



ASSOCIATION OF CONSULTING ENGINEERS NEW ZEALAND INC.

60th ANNUAL GENERAL MEETING

MINUTES OF THE 60th ANNUAL GENERAL MEETING
held at Claudelands Event Centre, Brooklyn 2 Room
(Corner of Heaphy Terrace and Brooklyn Road, Hamilton)
3:15pm on Friday, 3rd August 2018

1. Roll Call

- Mike Kerr (Chairman)
- Ida Dowling
- Kieran Shaw
- Holly Morchat (Minutes)
- Other attendees listed in attendance list

2. Welcome:

The Chairman welcomed members and guests to the meeting.

The following new Members were admitted to the Association in 2017/18:

- Spectrum Consulting
- Rationale
- Cognition Limited
- Beale Consultants Limited
- BlackYARD Engineering Ltd
- Eastern Consulting Ltd
- CivilPlan Consultants Limited
- Civix Limited
- RCP
- Tektus Consultants Ltd
- Essen Engineering
- FIL Engineers NZ Ltd

The following new Associate Members were admitted to the Association in 2017/18:

- Stiebel Eltron NZ Limited

Members Resigned or retired during 2017/18:

- Pacific Consultants
- Marriott Consulting Engineers
- Eastern Consulting Ltd

Obituaries:

- Nil

Life Members

- Nil

3. Apologies:

- Glen Cornelius, Harrison Grierson
- Priyani de Silva-Currie, Calibre
- Jack Turner, Tektus Consultants
- Dick Kell, Consult Australia

4. Confirmation of the Minutes of the 2017 AGM held at Wairakei Resort Taupo.

MOTION: to **ACCEPT** the Minutes of the 59th AGM are a true and accurate record of that meeting.

Graham Chapman/Doug Johnson
CARRIED

5. Matters Arising – None

6. Annual Report – tabled the Annual Report 2017/18 (circulated as a separate PDF document, and physical copies placed throughout the room of the AGM) with reference made to the audited accounts (carried below).

7. Strategic Plan – strategic plan was included as a part of the 2017/18 Annual Report with no registered objections.

8. Accounts summary and audit report for the year ending 31 March 2018 (included in the Annual Report)

MOTION: to **RECIEVE** the accounts summary and audit report.

Lyall Green/Keryn Kliskey
CARRIED

9. Budget for 2018/19 and Interim Budget for 2019/20

MOTION: to **ADOPT** the 2018/19 budget and Interim Budget for 2019/20

Hamish Bennett/Lyall Green
CARRIED

10. Election of Officers

Acknowledgement and thanks for Board Members and Regional Chairs completing their term or stepping down from the role, including:

- Mike Kerr, President (moving to Immediate Past President role)
- Ida Dowling, Vice-President (moving to President role)
- Don Smith, Board Member
- Robert White, Board Member
- Rebecca Jackson, Waikato Regional Chair
- David Milner, Bay of Plenty Regional Chair
- Matt Bishop, Canterbury/West Coast Regional Chair
- Steph McCleod, Nelson/Blenheim Regional Chair

Newly appointed Board and Regional Chair representatives include:

- Mike Kerr, Immediate Past President

- Ida Dowling, President
- Jenson Varghese, Board Member
- Clare Tolan, Developing Leader Board Member
- Glen Cornelius, Board Member
- Rob Fleet, Waikato Regional Chair
- Maryam Razz, Canterbury/West Coast Regional Chair
- *TBC, Bay of Plenty Regional Chair
- *TBC, Nelson/Blenheim Regional Chair

*If no nominees are addressed by the AGM, the Membership endorses the Board to appoint and approve suitable candidates on behalf of the AGM.

MOTION:

The AGM accept the incumbent and nominated Regional Chairs and Board Members, allowing the Board authority to appoint and approve any TBC vacancies on behalf of the AGM.

**Graham Chapman/Ralph Fouche
CARRIED**

11.Changes to the Rules of the Association

MOTION:

To accept the proposed wording (as below) to section 3.01, 5.02, 15.09, 16.08, 17.03, 23.01, and Representation table of Practice Note A11- Rules of the Association as indicated in the AGM Agenda.

**Andrew Read/Keryn Kliskey
CARRIED**

3.01 - *'Institution' means the Institution of Professional Engineers New Zealand Inc. (Engineering New Zealand)*

5.02 – (i) *Are Institution members in the class of Fellow or Chartered Member, or*

15.09 – “...signed by any two of the Chief Executive, President, Vice-President, ~~Central Regional Representative~~ Member of the Board...”

16.08 – (iv) *Elections of the President, Vice-President, Board Members and Area Representatives Regional Chairs;*

17.03 – b) *A person, who shall hold Institution membership in the class of Fellow or Chartered Member...*

23.01 – “...signed by any 2 of the Chief Executive, President, Vice-President, ~~and Central Regional Representative~~ of the Board or some other...”

Representation Table – updated as reflected in the AGM Agenda papers.

12.Reappointment of Auditor – Dent & Heath of Lower Hutt (noting that Leonie Heath conducts the ACENZ audit)

Doug Johnson/Robert White

CARRIED

13. Conference 2019

The 2019 conference destination is recommended to be Christchurch. ACENZ will ensure the 2019 dates chosen will not conflict with public or private school holidays.

MOTION:

To approve the 2019 recommended conference destination, Christchurch.

Andrew Read/Jenson Varghese
CARRIED

14. Affiliated Organisations – Opportunity for update

- Nothing to report

15. General Business

Open to the floor.

1. Board Member Selection Process – it was noted that more transparency and communication regarding Board Member selection is needed. Mike Kerr suggested the following points:

- More advanced communication around upcoming Board Member vacancies needed
- Board to circulate information about what skill sets or type of candidates are being sought (maintaining transparency with diversity, geographical location, Board composition balance, etc)
- Any vacancies to be addressed during the Annual President's Roadshow
- Board to filter applications before presenting to Membership
- Filtered applications to include a bio with applicable experience for the role (to be circulated to Membership prior to AGM/vote)

2. CEO Recruitment – it was noted that Kieran Shaw, current ACENZ CEO, is set to retire in early 2019.

- Board is currently investigating a process for the recruitment and appointment of a replacement
- Board would like to acknowledge the service of Kieran Shaw during his tenure with ACENZ
- Ian Fraser is Chair of the appointment sub-committee and is working with an agent to consider both international and domestic candidates.

3. General Addresses:

- Recognition of Kieran Shaw's contribution to ACENZ as CEO
- Recognition of Mike Kerr's contribution to ACENZ as President
- Newly elected President, Ida Dowling, addressed the AGM

Meeting closed at 3:47pm



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ATTENDANCE LIST

1. Andrew Read	Pedersen Read
2. Graham Chapman	AECOM
3. Jon Williams	Beca
4. Doug Johnson	Tonkin + Taylor
5. Derek McCoy	GHD
6. Robert White	GHD
7. Gareth Williams	Engineering Design Consultants
8. Katie Muldrew	Beca
9. Ian Fraser	GHD
10. Meagan Barfoot	RoadLab
11. Jenson Varghese	MRCagney
12. Richard Morley-John	MSC
13. Alistair Tippett	Beca
14. James Blackburn	Hawthorn Geddes Engineering & Architects
15. Mike Kerr	Beca
16. Ida Dowling	ACENZ
17. Doris Stroh	Calibre
18. Ross Davis	Davidson Group
19. Lyall Green	DMC
20. Ralph Fouche	Stantec
21. Mark Stanko	WSP Opus
22. Geoff Banks	Structex
23. Noel Hanham	TH Consultants
24. Phil Cook	Cook Costello
25. Maygan Holland	Cook Costello
26. Jim Benson	WSP Opus
27. Paul Burton	Tonkin + Taylor
28. David Dunlop	WSP Opus
29. Neil Horsfield	Beca
30. Kam Weng Yuen	Beca
31. Catherine Chong	ACENZ