

**MINUTES of the ANNUAL GENERAL MEETING of the
Waste Management Institute of New Zealand Incorporated
5.00 pm Wednesday 13 October 2010
SkyCity Convention Centre, Auckland, New Zealand**

PRESENT:

Board Members: Paul Bishop, John Cocks, Dominic Salmon, Darren Patterson, Rachel Depree
WasteMINZ CEO: Marion Short
WasteMINZ Staff: Carole Inglis and Nic Quilty

Members: Charles Willmot, Simonne Eldridge, Tony Kortegast, Neal Absalom, Graham Burt, Mike Baker, Kitty Waghorn, Nick Roozenburg, Marty Hoffat, Kathryn Holder, Lannes Johnson, Michael Smythe, Penny Garland, Sheryl Stiven, Jeff Seadon, Graham Jones, Sylvia Hubbard, Andrew Shallard, Sam Bridgeman

1. Apologies

Allan Goddard, Ellen Blake, Margaret Bailey, Terry Beckett, Angela McErlane, Wendy Clarke and Jim Bradley

2. Confirmation of the minutes of the 2009 Annual General Meeting

The minutes of the 2009 AGM held in Christchurch had been circulated to all members prior to the AGM. These were taken as read. Paul Bishop put the resolution that the minutes as circulated be accepted.

Moved: Paul Bishop Seconded Penny Garland CARRIED

3. Matters arising from the minutes

There were no matters arising from the minutes

4. Additional Items for General Business

There were no additional items for General Business

5. Chairman's Annual Report

The Chair, Paul Bishop, presented his report, which is attached to these minutes, and noted:

- Continue to operate to the Strategic Plan for the period 2008 – 2011
 - WasteMINZ' business plan for the year ending 30 June 2010 focused on 4 key areas, being:
 - Building effective strategic relationships
 - Improving the membership model
 - Focus on financial sustainability
 - Commitment to best practice
 - Vision to **make WasteMINZ the most strategically valuable membership organisation serving the waste space.**
 - Continued growth in membership numbers
 - Sector Groups – currently 8 operating. These groups are continuing to develop and expand as demand requires – outcomes outlined in the Chairman's annual report (attached).
 - Mid-Year workshops – record attendee numbers in Auckland.
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- Waste Awareness – paper sponsor secured (Spicers Paper) and experienced a 50% increase in advertising revenue. Goal is to deliver the magazine on a cost neutral basis
- WasteMINZ 21st Annual Conference, held in Christchurch with just over 400 attendees. The conference presented a new format with site tours held the day preceding the conference
- Restructuring completed to shape a more effective and financially sustainable organisation
- WasteMINZ’ business plan for the year ending 30 June 2011 will focus on 6 areas, being:
 - Continue to build effective strategic relationships
 - Develop knowledge capability
 - Investigate possible operating models for the future
 - Focus on value delivery for members
 - Continue drive towards financial sustainability
 - Ongoing commitment to best practice
- A review of the Strategic Plan will be completed in the 2011 financial year

6. Financial

The Chair presented the WasteMINZ Financial Accounts which had been previously circulated to members by email, and the budget for the forthcoming year.

For the 12-month financial period ended 30 June 2010, WasteMINZ incurred a deficit before depreciation of (\$38,925) versus a budgeted deficit of (\$102,366). For the previous 12-month reporting period, WasteMINZ presented a much larger deficit before depreciation of (\$107,507).

The deficit is primarily due to WasteMINZ’ strategic decision to continue to support the work of its’ sector groups. In 2010, almost \$130,000 was invested in sector groups, being just over 80% of the membership income received.

For the current financial year (period ending 30 June 2011) WasteMINZ is expecting to return to an operating surplus of \$2,450.

Overview of budget for the 12 month period ending 30 June 2011

Income		
Membership income		\$ 206,165
Sector groups		\$ 6,800
Workshops		\$ 42,000
WasteAwareness		\$ 27,300
Other income		\$ 8,496
Conference		\$ 138,536
		\$ 429,297
Expenses		
Operating expenses		\$ 120,327
Sector groups		\$ 122,000
Workshops		\$ 25,000
WasteAwareness		\$ 41,720
Wages & Salaries		\$ 110,800
CAPEX		\$ 7,000
		\$ 426,847
Net surplus/(deficit)		\$ 2,450

7. Resolution

That Charles Willmot be granted Life Membership to WasteMINZ in recognition of his contribution to the organisation, including being a founding member in 1989.

Moved Paul Bishop Seconded Marty Hoffart CARRIED

8. Announcement of new WasteMINZ Board Members

The Chair announced that John Cocks, Darren Patterson were re-elected to the WasteMINZ Board and that Simonne Eldridge was newly elected to the WasteMINZ Board.

9. General Business

There were no additional items for General Business

The meeting closed at 5.27 pm

CHAIRMAN'S ADDRESS

It is my pleasure on behalf of the WasteMINZ Board to present the Annual Report as we celebrate our 22nd year.

Again, this has been a very significant year for WasteMINZ and the whole of the Waste Sector.

Under the Waste Minimisation Act, the waste levy became a reality from 1 July 2009, with the first funding round for the Waste Minimisation Fund closing 1 March 2010.

Plus it was the first full financial year with a Chief Executive Officer at the helm.

The organisation continues to operate to its strategic plan for the period 2008 – 2011.

- **Strategic Plan**

This sees a focus on six key areas, being to:

1. Strengthen stakeholder relationships
2. Invest in on-going knowledge development
3. Promote and foster industry professionalism, including health and safety standards
4. Source and provide advice on the implementation of a national strategy
5. Be positioned as a partner to facilitate the achievement of an environmentally sustainable waste minimisation strategy
6. Optimise WasteMINZ to achieve its Strategic Plan

- **Business Plan**

For the Business Plan for the financial year ending 30 June 2010, the focus was on four areas, being;

- Building effective strategic relationships
- Improving the membership model
- Focusing on financial sustainability
- Commitment to best practice

BUILD EFFECTIVE STRATEGIC RELATIONSHIPS

- **WasteMINZ members**

Building strong relationships with our members continues to be a key focus for WasteMINZ. Events like the conference and workshops are a key part of this. Likewise the networking sessions that are held following the regional WasteMINZ board meetings – with our next one being in Hawkes Bay at the end of this month.

Additionally the team are keen to develop their field visits to members as well as being invited to the Regional Waste Officers meetings around New Zealand.

- **Key external stakeholders**

WasteMINZ has built strong relationships with the Ministry for the Environment and Local Government New Zealand. This was evident in the active role WasteMINZ held around the NZ ETS which assisted in the formation of the Waste Technical Advisory group.

WasteMINZ is also seeking to build relationships with other likeminded organisations operating in the space, as well as product stewardship organisations and large manufacturers and service providers.

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By continuing to improve the level of engagement with key external stakeholders, WasteMINZ is able to more strategically align its work programme and achieve better results on behalf of its members, especially given WasteMINZ very lean resources.

IMPROVE THE MEMBERSHIP MODEL

It is our vision to **'make WasteMINZ the most strategically valuable membership organisation serving the waste space.'**

- **Membership**

WasteMINZ experienced good growth in membership income for a second year. This is particularly encouraging, especially given the generally reducing income levels experienced by membership based organisations globally over the past few years

- **Membership involvement and participation**

The lifeblood of organisations like WasteMINZ is the level of involvement and participation of its members, particularly in regards to working towards common-good outcomes for the sector. During the past twelve months the level of membership engagement has increased, with sector groups voicing ambitious goals and working towards several key outcomes.

Feedback from our members is valuable and helpful in maintaining the correct focus and continuing to improve services. If you have any thoughts or concerns, please take the time to discuss it with a member of the Board or Staff.

- **Sector Groups**

WasteMINZ operates 8 active sector groups. These are;

- Behaviour Change
- Compost NZ
- Contaminated Land
- C & D Waste
- Health & Safety
- Landfill & Residual Waste
- Liquid & Hazardous Waste; and the
- TA forum

In addition it has a 'Waste Roundtable' which is a static forum that forms as required to address specific issues or needs.

Sector group outcomes

- Health & Safety

The Health & Safety sector group is particularly active.

In March they published a report commissioned by its members and produced in conjunction with Morrison Low '**An assessment of the health and safety costs and benefits of manual vs automated waste collections**'.

The technical working group formed to produce guidelines for the Industry is expecting to go out for consultation on the draft guidelines in the very near future.

And the Health & Safety Waste Strategy is currently being reviewed with an update being provided to conference attendees in the Health & Safety session tomorrow morning.

- Liquid & Hazardous Waste

This sector group has formed a technical working group which includes external stakeholders to review the Code of Practice. A workshop was held in April and a follow up workshop is being held at this Conference on Friday.

- Landfill & Residual Waste

Following the 2010 WasteMINZ conference the Landfill and residual waste sector group collaborated with other key stakeholders around their concerns for any future NZ Emissions Trading Scheme.

The end result being a Waste Technical Advisory Group being formed by the Ministry for the Environment, with two member of the Landfill & Residual Waste sector group being successfully nominated to serve.

- Contaminated Land

The Contaminated Land has been revitalized during 2010. They continue to work towards developing an accreditation system for Contaminated Land professionals, with a key issue being access to funding to complete such an ambitious project.

They also completed a submission for the proposed '**National Environmental Standard for assessing and managing contaminants in soil**'.

Plus they have a representative from the steering committee serving on the Ministry for the Environment's National Environmental Standards technical advisory group.

- Behaviour Change, Compost NZ and C & D Waste

All completed unsuccessful applications to the Waste Minimisation Fund.

- TA forum

The TA forum is seeking to increase the level of knowledge sharing across TAs throughout NZ, with a number of initiatives underway. They have particular concerns with the NZ ETS, data collection and management, the revision of the NZ Waste Strategy and LTCCP timeframes and the standard and potential negative impact of voluntary product stewardship schemes.

The sectors groups are mostly formed to meet a specific need; such as policy shaping, quality standards, accreditation and quality management systems, Codes of Practice, research and development, training support and knowledge sharing.

Sector groups abilities to achieve their goals and expected outcomes is dependent upon the level of participation of its' members. I encourage you strongly that if you want a change in your segment of the waste industry then you have to be prepared to work for it – so get involved in the sector groups.

- **Mid Year Workshops**

The workshops this year were held in Auckland with record attendee numbers.

WasteMINZ worked with Lisa Smith to develop a 'behaviour change' focused workshop, plus there was a good line-up of general sessions and a specific workshop on the review of the Liquid and Hazardous Waste Code of Practice.

- **Waste Awareness**

The WasteAwareness magazine is part of the communication mix for the organisation, which also includes the weekly e-newsletter.

This year, Spicers Papers signed on as the paper sponsor, which has a value of some \$6,000 per annum, and we are very grateful for their support.

WasteAwareness is a big investment for the organisation, last year the cost was just over \$42,000, which was offset with advertising revenue of some \$22,000 (more than double the previous year).

The content management is set at the beginning of each calendar year and is determined by membership feedback and the work of the sector groups. It continues to deliver a balanced and interesting perspective of the space we operate in.

- **Annual Conference**

The 21st Annual Conference was held in Christchurch with just over 400 total attendees.

It presented a new format, with the site tours held on the Tuesday, so that attendees wouldn't be conflicted in choosing between site tours and sessions.

The conference was opened by the Minister for the Environment, the Honourable Dr Nick Smith on Wednesday, being the official 'first day'.

The first day focused on the big picture issues and opportunities, and the informal function was held that evening in the trade exhibition hall, providing greater networking opportunities for the exhibitors.

Good feedback was received from attendees and that has helped to shape this year's format and content line-up.

This year's conference is over 35% larger in terms of total attendee numbers – which has been delivered by a small WasteMINZ team!

FOCUS ON FINANCIAL SUSTAINABILITY

- **Restructuring**

The restructuring process was initiated to deliver a more effective and financially sustainable organisation.

This saw the organisation consolidate its operations to Auckland in order to be more effective, with the Wellington satellite office being closed in December. As a result the Wellington-based sector coordinator role was disestablished.

Along with other changes in staffing levels, the restructuring process is expected to reduce annual operating costs by almost \$100,000 going forward.

- **WasteAwareness**

The new look WasteAwareness magazine experienced a tremendous growth in advertising revenue, from \$10,524 to \$22,605. This is a real achievement when total advertising spend across the board was significantly down during the period, more markedly so in the smaller, specialized magazine market.

COMMITMENT TO BEST PRACTICE

- **Focus on value delivery**

The most fundamental change for WasteMINZ has been the focus on value delivery. Of course within any membership organisation value delivery has an enormous amount of stretch in it and there is always a challenge in meeting members' delivery expectations given WasteMINZ very lean resource capacity.

This has seen an increased level of membership feedback being sought to shape all WasteMINZ activities. Generally speaking this approach is initially more time consuming, but the goal is better and more robust outcomes.

Processes and systems that are non-value adding are continuing to be reviewed and made more efficient. An example of this is the move to MYOB at the beginning of this financial year. In addition to providing a more robust system, it also reduces the time spent producing monthly management reports.

- **Business Plan for the 2011 financial year**

The Board and the CEO have completed its second annual planning and budgeting process together for the financial year ending 30 June 2011. The focus is on both external and internal key delivery areas.

External	Internal
<ul style="list-style-type: none"> • Continue to build effective strategic relationships • Develop knowledge capability • Investigate possible operating models for the future 	<ul style="list-style-type: none"> • Focus on value delivery for members • Continue drive towards financial sustainability • Ongoing commitment to best practice

During this current operating year, the Board and CEO need to review the Strategic Plan.

- **WasteMINZ Board**

The WasteMINZ board has worked together effectively and with the CEO have made good progress towards achieving the vision and goals in the Strategic Plan. I would like to take this opportunity to acknowledge them, recognise their commitment and thank them for their service.

- John Cocks, Deputy Chair
- Darren Patterson
- Dominic Salmon
- Simon Ward
- Rachel Depree, and;
- myself, Paul Bishop, Chair

- **Staff**

WasteMINZ is an organisation that punches well above its weight – and this attributable to a great team.

The board wants to take this opportunity to formally acknowledge them and their contribution throughout the year, and thank them for what will be another great WasteMINZ conference.

- Marion Short
 - Carole Inglis
 - Nic Quilty, and
 - Lyn Watson – who is in Auckland keeping things ticking along.
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