

ASSOCIATION OF CONSULTING ENGINEERS NEW ZEALAND INC.

61st ANNUAL GENERAL MEETING

To be held at Chateau on the Park, Doubletree by Hilton Hotel
in Christchurch at 4.30 pm on Thursday, 8 August 2019

AGENDA

1. Roll call
2. Apologies
3. Confirmation of the 2018 AGM minutes
4. Matters arising from the minutes
5. Members
6. Annual report
7. Budget for 2019/2020
8. Election of officers
9. Proposed change to society rules
10. Appointment of auditor
11. ACENZ Conference 2020
12. General Business

AGENDA ITEM 1

Roll call

Please sign your name to the sign-in sheets on each table. Staff will collect at the end of the meeting.

AGENDA ITEM 2

Apologies

- Ian Fraser, GHD
- Jenson Varghese, MRCagney
- Graham Chapman, AECOM
- Lyall Green, Design Management Consultants

AGENDA ITEM 3

Confirmation of the 2018 AGM minutes

The minutes of the 2018 AGM are attached.

The President requests that Members approve the 2018 AGM minutes

AGENDA ITEM 4

Matters arising from the minutes

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AGENDA ITEM 5

Members

The following organisations joined as Ordinary Members in the 2018/2019 financial year:

- Acoustic Engineering Services
- C & H Consulting
- Cato Bolam Consultants
- Celsius Consulting
- DCL Consulting
- Deta Consulting
- ExtraMile Consulting
- Fluid Hydraulic Design + Consultancy
- Hight Consulting Engineers
- INFIR
- Neo Consulting
- Urban Connection

The following organisations resigned their membership in the 2018/2019 financial year:

- Dunning Moore & Associates (Retired)
- Valentine Consulting (Retired)
- Cardno NZ (Resigned)
- Seicom (Resigned)
- BHC Consultants (Deceased)

Obituary:

- Bob Hall (BHC Consultants)

AGENDA ITEM 6

Annual report

The annual report is attached as a separate document.

The Chief Executive will give a presentation on the annual report, as well as an overview of the organisation's future strategy.

The President requests that Members received the annual report.

AGENDA ITEM 7

Budget for 2019/2020

The 2019/2020 budget is attached as a separate document.

2018/2019 financial result:

It was a challenging year for ACENZ financially, with the organisation posting a loss. We faced several significant one-off expenses, which impacted our yearend financial result. These included substantial relocation costs after we had to quickly vacate our Boulcott Street offices while they had seismic strengthening works undertaken. Other one-off costs were those associated with CEO recruitment, as well as the development of a new strategy to guide our future marketing and communications.

Despite this challenge, the organisation still has a solid financial foundation. However, we will need to explore new opportunities for revenue generation to ensure we can meet evolving member expectations.

2019/2020 budget:

The 2019/2020 budget is a resetting of the organisation's course, to ensure we maintain a robust financial position, and in the long term, allow for greater reinvestment into activities which add value for members. This involved a line by line analysis to identify opportunities for cost savings, which will be reinvested into delivering value for members.

The fundamental changes are as follows:

- Significant investment in the organisation's website and CRM to ensure more effective communications and relationships with members
- Rationalising personnel costs, and ensuring skill sets are aligned to delivery
- Investment in online delivery mechanisms (live-streamed events and webinars)
- Diversifying event and training revenue streams
- Dedicated budget allocation for updating practice notes and member tools

Member fees:

There have been consistent calls for ACENZ to increase its activity and visibility, which will require investment. However, ACENZ has largely held member fees unchanged. The last increase (2.8%) was approved in February 2014.

To ensure that the organisation can deliver on increasing member expectations, an increase in fees is required. At the June 2019 Board meeting, the Board approved an increase of 4%, with effect from September 2019. This increase would see the base fee move from \$714.35 to \$745.00 per annum.

The President requests that Members approve the 2019/2020 budget.

AGENDA ITEM 8

Elections of officers

The election of officers is undertaken in line with rule 14 of the ACENZ’s society rules.

The Board would like to signal, that based on member feedback, and as we move to the future, they are placing a strong focus on ensuring greater transparency around the election process for both our Board and Regional Chairs.

Our goal is to have diverse and inclusive governance and leadership, which not only represents member interests but also provides a broad range of skills and is well placed to deliver positive and productive stewardship.

Over the coming year, the Board will undertake a review of the current election processes, and where necessary provide recommendations to the membership to ensure that the processes are modern, transparent and fit-for-purpose.

Board nominations

* denotes a Board member completing their term

Position	Current Board member	Nominee	Nominee firm
President	Ida Dowling	Incumbent	Commute Transportation Specialists, Auckland
Vice President		Ian Fraser	GHD, Christchurch
Board 1	Paul Burton	Incumbent	Tonkin + Taylor, Auckland
Board 2	Ian Fraser*	Meagan Barfoot	Roadlab, Auckland
Board 3	Richard Morley-John	Incumbent	MSC Consulting, North Shore
Board 4	Ashley Wilson*	Guy Dennis	WSP Opus, Manawatu
Board 5	Jenson Varghese	Incumbent	MR Cagney, Auckland
Developing Leader	Clare Tolan*	Weng Yuen Kam	Beca, Auckland
Co-opted Board Member	Glen Cornelius	Incumbent	Harrison Grierson, Auckland

Regional Chair nominations

* denotes a Regional Chair completing their term

Position	Current Regional Chair	Nominee	Nominee firm
Northland	James Blackburn*	Dean Botica	Hawthorn Geddes, Whangarei
North Shore	Hamish Bennett	Incumbent	Dobbie Engineers, North Shore
Auckland	Meagan Barfoot*	Tony Matthews	AECOM, Auckland
Waikato	Rob Fleet	Incumbent	Gray Consulting Engineers, Waikato
Bay of Plenty	Chris Green	Atiqa Rashid	Manktelow Consulting Engineers, Whakatane
Gisborne – Hawke’s Bay	Guy Lethbridge	Incumbent	Strata Group, Hastings
Taranaki	Alistair Tippett	Incumbent	Beca, New Plymouth
Manawatu	Brendan Sterling	Incumbent	WSP Opus, Palmerston North
Wellington	Hugo Bosman	Incumbent	WSP Opus, Wellington
Nelson – Blenheim	Alastair McEwan	Incumbent	WSP Opus, Nelson
Canterbury – West Coast	Maryam Razz	Incumbent	Pedersen Read, Christchurch
# Otago – Southland	Nik Devlin*	TBA	

If there is no nominee by the 2019 AGM, the membership endorses the Board to appoint and approve suitable candidates on their behalf.

The President requests that Members approve the election of officers as outlined.

AGENDA ITEM 9

Proposed change to society rules

One change is proposed to ACENZ's society rules.

In late 2018 it was suggested that Ordinary Members of ACENZ be allowed to comment upon applications for membership of the Association. This was in response to a recognition that local and peer knowledge of firms and individuals is sometimes a consideration.

At the April 2019 Board meeting, draft wording was presented for consideration as an amendment to rule 6. of the Association rules. The proposed rule change has been approved in principle by the ACENZ Board and is brought before the AGM for the consideration of members.

It is proposed that a new clause be inserted at 6.02. The new clause is highlighted in red below.

6 MEMBERSHIP ADMISSION AND TERMINATION

6.01 Application for Membership Every application for membership shall be made in such form as shall from time to time be prescribed by the Board and such information as may be required by the Board shall be supplied.

Applications for membership by a partnership shall be made by each and every partner of that partnership.

6.02 *Opportunity to comment* *The name of the applicant, with the names of the principals, should be displayed on the website of the Association for twenty-eight days preceding the next meeting of the Board.*

Ordinary Members are to be invited to comment on the appropriateness of any application for membership. The Board will consider comments received from Ordinary Members and contemplate any other information which may be relevant to their decision-making process.

The President requests that Members approve the proposed rule change.

AGENDA ITEM 10

Appointment of the auditor

ACENZ's rules state that the accounts shall be audited annually and that members appoint the auditor at the AGM.

ACENZ has used the same auditor (Dent & Heath) for nineteen years. At this time, it is considered prudent to change the auditor to ensure that a high level of rigour remains, to protect the integrity of ACENZ.

Following discussions with a range of parties, the Board recommends the appointment of Peter Conaglen as the auditor. The reason for this recommendation is as follows:

- Peter Conaglen runs a specialist audit practice and focused on not-for-profit audits
- Peter Conaglen is a member of NZICA and holds a Certificate of Public Practice
- Peter Conaglen's fee proposal would result in a cost-saving for ACENZ

The President requests that Members appoint Peter Conaglen as the auditor.

AGENDA ITEM 11

ACENZ Conference 2020

At the AGM the Board typically recommends a venue and dates for the following year's ACENZ conference.

However, the organisation is currently undertaking a full review of its operational activities, including the annual conference, to ensure they meet member expectations. Given this review is not yet complete, the Board will advise the conference venue and dates later in 2019.

AGENDA ITEM 12

General business

Any general business items.

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