
**Minutes of the Annual General Meeting of the Waste Management Institute New Zealand Inc.
5.00pm Wednesday 22 October 2013. Energy Events Centre, Rotorua, New Zealand**

Present:

Board Members: Paul Bishop, Grahame Christian, John Dragicevich, Simonne Eldridge, Dominic Salmon, Darren Patterson.

WasteMINZ Staff: CJ Dooner, Paul Evans, Carole Inglis, Jenny Marshall and Nic Quilty

Members: Mark Abbot, Angela Atkins, Jinny Baker, Nick Baker, Kirstyn Barnett, Simon Calcinai, Steve Carson, Grahame Christian, John Cocks, Richard Davison, Gary Deadman, Karen Driver, Michelle Duncan, Annabelle Ellis, Trisia Farrelly, George Fietje, Charlene Fitisemanu, Penny Garland, Meredith Graham, Robyn Hodges, Marty Hoffart, Kimberley Hope, Jacqui Horswell, Cath Irvine, Nienke Itjeshorst, Dee Jones, Graham Jones, Peter Keller, Tracey Kirwan, Ilze Kruis, John Langsford, Graham Lee, Elodie Letendre, Greg Lydon, Sophie Mander, Marie McIntyre, Scott McLean, David McMillan, Gareth Menzter, Karen Murray, Milada Music, Donna Peterson, Andrew Prest, Jeff Seadon, Andrew Shallard, Kerry Skeer, Warren Snow, Gavin Sole, Nicola Sole, Ian Stupple, Kitty Waghorn, Michelle Whitaker, Hope Williams, Dorothy Wilson, Aaron Wood, Dorte Wray, Jens Zollhofer.

1. **Apologies:** Damien Perusco, Audrey Jensen, Stephen Griffin, Ellen Blake, Sheryl Stivens, Tony Kortegast, Terry Beckett, Alan Goddard, Charles Willmot.

2. **Confirmation of the minutes of the 2012 Annual General Meeting**

The minutes of the 2012 AGM held in Hamilton 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: Darren Patterson CARRIED

3. **Matters arising from the minutes:** There was one item arising from the 2012 minutes.

- Kitty Waghorn noted that her name had been recorded as 'Waghorne' and should be amended.

4. **Additional Items for General Business:** There were no additional items for General Business

5. **Chair's Annual Report:** The Chair, Paul Bishop, presented his annual report. This is available in full at the end of these minutes.

6. **Chair's Financial Report:** The Chair, Paul Bishop, presented his financial report. This is available in full at the end of these minutes.

7. **Announcement of new WasteMINZ Board Members:** The Chair announced that he (Paul Bishop), John Dragicevich and Dominic Salmon were re-elected to the WasteMINZ Board for a period of two years.

8. **General Business:** There were no additional items for General Business

The meeting closed at 5.27 pm

Chair's Annual Report:

This year marks 25 years for WasteMINZ, a quarter of century serving the waste industry. I believe this is an excellent achievement for an organisation such as ours. At a time when many organisations are facing shrinking memberships and are struggling to remain relevant, WasteMINZ is continuing to grow and add value.

To have reached this milestone I must pay tribute to those who have worked tirelessly for the organisation. This includes my fellow Board members, the many past Board members and of course the WasteMINZ team. Special mention must go to Carole Inglis, our current membership manager. Carole was the first Executive Officer of WasteMINZ and has been with us for 17 of those years.

In 2012, Paul Evans joined us as Chief Executive and under his guidance, WasteMINZ has continued to flourish. The Board and I are extremely pleased with Paul's work and look forward to his continued stewardship of the organisation.

I will touch on the financial results in more detail a little later, however I am pleased to report that over the last year WasteMINZ has continued to perform well placing us in a very sound position.

However, the Board remains mindful that in the current economic climate every expense counts. With this in mind, and despite rising costs in a number of areas, the Board committed to holding Small Business, Corporate, Silver and Gold member fees at their current levels, while Conference and Roundup registration fees also remain unchanged.

Moving forward, my view is that WasteMINZ has an increasingly important role to play in bringing together the many and at times disparate players in our industry. This includes the Ministry for the Environment and the Council, Commercial, Consulting and Community sectors. I would like to see WasteMINZ act as the "lubricant" for all these groups to ensure that we are talking and understanding each other's challenges, and looking for collaborative solutions.

There have been a number of highlights over the year including:

Health and Safety Guidelines: The development of the guidelines began in 2009, with funding provided by the WasteMINZ Board and key industry players. The guidelines are a work-in-progress, with Parts one and two completed to date. In the last year, significant work has been undertaken on Part three (resource recovery parks and material recovery facilities) and Part four (transfer stations). It is envisaged that Parts three and four will be completed in the current financial year, as will the anticipated Part five (landfills).

Land Disposal Technical Guidelines: The development of these guidelines has been set down as a two year project under WasteMINZ' strategic alliance with the Ministry for the Environment; the purpose being to rationalise the existing guideline documents so that consistent and appropriate guidance can be given. This is a major project which is only possible through MfE's support in combination with significant in-kind contributions from WasteMINZ and its members.

Contaminated Land Specialist Accreditation: WasteMINZ has facilitated work by a group of experienced contaminated land practitioners and local government representatives to establish a clear definition of a Contaminated Land Specialist and the potential for an accreditation system for New Zealand. The potential benefits of this work are, for practitioners, professionalisation of the industry and for councils, simplification of the identification of Contaminated Land Specialists. Work on this is on-going.

Organic Materials Sector Group: This new sector group was established, following the disestablishment of "Compost NZ". The rationale for this was that the focus on compost alone was too narrow and that we needed to broaden this to include the whole organic waste stream. The sector group has progressed well with a formalised steering committee in place, and the development of a vision and key areas of focus.

Behaviour Change Sector Group: This sector group had been in a two year hiatus, however, following the Mid-Year Roundup in May 2013 there was a significant level of renewed interest, leading to the sector group being re-established. An interim steering committee is now in place to allow key activities to progress.

Events: Both the WasteMINZ conference held in Hamilton in October 2012, and the Mid-year roundup in Wellington earlier this year achieved excellent attendee numbers, and provided improved results for WasteMINZ. This is attributed to an enhanced focus on marketing combined with rigorous cost control. As always the significant support of our event sponsors ensured that we are able to provide high quality events to our members at affordable prices. With membership fees only making up a small component of income (around 20%), these events continue to play an essential part in the viability of the organisation.

Revolve Magazine: Late in the year we rebranded our magazine from Waste Awareness to revolve, which was the last and most visible step in 18 months of hard work by the entire team, to reinvigorate our magazine. Revolve will continue to form a key part of our overall communication strategy and value delivery to members. Feedback on the changes has been strongly positive and this is reflected in the magazine's advertising revenue, which plays an important role in its sustainability.

Strategic Alliance with Ministry for the Environment: This was the second year of WasteMINZ' strategic alliance with the Ministry for the Environment. This agreement is working extremely well and the relationship between the two organisations is strong. The aim of this partnership is very much to promote collaboration across the waste and resource recovery sector and to enhance value delivery. The alliance also strongly demonstrates the Ministry's commitment to our sector and their willingness to engage with our members to shape outcomes.

Chair's Financial Report

For the financial year ended 30 June 2013, WasteMINZ generated a surplus of \$170,581. This is compared to a surplus of \$106,651 for the previous financial year. This is considered an exceptional one-off result and not something we are likely to replicate in the foreseeable future.

This means WasteMINZ is now in a healthy position with surplus working capital increasing from just under \$465,000 to a little over \$625,000.

We are very pleased that WasteMINZ is now stable, which allows us to continue working on behalf of our members. However, we are mindful that with significant commercial risks in place, such as the underwriting of the WasteMINZ conference, it is important that we protect this position and in doing so ensure our organization is around for another 25 years.

As mentioned at, the last AGM the Board has adopted an inflation adjusted, but otherwise fixed level of financial reserves appropriate for an organisation of WasteMINZ' size and scope.

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Any surplus funds, over and above our annual adjustment are now placed in our contestable Strategic Investment fund for reinvestment in appropriate sector projects approved by the Board. This very much supports our ethos of adding value for our members.

In the Budget for the current financial year to 30 June 2014, we are projecting a surplus of circa \$80,000 which will once again reinforce our position and ensure funds are available for reinvestment in the sector. We will be working hard to ensure we meet this projected position at year end.