWKE'S BAY INCORPORATED

STATEMENT OF RECOGNISED INCOME AND EXPENDITURE

FOR THE YEAR ENDED 30TH JUNE 2018

	Notes	2018
		\$
Income		
Memberships		3,820
Contributions – UoW		1,000
Contributions - HBRC		4,664
Total Income		9,484
Expenses		
Legal Fees		4,664
Catering		1,000
Total Expenses		5,664
Surplus/(Deficit)		3,820
Statement of Movements in Equity to 30 June		
Equity at the start of the year		0
Net Surplus (Deficit) for the Year		3,820
Equity at the end of the Year		3,820

BIODIVERSITY GUARDIANS OF HAWKE'S BAY INCORPORATED

BALANCE SHEET

AS AT 30TH JUNE 2018

	Notes	2018 \$
<u>Current Assets</u>		
Bank Balance		2,021
Pay Pal Account		559
Accounts Receivable	2	<u>1,240</u>
Total Current Assets		3,820
Total Non-current Assets		0
TOTAL ASSETS		<u>3,820</u>
Total Current Liabilities		0
Total Equity		3,820
TOTAL LIABILITIES & EQUITY		<u>3,820</u>

The accompanying notes form part of the accounts

1. Statement of Accounting policies

- a. **Reporting Entity:** Biodiversity Guardians of Hawke's Bay Incorporated is not a reporting entity for the purposes of the Financial Reporting Act 2013. These financial statements have been prepared in accordance with clause 25 of the constitution dated 16 April 2018 and on the basis of the accounting policies below.
- b. **Measurement Base:** The accounting principles recognised as appropriate for the measurement of earnings and financial position on an historical cost basis is followed by the Society
- c. **Particular Accounting Policies:** The following specific accounting policies which materially affect the measurement of the financial performance and financial position have been applied
 - i. **Accrual Basis:** The financial statements are prepared on an accrual basis
 - ii. **Taxation:** No income tax has been recognised due to the society obtaining registration as exempt.

BIODIVERSITY GUARDIANS OF HAWKE'S BAY INCORPORATED

- iii. **GST:** These financial statements have been prepared on a GST inclusive basis
- iv. **Revenue Recognition:** Revenues are recognised when the right to receive income has been established. Interest revenue is recognised when received.
- v. **Changes in Accounting Policies:** There have been no changes in accounting policies. All policies have been applied on a basis consistent with those from previous financial statements.

2. Accounts Receivable:

Account receivables are shown where an invoice has been sent for membership but not paid as at Balance Date

Customer	Date	Amount \$
Corporate Membership	20/06/18	1,000
Small Business Membership	12/06/18	200
Individual Memberships (x 2)	12-20/06/18	40
	Total	1,240

3. Partial Year Accounts:

Biodiversity Guardians Hawke's Bay was incorporated 16 April 2018 and as such statements are prepared for a partial financial year. A full year will be provided in the 2018/19 financial year.