



# **NEW ZEALAND ARBORICULTURAL ASSOCIATION**

## **2016 ANNUAL GENERAL MEETING**

### **INFORMATION PACK**

The 2016 AGM of the New Zealand Arboricultural Assoc. Inc will be held at:-

4:45pm, Thursday 3<sup>rd</sup> November 2016  
The Grand Millennium Hotel, Auckland  
71 Mayoral Dr, Auckland

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# New Zealand Arboricultural Association

## ANNUAL GENERAL MEETING 2016

### AGENDA

The Agenda will include:

1. Welcome and Introduction
2. Appointment of parliamentarian
3. Apologies
4. 2016 Highlights & The Next 12 Months (Executive)
5. President's Report 2016 (Seth Thompson) [attached pages 6-7]
6. Treasurer's Report (Conrad Pattison)
  - a) Approve 2015-2016 Accounts [attached pages 10-11]
  - b) Approve 2016-2017 & 2017-2018 Budgets [attached pages 12-14]
7. Membership Structure (David James)
8. Minutes of 2015 AGM – for approval [attached pages 2-5]  
Matters arising
9. Nomination and Appointment of Executive Committee [attached page 14]
10. General Discussion
11. 2016 Climbers Introduction

# NZ Arb AGM 2015 Minutes

Thursday 01/10/2015

## ATTENDEES:

Executive Members: President: Chris Walsh (CW), Vice-President: Seth Thompson (ST), Treasurer: Conrad Pattison (CP), Jaiden Palmer (JP), Nick Arnold (NA), Craig De Denus (CD), Ben Fentiman (BF), David James (DJ), Will Melville (WM), Cameron Mitchell (CM), Jon Redfern (JR), Leon Saxon (LS).

Members: 50+

On-Cue / NZARB Administration: Lea Boodee, Nicki Van Asch, Amy Bandy.

Minute taker: Amy Bandy (On-Cue)

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Meeting commenced at 4.35pm

### 1. Welcome & Introduction

Presidents welcome (CW) and introductions

### 2. Apologies

No Apologies

### 3. Minutes from 2014 AGM & Matters Arising

2014 AGM Minutes taken as read. No matters arising from these.

Motion to approve 2014 AGM Minutes:

Moved: CW Seconded: DJ Carried: By all

### 4. President's Report

Presented by President CW. No matters arising.

### 5. Treasurer's Report

Presented by Treasurer CP. Noted changes to tax requirements for non-for-profit organisation, change of 2014-2015 financial year to 31st March NOT JULY, so 2014-2015 Accounts represent a 9 month period not 12 months.

### 6. 2014-2015 Accounts

Matters arising;

Question from Stacy Colyer (NZARB member) regarding Seminars & Workshops budget reducing over the years.

DJ responded advising NZ ARB were running one per year at the moment to generate income. and advised Education & Training Committee have been tasked with looking into options of further workshops for revenue generation.

Motion to approve 2014 -2015 Accounts:

Moved: CP Seconded: William Melville Carried: By all

### 7. 2015 -2016 and 2016 – 2017 Budgets

Matters arising;

Question from Mark Roberts (NZARB member) regarding budget line 223: Education & Training (Young Hort, Work Safe etc). Wishes to know the process and more details regarding planned spending on developing a Worksafe Industry guide to brush wood chipper use New Zealand

CP responded advising that a flag was raised last year with a breach of standard within the industry, concluding that a document should be made to describe the code 24 (best practise guide). Executive Committee agreed that money should be allocated for the production of such a document. Budget allocated for related expenses (flights, meeting rooms, accommodation) and a smaller amount for the actual production. Urgency meant no actual contract was signed for this project. Budget has not yet been spent, but will be spent.

Member Stacy Colyer raised concern that 'urgency' should not be a reason not to follow due process CW responded advising due process was followed, that NZ ARB had met with Worksafe, facilitated the information, and a budget had subsequently been allocated for it.

Question from Jelte Buddingh (non-member) 'What is the Greater cause of NZARB?'

JP responded that the greater mission of NZ ARB is to foster, improve and educate in all aspects of arboriculture in New Zealand and to grow the NZ ARB membership. This particular project was seen as necessary for the protection NZ ARB members in these circumstance.

Motion to approve 2015 -2016 and 2016 – 2017 Budgets:

Moved: CP    Seconded: Mark Roberts    Carried: By all

## **8. Nomination and Appointment of Executive Committee**

Nominations for 2015 – 2016 Executive Committee

Continuing Executive Members (beginning their 2nd year of 2-year term)

1. Seth Thompson
2. Jaiden Palmer
3. Cameron Mitchell
4. William Melville
5. Leon Saxon

Restanding Members (restanding for another 2 year term):

6. Conrad Pattinson
7. David James
8. Jon Redfern
9. Nick Arnold
10. Craig De Denus
11. Chris Walsh (standing down as president)

Nominations (for new Executive member positions)

12. Richard Walsh
13. David Glenn
14. David Spencer

Standing down

15. Ben Fentiman

CW suggested with nine restanding or nominated members seeking election for seven available Executive Member positions, all those standing or restanding should address the members with a brief introduction to themselves and what they could bring to the NZ ARB Executive Committee.

David Spencer advised he would withdraw his nomination, confident that the calibre of those standing and restanding would produce a strong Executive Committee.

Agreed that voting should involve members listing the seven nominated or restanding members they wish to see on the Executive Committee, using their corresponding numbers.

## Appointment of 2015-2016 Executive Committee

### Continuing Executive Members

1. Seth Thompson
2. Jaiden Palmer
3. Cameron Mitchell
4. William Melville
5. Leon Saxon

### Elected by Vote

6. Conrad Pattinson
7. David James
8. Jon Redfern
9. Nick Arnold
10. Craig de Denus
11. Chris Walsh
12. Richard Walsh (1year term - up for re-election next year)

## 9. General Discussion

### a. Late Conference Registration Payments

CP raised the issue of registration payments outstanding at the time of the Conference.

Advised that next year, all delegates will have to pay in full prior to attending

Question from (member) that it seemed like the timeframe for registrations seemed to be later than last year.

Lea Boodee (On-Cue) responded advising earlybird registrations were actually available earlier this year and was not extended.

### b. Emailing of Documents, instead of Posting

CW raised the issues around cost of postage.

Emailing documents instead of posting:

Post costs a lot. Move a motion to have email as an option instead of posting. Motion will not be until next year.

Question raised by Mark Roberts (member) does that include Tree Matters?

CW responded that this does not include Tree Matters

Question raised by David Spencer (member) Can it include Tree Matters?

CW responded that this another topic completely and not for the AGM

Constitution is: post out 30 days before conference or AGM

Simply changing POST to EMAIL

### c. Code of Practise Part 2

David Glenn raised issue that EEA have failed to produce a document, so have to resort to the original document from 1994.

JP reported EEA have lost their way on this. Burnard Hurley was working with NZARB on this, but he has now left the EEA. Seems unlikely there will be a resolution on this with EEA.

Worksafe are happy with NZ ARB updating our 'Best Practice Guide'.

JP advised there shouldn't be a lot of cost involved, as it can be communicated electronically.

Gives ownership back to where the MAD's have gone.

DJ suggests it would require a collaboration of Utility Arb knowledge and the assistance of Education & Training Committee into bring this to a conclusion.

Agreed to proceed.

Sophie Thompson (Worksafe) introduced by Rick Mexted, advised Worksafe are happy to support the industry to produce their own codes of practise, so long as standards are maintained.

It was suggested revoking the old code may need to happen when the new code gets created, have to look into this.

- d. Acknowledgement for Anita Fulton  
CW acknowledged Anita Fulton for all she has done in the past for NZARB.
- e. Approved Contractor Scheme / Approved Consultant Scheme  
NZ ARB want to update a list of assessors. Auditing of course can be introduced between now and December with eight companies.  
Plan is to do a review of the ACS Scheme  
All except two on the register have expired, all up for a renewal  
Lawyers have drafted up a procedure to follow through and sort situations of false advertising.  
Handed over to On-Cue.

Brad Cadwallader (member) raised concern that emails to ACS group have not been getting through. There has just been no correspondence since an AGM a few years ago.

Jelte Buddingh (non-member) began to get heated and increasingly disruptive on accessibility of ACS Schemes.

CW responded details are available on the NZARB website.

WM responded to Brad Cadwallader's previous question with a request for a list of people that are not getting the emails, so that it can be addressed. NZ ARB Executive Committee were not aware of this issue.

- f. International MoU Agreements  
Martin Herbert (member) advised he met with Jago Keen in Australia recently and learnt of an MOU that ARB AUS had set up UK. Wondering why there is not a MOU with NZARB and the UK?  
ST responded advising that we are drafting one at the moment with ARB AUS. Also that an MoU is getting signed between AA (UK) and ISA, which will connect us by default.
- g. Budget / Miscellaneous  
Further questions from Jelte Buddingh (non-member) on 2015 – 2016 budget, progressing toward aggressive to President and Executive Committee, before exiting meeting.
- h. Membership  
Question from Scott Forrest (member) regarding membership growth.  
DJ responded that Executive Committee are looking at doing this with On-Cue
- i. Acknowledgement of President's contribution  
Thanks to Chris Walsh for last two years of presidential representation.

Motion to Close 2015 AGM:

Moved: CW    Seconded: JP    Carried: By all

*Meeting closed at 5.50pm*

# PRESIDENT'S REPORT

## Presidents Report 2016

I would like to start by offering thanks to all the members, volunteers and in particular my colleagues on the executive committee for their continued support and hard work they have put in over the last year. Their insights into and passion for the betterment of our industry is a valuable asset to the NZ Arb community. I believe the association remains in a very good position and is poised to continue the momentum it currently enjoys.

I would like to say a special thanks to the following members of the executive. Thanks also need to go to their employers for allowing them the time to ensure the effective and efficient running of the association.

William Melville	Wellington City Council	Vice President
Conrad Paterson	Asplundh / New Plymouth City Council	Treasurer
Chris Walsh	Treetech	
Jaiden Palmer	Franklin trees	
David James	David James Tree Services	
Jon Redfern	Treescape	
Leon Saxon	Greenscene / Arborlab	
Cameron Mitchell	Bark Ltd	
Craig de Denus	Arb innovations	
Richard Walsh	Nelson Trees	
Nick Arnold	Downers	

I would also like to thank the efforts of ON Cue for the hard work they have put in over the last year. Keeping us all on track and taking care of the nuts and bolts of the association. They are a valuable asset to the Association.

Our sub committees have been working hard. This is reflected by the dedication of the conference committee who have put allot of effort into the sourcing of speakers, tweaking of the program and brainstorming new ideas and topics to keep everyone entertained and informed. The climbing committee really stepped it up this year, not only providing the expected well organised regional climbing competitions and NAOTY competition, but also adding the 'ASK the Arborist' stand to these events. What a fantastic initiative. The ACS committee has been undertaking a review of the ACS documents. You can expect an update to be released shortly. A number of contractors have been assessed and become ACS approved in the last year. Well done to them and its really good to see the support the industry has for the ACS.

Again our New Zealand Climbers have done us proud at International Tree Climbing Competitions. Congratulations to James Kirkpatrick and Steph White who both took first place respectively in the Men's and Woman's masters events. We eagerly await the results of upcoming Asia Pacific tree

climbing Competition at the end of November and of Course, our own national competition. Good luck to all those that have made it into the finals.

TRAQ continues to grow, with two courses having been held in the last year and more planned for 2017.

NZ Arb involvement in the Rural games has also been exciting with the New Zealand team taking it over the Australians for the speed climbing.

Thank you to our sponsors who continue to provide support to NZ Arb in so many ways. Please support those who support us: Asplundh, Treetech Specialist Treecare, Levin Sawmakers, Arborlab, Treetools and Husqvarna and all other Partners that have assisted us.

The make-up of the Executive committee will see a few changes next year.

Chris Walsh is stepping down from the Executive to take up a new role on the Executive Board of the ISA. Congratulations Chris. This is a fantastic achievement and we wish Chris all the best in his new role.

Conrad Patterson, Treasurer of NZ Arb is stepping down from the executive. Thank you Conrad for the dedication and diligence you have shown in this role.

Nick Arnold, Editor of Tree Matters is stepping down and has had change of job and country. Nick is currently working in Sydney. Thank you Nick for all the hard work you have put into Tree Matters over the past few years and good luck with your new role.

Myself, Jaiden Palmer (Website and Social Media Liaison) Cameron Mitchell (Treasurer from Oct 2016), William Melville (Vice President, ACS Chair, Membership Committee) Richard Walsh and Leon Saxon (ACS Committee) terms are now up and all of us have signalled our intention to re-stand.

Jon Redfern, David James and Craig De Denus will remain on the executive, with each having one more year left on their current term.

Once again I extend thanks to all those that have participated in the Association in one way or another over the past year and hope to see the same momentum continue into the coming year

Seth Thompson  
NZ Arb President

## TREASURER'S REPORT

### 1. Summary



NZ Arb has been working through a transitional period for the 2015 - 2016 financial year. After moving to a new tax year the previous financial year (9 months) that was adjusted to align to then begin from 1 April 2015 and end at 31 March 2016 for the full 12-month period. Added this financial year is the transition from manual accounts to online financial accounting software Xero that is an invaluable tool for day to day account keeping with useful reporting tools to help with determining the organisations long term strategic financial goals. In addition, existing staff contracts have expired this year with manual accounts and other knowledge being handed over to On-Cue to collate and update electronically.

For the period of 1 April 2015 to the twelve months ended 31 March 2016 we made after tax income of \$7,106 against a forecast 12-month income of \$2,590. However overall income was slightly lower than anticipated but the main reason for the slightly better than expected end of year income was due to cost savings achieved in some of the capital projects and conservative budgeting for the year. This year equity was invested in business development with the transition to Oncue to streamline the running of NZ Arb. This investment will help grow NZ Arb membership and assist in developing the goals and objectives of the organisation.

Accordingly, at the end of the financial year we held total equity of \$154,451 in comparison to equity of \$147,344 at the end of the previous year.

We forecast to have a small surplus of \$2,700 in 2016-17. Our income is expected to be tracking up slightly and we are looking to invest further into Business Development to grow the association in the long term. Projects that NZ Arb will be supporting in 2016-2017 are a new look for the Tree Matters magazine, supporting the ITCC and APTC climbers and running workshops including TRAQ. The 'Ask the Arborist' initiative was well received last year at the ITCC sites around the country and the ISA brochures will be adapted to the New Zealand public to help with educating good tree care practice. Also the ACS is gathering momentum this year and expect to have more assessments planned.

This report has forecast budgets included for the 2017-2018 and also the 2018-2019 financial years. This is to assist with NZ Arb taking a longer term financial strategic approach. We propose to reforecast the budget for 2017-2018 and also the 2018-2019 financial year if required. The 2017-2018 forecast budget will aim to have a deficit of \$3,820 as we anticipate that the NZ Arb website will most likely need to be updated then. The 2018-2019 forecast budget will aim to make a surplus of \$3,160.

Business development activities over the next 12 months includes:

- Membership drive to further grow the membership
- Tree Matters and Monthly Mulch – improve layout and increase advertising income
- Support committees
- Increase productivity and profitability

## **2. 2015-2016 Accounts**

Budgeted total income and expenditure for the year were \$162,800 and \$160,210 respectively. However actual income was \$158,417 with \$145,680 of expenditure. After tax this gave a net income of \$7,106 for the year.

Some of the variations from the 2016 budget are explained below:

Conference: Total conference income was up from anticipated income with good support from conference trade stands, sponsors and delegates.

ACS: There was a re-assessment required during the year.

Seminars: Income from workshops was positive due to good support.

Tree Matters: New layout design costs for this year.

### 3. **2016-2017 budget**

Overall, the 2016-2017 budget anticipates a surplus of \$2,700 with income of \$168,100 and expenditure of \$165,400.

Some brief comments on variations from the previous budget are provided below.

Conference: Income from the conference is expected to be similar from last year, largely as a result of consistent sales of trade stands & delegate support.

Sponsorship: This remains very healthy and it is expected that sponsorship deals will be secured.

Seminars & Workshops: This is based on an expectation of one TRAQ workshop and a tree Biomechanics workshop.

National and regional climbing competitions: This includes sponsorship of climbers to international competitions & this includes the 'Ask the Arborist' initiative to interact and inform the public with New Zealand specific brochures that can be handed out.

Business Development: An increase of investment in business development is planned to further grow the association.

ACS: Develop and Grow the ACS with increased promotion of the ACS to Local Authorities.

Conrad Pattison

NZ Arb Treasurer

## 2015-2016 Accounts For Approval

# Statement of Financial Performance

## New Zealand Arboricultural Association For the 12 months ended 31 March 2016

	Mar-16	Mar-15
<b>Revenue</b>		
Donations	5,398	-
Interest Income	2,447	2,490
ISA - Certified Arborist Exam	374	-
ISA - Sales (merchandise e.g. books)	241	664
ISA - Subscriptions	362	8,058
NZ Arb Advertising & Marketing	1,179	-
NZ Arb Approved Contractor Scheme	7,826	-
NZ Arb Conference	35,340	2,541
NZ Arb Subscriptions	37,505	36,456
Regional & National Tree Climbing Competitions	1,993	1,287
Regional & National Tree Climbing Sponsorship	20,868	38,671
Seminars & Workshops	17,527	11,525
Sponsorship	15,145	-
Tree Matters Advertisers	12,011	-
Website Advertising	200	7,208
<b>Total Revenue</b>	<b>158,417</b>	<b>108,900</b>
<b>Less Expenses</b>		
Opening Stock of Consumables on Hand	616	616
Additional printing, postage, stationery	1,179	4,190
Administration - Secretarial (Anita)	2,539	3,168
Bank Charges (incl Visa merchant fee)	366	284
Business Development Expenses - DK	6,126	19,995
Business Executive Officer - On-Cue	24,000	-
Consulting & Accounting	2,781	1,535
Cost of Advertising & Marketing	-	14,963
Education & Training (Young Hort, work safe etc.)	3,522	217
Exec Meeting expenses (travel, accom, venue hire)	13,898	4,856
General Expenses	165	-
Gifts & Awards	3,670	-
Insurance	3,151	2,447
Interest - UOMI	514	-
ISA - Purchases	160	764
ISA - Travel	2,699	4,713
ISA Subscriptions	3,243	6,726
ITCC	5,295	-
Legal expenses	1,739	-
NZ Arb Approved Contractor Scheme (consultant fee)	1,053	-
NZ Arb Conference Expenses	2,290	5,958
Regional & National Climbing Competitions Expenses	24,969	16,390
Regional & National Climbing Sponsorship Expenses	-	9,696

## Statement of Financial Performance

	Mar-16	Mar-15
Seminars & Workshops Expenses	11,846	15,077
Tree Matters Production (editing, printing)	26,908	-
Website (hosting, maintenance)	1,606	1,586
Closing Stock of Consumables on Hand	-	(616)
<b>Total Expenses</b>	<b>144,335</b>	<b>112,565</b>
<b>Depreciation</b>		
Depreciation	1,345	636
<b>Total Depreciation</b>	<b>1,345</b>	<b>636</b>
<b>Total</b>	<b>145,680</b>	<b>113,201</b>
<b>Trustees Income (Deficit) before Tax</b>	<b>12,737</b>	<b>(4,301)</b>
IRD penalties	140	-
<b>Total Non Deductible Expenses</b>	<b>140</b>	<b>-</b>
Income Tax Expense	1,125	-
Tax Adjustments Prior Years	4,365	-
<b>Total Income Tax Expense</b>	<b>5,490</b>	<b>-</b>
<b>Total Adjustments and Taxation for the Year</b>	<b>5,631</b>	<b>-</b>
<b>Trustees Net income (Deficit) for the Year</b>	<b>7,106</b>	<b>(4,301)</b>

## 2016-2017 Budget & Forecast 2017-2018 & 2018-2019 Budget For Approval

ACCOUNT	Budget 1 April 2016 - 31 March 2017	Forecast Budget 1 April 2017 - 31 March 2018	Forecast Budget 1 April 2018 - 31 March 2019
<b>Income</b>			
Donations	5,000	5,000	5,100
Interest Income	3,000	3,000	3,100
ISA - Certified Arborist Exam	350	350	400
ISA - Sales (merchandise e.g. books)	250	250	300
ISA - Subscriptions	500	500	550
NZ Arb Approved Contractor Scheme	8,000	8,100	8,200
NZ Arb Conference	35,000	35,200	35,400
NZ Arb Subscriptions	35,000	35,500	35,800
Regional & National Tree Climbing Competitions	2,000	2,100	2,200
Regional & National Tree Climbing Sponsorship	25,000	25,000	25,000
Seminars & Workshops	19,000	19,100	19,200
Sponsorship	20,000	20,000	20,000
Tree Matters Advertisers	13,100	13,500	14,100
Website Advertising	400	400	500
<b>Total Income</b>	<b>166,600</b>	<b>168,000</b>	<b>169,850</b>
<b>Gross Profit</b>	<b>166,600</b>	<b>168,000</b>	<b>169,850</b>
<b>Plus Other Income</b>			
NZ Arb Advertising & Marketing	1,500	1,800	1,900
<b>Total Other Income</b>	<b>1,500</b>	<b>1,800</b>	<b>1,900</b>
<b>Less Operating Expenses</b>			
Additional printing, postage, stationary	1,500	1,450	1,400
Administration - Secretarial (Anita)	0	0	0
Bank Charges (incl Visa merchant fee)	400	410	420
Bank Fees	0	0	0
Business Development - DK	0	0	0
Business Development Expenses - DK	0	0	0
Business Executive Officer - On-Cue	48,000	48,500	48,600
Consulting & Accounting	3,000	3,100	3,150
Cost of Advertising & Marketing	3,100	3,200	3,300
Education & Training (Young Hort, work safe etc.)	0	0	0
Exec Meeting expenses (travel, accom, venue hire)	16,000	15,900	15,800
General Expenses	200	250	250

Gifts & Awards	2,000	2,100	2,150
Insurance	3,200	3,250	3,300
Interest Expense	400	400	400
IRD GST Payment	0	0	0
ISA - Purchases	150	160	170
ISA - Travel	5,000	5,100	5,200
ISA Subscriptions	9,000	9,200	9,300
ITCC	5,500	5,600	5,700
Legal expenses	1,700	1,750	1,800
New Arborist of the Year	250	300	350
NZ Arb Approved Contractor Scheme (consultant fee)	1,500	\$1,600	\$1,700
NZ Arb Conference Expenses	2,500	2,600	2,700
Regional & National Climbing Competitions Expenses	22,000	22,500	22,550
Seminars & Workshops Expenses	12,000	12,100	12,200
Tree Matters Production (editing, printing)	26000	26100	26050
Website (hosting, maintenance)	2,000	2,050	2,100
Projects (web site rebuild)	0	6,000	0
<b>Total Operating Expenses</b>	<b>165,400</b>	<b>173,620</b>	<b>168,590</b>
<b>Net Profit</b>	<b>2,700</b>	<b>-3,820</b>	<b>3,160</b>

# NOMINATION & APPOINTMENT OF EXECUTIVE COMMITTEE

## Continuing Members

The following six Executive Committee members are beginning the second year of a two-year term ending in October 2016:

1. David James (ISA Board Rep & Membership Chair, NZ TCC Chair, Conference Committee)
2. Jon Redfern (Tree Matters Editor and Public Relations)
3. Craig de Denus (New Arborist of the Year Organiser)

## Re-standing Members

The following Executive Committee members have confirmed their intention to re-stand for another two-year term ending October 2017:

4. Seth Thompson (President)
5. Jaiden Palmer (Website and Social Media Liaison)
6. Cameron Mitchell (Treasurer from Oct 2016)
7. William Melville (Vice President, ACS Chair, Membership Committee)
8. Richard Walsh (was on 1-year term)
9. Leon Saxon (ACS Committee)

## Nominations (*to be confirmed*)

Dean Hawkins

David Spencer

Mark Roberts

## Not Standing for Re-election

Conrad Pattison

Nick Arnold

Chris Walsh

All nominations to be received by emailing [info@nzarb.org.nz](mailto:info@nzarb.org.nz) before the 20<sup>th</sup> October 2016. No nominations this year will be taken from the floor during the AGM.

# GENERAL DISCUSSION

*Note: General discussion is facilitated, non-binding discussion from the floor*

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