



NEW ZEALAND ARBORICULTURAL ASSOCIATION

2015 ANNUAL GENERAL MEETING

INFORMATION PACK

The 2015 AGM of the New Zealand Arboricultural Assoc. Inc will be held at:-

4:15pm, Thursday 1st October 2015
The Rutherford Hotel
27 Nile Street W, Nelson.

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New Zealand Arboricultural Association

ANNUAL GENERAL MEETING 2015

AGENDA

The Agenda for the 2015 AGM shall be:

1. Welcome and Introduction
2. Apologies
3. Minutes of 2014 AGM – for approval [attached pages 2-4]

Matters arising

4. President's Report 2015 (Chris Walsh) [attached pages 5-6]
5. Treasurer's Report (Conrad Pattison)
 - a) Approve 2014-2015 Accounts [attached pages 7-11]
 - b) Approve 2015-2016 & 2016-2017 Budgets
6. Nomination and Appointment of Executive Committee [attached page 12]
7. NZ Arb Logo Branding (Chris Walsh)
8. Significant change to end of financial year date (Conrad Pattison)
9. General Discussion

NZ Arb AGM 2014 Minutes

Thursday 16/10/2014 - 4:30pm

Exec Committee: Chris Walsh (President), Adrian Lamont (Treasurer), Conrad Pattison (Secretary), David James, Brad Ryan, Jaiden Palmer, Julian Emeny, Mat Miller Bruce MacDonald, Jon Redfern, Nick Arnold. Absent: Seth Thompson (Vice-President)

Minutes recorder: Nicki van Asch

Members in attendance: 40 plus Executive

Welcome and Introduction

Chris Walsh welcomes all

Apologies

Trevor Gardiner, Mark Roberts, Mark Wade, Tim Rilstone and Seth Thompson

Minutes of 2013 AGM

Minutes of 2013 accepted as true and accurate; Mover Adrian Lamont; Seconder: David James; All in favour

President's Report

Chris Walsh delivers President's Report provided to all attendees.

Financial Report

Adrian Lamont presents Treasurer's Report

a) 2013-2014 Accounts

Adrian Lamont presents the 2013-2014 accounts

Key point: \$26k surplus for the year

Financial Accounts for 2013-2014 approved: Mover Adrian Lamont; Seconder David Spencer; All in favour

b) 2014-2015 Budget

Adrian Lamont presents the 2014-2015 Budget for discussion

Key Points: Expect deficit of \$14k due to projects; Expects equity of well over \$100k

Discussion

Question regards the website cost: Adrian explained \$15k as a one-off expense to design/develop website with Zeald.

Question regards Education & Training: Expenses relate to liaising with WorkSafe NZ about E&T, Needed to explain contingency for advocacy and gaining traction.

Question regarding advertising and branding: Down due to rebalancing of funds from moving from traditional to digital - Some advertising moved into related portfolios cost e.g. climbing competition radio advertising is within TCC costs.

Question regards Facebook and social media: This is covered by website rebuild costs looking at additional media like Twitter above and beyond current Facebook pages connected to website.

Question asked about avenues outside of social media: There is monthly eNewsletter and press releases for important activities or similar events.

Question regards getting NZ Arb brand out: A new marque tent at climbing competition, new logos, and there special database being developed for this purpose.

Question people qualifying for ITCC, what funds are available for helping them to get there: David James explains \$12k is budgeted.

Question regards why Seminars and Workshops income is down: This is due to number of TRAQ workshops planned (less than last year). A special Frank Rinn workshop was planned but not happening now either – planned for another year.

Budget for 2013-2014 approved: Mover Adrian Lamont; Seconder Kevin Burt; All in favour

Executive Nominations

5 people standing down (Bruce MacDonald, Adrian Lamont, Julian Emeny, Brad Ryan & Mat Miller). Seth Thompson and Jaiden Palmer restanding. 7 places available on the executive (6 two-year terms and 1 one-year term)

Nominations from the floor include: Ben Fentiman, Lean Saxon, Cameron Mitchell, Richard Walsh, Craig de Denus, William Melville (plus Seth Thompson and Jaiden Palmer).

Nominees briefly present themselves to the membership regards qualifications and experience.

The following are elected to the Executive for the two-year term: Ben Fentiman, Lean Saxon, Cameron Mitchell, William Melville, Seth Thompson and Jaiden Palmer. Craig de Denus is voted in for a one-year term.

NZ Arb Logo/Website branding

Presented by Jaiden Palmer.

- Progress made from last year
- Further work needed for guidelines and corporate use
- Stickers have been developed: 1. NZ Arb logo. 2. Member logo. 3. Approved Contractor logo
- Stickers made available for NZ Arb logo by Chris Walsh. Plan to give all members 1x Member sticker (medium) and 1x NZ Arb sticker (small)
- New website is functional
 - o Fully optimised
 - o Log-in area for member's only content
 - o Merchandise and registration options forthcoming
 - o Aim to have link to login for new site out to all members by end of Conference

Discussion

Question regarding any trees on the Homepage being native. The will be native trees.

Question regards Social Media links. Instagram suggested. Jaiden advises Facebook already connected, evaluating others at this time.

Approved Consultant Scheme

Presented by Conrad Pattison.

- Need for accreditation scheme
- Overview of requirements
- Endorsement criteria
- Requirements for Contractors to sustain accreditation
- Overview of costs – Initially \$699 to start then \$499 to sustain after two years

Discussion

None

General Business

Suggestion of a database of all companies is important.

Suggestion for Tree Matters (magazine) to go digital as an option and reduce membership fee.

Chris Walsh advises Business Development Manager (David Kainer) has resigned current role, but with options to engage him in reduced capacity; Executive to decide. Thanks offered for work done over last 7 years.

Meeting closed 5:44pm

PRESIDENT'S REPORT

Presidents Report 2015

As this is my last report as President I would like to thank all the members, volunteers and my colleagues on the committee for their support and encouragement during an immensely rewarding and enjoyable time. I believe the Association is in a very positive place and I know the momentum will continue with the incoming committee.

Specifically I would like to thank the following for their continual commitment to the betterment of the arb industry. Thanks also needs to go to their employers for allowing them the time to ensure the effective and efficient running of the association.

Vice President	Seth Thompson	Auckland	Treefellas
Treasurer / Secretary	Conrad Pattison	New Plymouth	Asplundh
	Jaiden Palmer	Auckland	Franklin Trees
	Nick Arnold	Wellington	Downer
	Craig de Denus	Wellington	Arb Innovations
	Ben Fentiman	Dunedin	Otago Polytechnic
	David James	Blenheim	David James Tree Service
	William Melville	Wellington	Wellington City Council
	Cameron Mitchell	Wellington	Bark
	Jon Redfern	Auckland	Treescape
	Leon Saxon	Auckland	Greenscene

It is with sadness that we say goodbye to Anita Fulton who will no longer be carrying out the administrative function of the Association. The assistance Anita has given me has been above and beyond and I thank her most sincerely for her efforts. I would like to welcome the great team at OnCue who have taken over the role of administering the association and I know they will carry on the great work.

Our sub-committees have once again been very busy. Evidence of the dedication of the Conference Committee is borne out by the well organised and thought-out Conference we have planned this year. The Education and Training committee, chaired by Rick Mexted, has met at regular intervals and have provided a conduit to WorkSafe. Rick has attended numerous WorkSafe meetings pertaining to the new regulations. The Regional Tree Climbing events have again been well organised thanks to David James and all of the enthusiastic volunteers. Will Melville has taken over from Julian Emeny as Chair of the Approved Contractor Scheme; interest in the scheme has been steady.

It is great to see younger members joining the committees and getting involved with the industry. It is particularly pleasing to see the enthusiasm and willingness of these people to join the Executive and positively shape the direction of the Arb industry in New Zealand.

Again our New Zealand representatives at international tree climbing competitions have done us proud. Congratulations to Scott Forrest, Craig Wilson and Steph White who were involved with ITCC in Tampa, Florida. Scott Forrest came second in defence of his 2014 title. Representation was also strong at the APTCC held in Singapore. Well done to James Kilpatrick for his first place in the Men's competition and to Chrissy Spence and Nicola Ward-Allen who were placed first and second respectively in the Women's competition.

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

The make-up of the Executive committee in the next year remains largely unchanged. Ben Fentimen is standing down and although I will no longer be President I will be remaining on the committee.

I have thoroughly enjoyed my time as President and feel privileged to have met so many passionate individuals throughout our industry. I am deeply indebted to the large number of people who volunteer their services in so many varied ways to ensure that NZArb remains the voice of the industry.

Finally, I wish Seth Thompson all the very best in his role as President. I am sure he will lead the Association with the dedication and passion required.

Chris Walsh
NZ Arb President

TREASURER'S REPORT

1. Summary

NZ Arb is moving to a new tax year. For the period of 1 July 2014 to the nine months ended 31 March 2015 we made an after tax deficit of \$4,301, against a forecast 12 month deficit of \$11,600. Due to the change in length of the reporting period it is difficult to make direct comparisons between budgeted and actual figures. However overall income was slightly lower than anticipated but the main reason for the slightly better than expected deficit was due to cost savings achieved in some of the capital projects and conservative budgeting for the year. This year equity was invested in projects (website development project promotional assets (NZ Arb Gazebo) and a stand-alone climbing competition trailer for the South Island.

Accordingly, at the end of the financial year we held total equity of \$147,345, in comparison to equity of \$151,647 at the end of the previous year.

We have changed our financial end of year from 30 June to 31 March to align with the Non-Profits law changes. We forecast to have a small surplus of \$2,590 in 2015-16. Our income is expected to be slightly down in total 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 2015-2016 are a Work Safe guide for industry brush wood chipper use and advocacy regarding the new planning rules of the Unitary Plan. We propose to reforecast the budget for 2016-2017 financial year if required. This forecast budget will aim to make a small surplus of \$3,540; however further investment again in Business Development will help grow the association income and growth in the future. We can reforecast month 6.

Business development activities over the next 12 months includes:

- Membership drive to grow the membership
- Implement new membership benefits
- Tree Matters and Monthly Mulch – improve quality and increase advertising income
- Restructure Cornerstone Sponsorship Packages to improve bottom-line and value for sponsors
- Support committees
- Increase productivity and profitability

2. 2014-2015 Accounts

Budgeted total income and expenditure for the year were \$169,500 and \$183,600 respectively. However actual income was \$109,516, with \$113,181 of expenditure. After tax this gave a deficit of - \$4,301 for the year.

Some of the variations from the 2015 budget are explained below:

Change in financial year end with 9 month period for 2014-2015 year.

Conference: Total conference income is not shown, as the final income for the conference was received after 31 March 2015.

Seminars: Expenses from workshops are shown as exceeding income due to the shorter reporting period of 9 months.

ACS: There were no re-assessments or new contractors joining the scheme during the year.

3. 2015-2016 budget

Overall, the 2015-2016 budget anticipates a small surplus of \$2,590, with income of \$162,800 and expenditure of \$160,210.

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

- 104 Conference: Income from the conference is expected to recover from last year, largely as a result of an increased number of exhibitors and increase in paying delegates that were in the past complimentary with the Cornerstone Packages.
- 107 Sponsorship: This remains very healthy but with a slight reduction in expected income from last year as one potential additional deal was not secured.
- 108/208 Seminars & Workshops: This is based on an expectation of two TRAQ workshops and the Frank Rinn workshop.
- 205 National and regional climbing competitions: This includes sponsorship of climbers to international competitions.
- 221 Business Development: An increase in investment in business development is planned to grow the association.
- 220 Professional fees: This has been increased for the financial year to enforce correct use of the NZ Arb logo and trade mark, so that its future use by the Association and non-members can be regulated.
- 223 Education and Training: There are additional items to be covered by this budget during the year. These include development of a Work safe Industry guide to brush wood chipper use New Zealand, and NZ Arb representation in the Unitary Plan submission process.

Conrad Pattison
NZ Arb Treasurer

2014-2015 Accounts For Approval

New Zealand Arboricultural Association Inc

Statement of Financial Performance

For the Nine Months ended 31st March 2015

	2015 \$	2014 \$
REVENUE		
Reimbursements	-	1,200
Subscriptions	36,456	38,594
NZAA Conference	2,541	5,601
Regional Climbing Competitions	1,287	1,151
Sponsorship	38,671	58,955
Seminars & Workshops	11,525	45,019
ISA Subscriptions	8,058	9,666
Advertising	7,208	15,950
Interest Received	2,490	3,465
ISA Books, Exams & Certificates	664	2,403
Closing Stock of Consumables on Hand	616	616
Total Income	109,516	182,620
Less Expenses		
Accountancy Fees	1,535	1,599
Bank Charges	-	3
Climbing Competitions	16,390	7,504
Conference & Workshop Expenses	5,958	4,478
Credit Card Charges	284	417
Insurance	2,447	3,113
ISA - Travel	4,713	3,078
ISA - Subscriptions	6,726	8,217
ISA - Purchases	764	1,192
Magazine Production	14,963	20,296
Motor Vehicle Expenses	-	179
Opening Stock of Consumables on Hand	616	792
Printing, Postage & Stationery	4,190	4,933
Secretarial Expenses	3,168	4,445
Sponsorship & Awards	9,696	13,878
Education & Training	217	742
Seminars & Workshops	15,077	30,173
Executive Meeting Expenses	4,856	7,177
Website Costs	1,586	668
Business Development Manager	19,995	37,188
Total Expenses	113,181	150,072
Net Deficit Before Depreciation	(3,665)	32,548
Less Depreciation		
Depreciation as per Schedule	636	426
TRUSTEES INCOME BEFORE TAX	(4,301)	32,122
Less Taxation provision	-	5,659
TRUSTEES INCOME AFTER TAX	(4,301)	26,463
NET SURPLUS/(DEFICIT)	(\$4,301)	\$26,463

The accompanying notes form part of these financial statements.

These financial statements have not been subject to audit or review, and should be read in conjunction with the attached Statement of Disclaimer.

2015-2016 Budget & Forecast 2016-2017 Budget For Approval

ACCOUNT	TITLE	Budget 1 April 2015- 31-Mar- 16	Forecast Budget 1 April 2016- 31-Mar-17
100	NZArb Subscriptions	44,000	46,100
101	ISA - Subscriptions	9,000	9,000
102	ISA - Sales (merchandise e.g. books)	500	500
103	ISA - Certified Arborist Exam	200	200
104	NZArb Conference	22,000	24,000
105	National & Regional Climbing Competitions	3,600	3,600
106	National & Regional Climbing Sponsorship	22,000	22,250
107	Sponsorship, Donations	25,000	30,000
108	Seminars & Workshops	11,000	11,000
109	Advertising	15,000	17,000
110	Interest Received (incl GST refund)	3,000	3,000
111	Reimbursements	500	500
112	NZArb Approved Contractor Scheme	6,500	6,500
113	Merchandise	500	500
	Income Sub-Total	162,800	174,150

EXPENDITURE

ACCOUNT	TITLE		
200	ISA - Travel	5,250	5,350
201	ISA - Subscriptions	7,500	7,500
202	ISA - Purchases	1,000	1,000
203	ISA - Certified Arborist Exam	500	500
204	NZArb Conference	6,250	6,350
205	National & Regional Climbing Competitions	16,290	16,290
206	National & Regional Climbing Sponsorship	12,270	12,270
207	Gifts, Awards, Sponsorship	2,000	2,000
208	Seminars & Workshops	8,000	8,000
209	Advertising	2,500	2,500
210	Bank Charges (Visa merchant fee)	400	400
211	Exec Meeting expenses (travel, accom, venue hire)	5,250	5,250
212	NZArb Approved Contractor Scheme (consultant fee)	5,000	5,000
213	Merchandise	0	0
214	Tree Matters Production (editing, printing)	12,000	12,000
215	Website (hosting, maintenance)	3,000	3,000
216	Administration (postage including redirection, photocopying, stationery, toll calls)	3,500	3,500
217	Administration - Secretarial	4,500	500

218	Insurance	3,000	3,000
219	IRD (GST payment)	9,000	9,000
220	Professional fees (accountancy, auditing, legal)	6,000	6,000
221	Business Development	35,000	48,000
222	Business Development expenses	3,500	3,500
223	Education & Training (Young Hort, work safe etc.)	8,500	8,600
224	NZArb subscription refunds		
225	Leadership Workshop		
	Expenditure Sub-Total	160,210	169,510
	Net Surplus/(Deficit)	\$2,590	\$4,640

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. Seth Thompson (Vice-President, Will be President Oct 2015. Conference Committee, MOU Liaison)
2. Jaiden Palmer (ACS Committee, WorkSafe Work Group Liaison)
3. Cameron Mitchell (Treasurer as of Oct 2015)
4. William Melville (Membership committee, Approved Contractors Scheme Chair)
5. Leon Saxon

Re-standing Members

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

6. Conrad Pattison (Secretary, Arbor Day Co-ordinator, Consultants Work Group Liaison)
7. David James (ISA Board Rep & Membership Chair, NZ TCC Chair, Conference Committee)
8. Jon Redfern (Public Relations Liaison)
9. Nick Arnold (Tree Matters Editor)
10. Craig de Denus (was on 1 year term)
11. Chris Walsh (Standing down as President, Conference Committee, Sponsorship chair)

Nominations

12. Richard Walsh
13. David Glenn

Not Standing for Re-election

Ben Fentiman (going overseas)

All nominations to be received by emailing nzarb@on-cue.co.nz before the end of September 2015. 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

- 6 Late conference registration payments
- 7 Emailing of documents instead of posting
- 8
- 9
- 10