



Subject: NZIF Annual General Meeting Minutes

Meeting Held: Wellington Club, The Terrace, Wellington
or Via Zoom

Date: 8th July 2023

Present: In person: 45 Zoom: 22 (see appendix 1 attached)

Meeting opened: 4:01pm

Agenda Item

1. Welcome

- The President, James Treadwell, opened the 95th Annual General meeting and advised the above attendance numbers were sufficient for a quorum.
- Acknowledgement was given to the administration staff, with Veronica Bennett contracted as the new NZIF Administrator, with Raewyn Agnew as the Registration Administrator.

2. Apologies

David Cormack
Campbell Harvey
Meg Grahame
Steve Chandler
Rob Pocknall
Peter Clark
Heather Arnald
John Gifford
Paul Nicholls
David Saathoft

Alan Bell
Bridget Robson
Rodger Hancock
Cheyne Zinsli
Mark Fortune
Brian Swale
Paul Marshall
Darrell O'Brien
Evan Powell
Chris Perry

John Eckford
Craig McMiken
Rowland Burdon
Mark Morice
Howard Moore
Ian Moore
Peter Weterings
Bridget Fraser
Andrew Clark

John Hornby
Julian Elder
David Evison
James Barton
Jessica Brown
Adrian Loo

Moved:	A McEwen
Seconded:	R Miller

3. Obituaries to March 2023

- Don Geddes
- Jim Spiers

4. Confirmation of the minutes of 2022 Annual General Meeting

- The President apologised for the lack of detailed 2022 minutes, due to the recording of the meeting not working but feels that the minutes are still an accurate representation.
- No comments from members were added.

Motion

The minutes of the previous 2022 Annual General meeting were approved as a true record.

Moved:	R Dale
Seconded:	C Richards

Motion was carried.



5. NZIF Annual Report and Financial Statement

• 2022/23 Financial Results

- The President presented the Financial Results to the meeting.
- No comments were received from the members.

• 2023/24 Budget

- The President presented the 2023/24 Budget to the meeting.
- No comments were received from the members.

Motion:

That the Budget for the financial year ending 31 March 2024 is accepted.

Moved:	P Hill
Seconded:	D Derks

Motion was carried.

• Annual Report Year ending 31 March 2022

- The President spoke to the financial summary.
- No comments were received from the members.

Motion: That the Financial Annual Report be accepted as a true and accurate record.

Moved:	J Kerr
Seconded:	C Richardson

Motion was carried.

6. Motion to Amend the NZIF Rules

The President advised these rule changes had been discussed with Council and approved subject to AGM approval and MoJ approval. The President asked the members that they agree on the concept of the changes and to allow the Council to make a final decision on the rule or put a rule goes back to a Special Meeting.

The following rule changes were discussed:

• Rule 7 Change to

The membership shall be divided into six classes, namely:

1. Honorary Member;
2. Retired Member;
3. Ordinary Member;
4. Graduate Member;
5. Associate Member; and
6. Student Member.

A registered member will be known as a NZIF Registered (membership class name), or NZIF Provisional Registered (membership class name).

- The Chair summarised the reason for the above and proceeded to ask those present:
 - (a) Removal of the membership class “registered member”.
No comments were received.
 - (b) The words “registered member” change to NZIF Registered Forestry Professional
- Discussion: Clarification was made that it was just a terminology change. This will refer to a member that has got registration that has been approved by the Registration Board. This will be added to the definitions for clarity.



- **Rule 12** Change to:
A Member who is registered and transferred to Retired Member will be known as NZIF Registered - Retired Member

Purpose of change - as a result of change to rule 7.

Motion: The proposed changes to rules 7 and 12 be amended as agreed at the 2023 AGM.

Moved:	A McEwen
Seconded:	A Malcolm

- This was **passed** by a majority vote.
- **Rule 65** Change to:
The affairs of the Institute shall be governed by a Council, the members of which shall consist of the President, Vice President, and eight Councilors. The members of Council must be Full Voting Members, or (subject to the provisions of Rule 66) Retired Associate Members or Associate Members, ordinarily resident in New Zealand.

- **Rule 70** - remove the words *Secretary, Treasurer and change six to eight councilors*

- Discussion: A member asked the President to clarify who appoints the Secretary/Treasurer as they have named positions and have regulatory positions under the Incorporated Societies Act.
The President responded that this is what the lawyers will check, that this motion allows the ability to co-opt people who may not be on the Council, and anyone the Council thinks would make a good Secretary/Treasurer and are willing and able. The Council would still total 10.
- There was discussion around removing the vice-president position, however, this was not passed by votes.

Motion: The proposed changes to rules 65 and 70 be amended as agreed at the 2023 AGM.

Moved:	J Palmer
Seconded:	A McEwen

- This was **passed** by a majority vote.
- **New Rule 69** new after rule 68 or thereabouts:
Council members and co-opted members attending meetings of Council or attending other meetings at Council request shall be paid actual and reasonable expenses incurred in attending the meetings on presentation of relevant receipts.

- Discussion: No discussions.

Motion: The new rule 69 is added after current rule 68.

Moved:	J Kerr
Seconded:	T Thorpe

- This was **passed** by a majority vote.
- **Rule 72** - change to:
If nominations exceed the number of vacancies, an election shall be prepared, notification of which will be emailed to each financial member other than Student Members not later than the 15th day of March in the year in which the term of the Council expires.



- **Rule 73** - update words if change to 72 accepted to:
The election must close by the date specified, which shall be no later than the 31st day of March in the year in which the term of the Council expires.

- Discussion: No discussions.

Motion: The proposed changes to rules 72 and 73 be amended as agreed at the 2023 AGM

Moved:	C Richardson
Seconded:	A Malcolm

- This was **passed** by a majority vote.
- **Rule 85 and 86** – new under new heading “Council Policy and Procedures”
The Council shall set and review policies and procedures included but not limited to the running of Council, ~~hearing of Complaints and attendance at conferences~~. All policies and procedures must be approved by two thirds of Council, and published in the members only sections of the NZIF website. Any member can propose a change to a Council policy of procedure at the AGM.
 - Discussion: Complaints process was queried. Currently, complaints go to Council if it is considered legitimate a complaints committee is formed.
After further discussion, it was agreed to remove the words “*hearing of Complaints and attendance at conferences*”.
The definition of a complaint to be acted on was questioned. It was advised that anyone can make a complaint against a member breaking the code of ethics.

Motion: The new rule 86 above "Council Policy and Procedures" is added after current rule 85 with the removal of the words “*hearing of Complaints and attendance at conferences*”.

Moved:	P Hill
Seconded:	J Schrider

- This was **passed** by a majority vote.
- **Rule 98-100** - change to
The Council may appoint Contractors to help with the administration of the Council, Registration Board, NZIF Foundation and Council Committees. ~~Remuneration must be shown within the annual budget approved at the AGM.~~
 - Discussion: There was a discussion around the last sentence, after debate it was put forward that the last sentence be removed since everything has to be approved in the budget at the AGM.

Motion: The proposed changes to rules 98 - 100 be amended as agreed at the 2023 AGM removing the last sentence.

Moved:	S Rapley
Seconded:	J Schrider

- This was **passed** by a majority vote. (Noted: 3 recorded as against)
- **Rule 118** - Suggest this is removed (along with heading) as we don't use and the logo has changed.
 - Discussion: No discussions



Motion: To remove rule 118

Moved:	J Palmer
Seconded:	T Thorpe

- This was **passed** by a majority vote.
- **Rule 148.2** change to:
Have passed a formal course of a standing recognised by the Board in some branch of forestry or an allied discipline, or can show over 15 years experience, unless otherwise agreed by the Board.
 - Discussion: A brief summary and further explanation was given to attendees on the proposed rule changes. There was clarification required around defining the 15 years of experience and that this required defining. The President explained that the Board already has a procedures manual and what is in / what is out and defines experience. This rule gives the committee the ability to give somebody with a large amount of experience the ability to become registered.
Suggested wording to be considered by adding: “15 years of *relevant* experience...”.
 - P Casey from the Registration Board addressed the NZIF vs RFA standards.

Motion: The proposed changes to rule 148.2 be amended as agreed at the 2023 AGM.

Moved:	T Thorpe
Seconded:	J Kerr

- This was **passed** by a majority vote.
- **Rule 148.3** change to
Have completed at least five years' experience in forestry since graduation or certification; or if applying under the Early Career Development Program, at least two years' experience; of which at least two must have been in New Zealand (unless the Board is satisfied the two years in New Zealand is not relevant for the skills required for the applicant's employment) and have reached a level of expertise recognised by the Board, and such other conditions as Council from time to time determines;
 - Discussion: Clarification on the ruling was discussed and the process was clarified. It was concluded that the wording needs to be changed and the word “provisional registration” needs to be added. The President suggested that the rule not be accepted and it will be rewritten and presented back to the members at a Special Meeting. It was reiterated that the Council needs approval to accept somebody with provisional registration that only has two years of experience. This ensures that they have the ability to do their job under the early Career Development Programme.

Resolution: This rule will be rewritten as another motion and put out on a Special Vote system.

- **Rule 149:**
The Board shall prescribe the procedure for applying for Registration and may amend the requirements from time to time. The requirements shall include:

Remove the words “*The requirements shall be approved by the Council.*”

- Discussion: No discussion held.



- **Rule 157:**

The Board shall prescribe requirements for the continuing Registration of Registered Members and for review of Registration and may amend the requirements from time to time.

Motion: The proposed changes to rules 149 and 157 be amended as agreed at the 2023 AGM.

Moved:	A McEwen
Seconded:	P Casey

- This was **passed** by a majority vote.

- **Rule 161 and 162** add in: New 163

Career Development for Members Not yet Eligible for Registration

The Board may initiate, manage and enhance programmes to assist Members in the early stages of their career to develop the skills, knowledge and experience necessary for registration. The Board shall prescribe the procedures and requirements to be followed by Members who participate in such early career development.

- Discussion: There was discussion around the wording. The President asked if there could be agreement that the Council has the ability to manage and put in programmes for Early Career Development, and how that is worded can be revisited and put out with the previous rule and put to a vote. It can then be reworded to how the Council and the Registration Board wish it to be. Communication with the wider members was questioned. As a control mechanism and to ensure complete transparency, it was clarified that there is already an appendix in the procedures manual, which has been approved by the Council and posted on the website to keep registered members informed.

Resolution: This rule will be rewritten with an amended motion and put out on a Special Vote system. Attendees were asked if anyone still disagreed with the concept, there was no further discussion.

- **Rule 183 and 184** change to

The affairs of each Local Section shall be managed by a Convenor, elected by the local section or appointed by the Council. The Convenor may form a local section committee to help with the running of local section events.

- Discussion: No discussion.

Motion: The proposed changes to rules 183 and 184 be amended as agreed at the 2023

Moved:	A McEwen
Seconded:	R Dale

- This was **passed** by a majority vote.

- In summary: The President concluded Agenda Item 6 with his appreciation to members, confirming that the rules will be rewritten and resubmitted by way of Special Meeting via electronic voting system. The President asked those in attendance for their agreement which was given.



- The Process:
 - Special Meeting via electronic voting system for the two re-written Rules: 148.3 161/162 (as discussed above)
 - Approved rules sent to the lawyers to finalise.
 - Return rules back to members for final review and a Yes/No vote of agreement.
 - If agreed they will then be sent to MoJ for approval.

7. Announcement of New NZIF Fellows

- The President announced the 2023 New NZIF Fellows:
 - *A Fellow of the NZIF is a member who has been recognised by NZIF members as having achieved eminence in the profession.*
- Successful for 2023 and congratulations to:
Don Hammond and Dave Evison
Don Hammond passed on that he was very humbled and appreciated his nomination.

8. Foundation Report – Presented by Prue Younger

- The President thanks their efforts.
- Trustee Younger addressed the AGM, and spoke about the Foundation judging process.
- 2022 Awards
 - Redwood Company: Caroline Weser
 - Future Forests: Liam Walker
 - Mary Sutherland: Treen Hawker
 - Undergraduate: Heather Harper
 - Poster awards: Treen Hawker, Lily Marshall, Uliana Anderson
- 2023 Awards
 - Chavasse Travel Awards : Dr Serakos Salekin a scientist at Scion.
 - Under Graduate Scholarships. Liam Walker, Science Student UoC
 - Frank Hutchinson Scholarship Simon Smith – UoC
 - Mary Sutherland Scholarship: Peter Kapene - Student at Toi Ohomai Institute
 - Otago Southland Scholarship: Not awarded.

The President asked that donations would be gratefully accepted in the future.

9. General Business

- The President opened up the floor to general business but firstly highlight some initiatives the NZIF is working on:
 - Young professional forester International Exchange
 - Announced for overseas exchange, details to be confirmed.
- Information received from Members to Council
 - Council would like to receive feedback on what is being done well and not so well, is the information relevant and useful.
- P Casey thanked the President, James Treadwell, and his leadership around the RFA and the Registration processes along with other initiatives over the recent years.
- On zoom Yannina Whiteley expressed her thanks to the Council for the work done in the year.

Meeting closed: 5:41pm

Signed as a correct record: _____ Date: _____
President