



Minutes of the ACE New Zealand 62nd ANNUAL GENERAL MEETING

To be held online at 4.00 pm on Wednesday 26 August 2020

AGENDA

1. Welcome
2. Apologies
3. Confirmation of the 2019 AGM minutes
4. Matters arising from the minutes
5. Members
6. Annual report
7. Budget
8. Election of officers
9. Proposed changes to society rules
10. Appointment of auditor
11. General Business

An attendee list can be found at the back of the minutes.



AGENDA ITEM 1

Welcome

Welcome from President Ida Dowling and Chief Executive Paul Evans.

- Welcome to all attendees across New Zealand – hope everyone is doing well.
- The greatest challenge of the year has been COVID-19
- We appreciate members feedback and contributions through surveys and other communications to help us understand the issues you face in response to COVID-19, including pipeline and workflow. Knowing what issues you face allow us to understand where and how to respond in assistance of our membership.

AGENDA ITEM 2

Apologies

No apologies were received.

AGENDA ITEM 3

Confirmation of the 2019 AGM minutes

The minutes of the 2019 AGM are [attached](#).

The President requests that members approve the 2019 AGM minutes

Glen Cornelius 1st
Ian Fraser 2nd
Approved

AGENDA ITEM 4

Matters arising from the minutes

- No matters arising.



AGENDA ITEM 5

Members

The following organisations joined as Ordinary Members in the 2019/2020 financial year:

- Oculus Architectural Engineering
- Terra MDC
- Pattle Delamore Partners
- Soil and Rock Consultants
- HD Geo
- KGW Engineers
- AMX Structures
- Enovate
- EPE Consulting
- Ferum Consulting Engineers
- Mitchell Vranjes Consulting Engineers
- Tino Structures
- Titus Civil Consulting Engineers
- Kaizon Engineering

The following organisations resigned their membership in the 2019/2020 financial year:

- B L Spence Consulting Engineers (Retired)
- Stroude (Merger)
- Buchanan & Fletcher (Ceased trading)
- Radley Consultants (Resigned to transition to retirement)
- Evans Douglas Consulting Engineers (Resigned to transition to retirement)
- Enmore Consultancy (Resigned to transition to retirement)
- LGE Consulting (Resigned)
- Rationale (Resigned)

Obituary:

- Bert Kroon (Bert Kroon & Associates)



AGENDA ITEM 6

Annual report

The annual report is [attached](#).

The President and Chief Executive gave a presentation on the annual report, as well as an overview of the organisation's future approach.

President Ida Dowling's commentary:

- Our focus has been on more media – better communication
- Being adaptive in our voice, capability, and service
- Proud of the strategy and direction the Board is moving in
- Proud of the Diversity Agenda Accord signing in February at Parliament
- Transparency and a better focus on governance from the Board rather than operational leadership

CEO Paul Evans' commentary:

- We're focusing on technology and new tools to work differently (helping us to be future fit)
- We've re-staffed to ensure we had the human resource power to achieve our strategy and goals – we're still lean at 4.55 FTE
- More significant digital focus (new website as of today)
- More prominent digital voice – thought leadership and voice has grown in media, social, and member communications
- Relationships are going from strength to strength particularly with NZIA, Engineering New Zealand, IPWEA, CEAS
- In the wake of COVID-19 our events have transitioned online (and other training/events plans have paused during this uncertain period for face-to-face programmes)
- With COVID easing (at least in NZ) our training plan will begin to be developed further
- Growth continues to be positive – we aim to be 220 member firms in the next 12 months
- Finances so far are healthy, recovering from a 91k loss in the 2018/19 financial year to a 76k surplus in 2019/20
- We've applied more rigorous financial management and reporting so the Board can make prudent and informed decisions on behalf of the membership

The President requests that members receive the annual report.

Glen Cornelis 1st
Hamish Bennet 2nd
Approved



AGENDA ITEM 7

Budget

The 2021 budget is [attached](#).

2020 financial result:

While the 2019 financial year was an incredibly challenging one with the organisation posting a significant loss of -\$91,538, the 2020 year saw a substantial turnaround resulting in a surplus of \$76,163.

The Board has brought a real rigour to the organisation's budgeting and financial reporting processes to ensure that we are delivering real value for money for members. At an operational level, the ACE team has also placed a strong focus on cost control, and in particular, ensuring our staffing investments are delivering effective outcomes.

This surplus means the organisation has a solid financial foundation, as we navigate the more uncertain economic environment ahead. In the 2021 year, we will see a substantial reduction in revenue due to our conference being cancelled in the wake of COVID-19. There will also be impacts on membership revenue, as members respond to the current economic challenges and rationalise their operations.

With this in mind, it reiterates that we must explore new opportunities for revenue generation to ensure we can meet evolving stakeholder expectations and related investments.

2021 budget:

The 2020/2021 budget initially approved by the Board was about continuing the organisation's new course, to ensure that we balance a robust financial position while allowing more significant reinvestment into activities which add value for members.

As mentioned above, the impacts of COVID-19 caused a relatively sharp decline in our revenue, which meant we quickly had to explore a range of possible scenarios.

The [attached](#) budget presents our:

- 2020 audited result
- Original 2021 budget approved by the Board
- Revised post-COVID budget scenario, and
- Forecast budget as at the AGM

Despite, the substantial income reduction (mostly attributable to cancellation of the conference) we are now only forecasting a small loss of \$5,567, which is only \$7,451 less than our initially budgeted year-end result.

This has been achieved by reducing expenses where possible. Most notably, this includes the Chief Executive electing to take a 20% salary reduction for three months. We have also deferred investment in some areas, where it was felt this wouldn't have a material impact on service delivery to members.



We have continued strategic investments, including:

- Redevelopment of the organisation's website and CRM to ensure more effective communications and relationships with members. This will be launched shortly.
- Investment in online delivery mechanisms and events.
- Dedicated budget allocation for legal guidance development, updating practice notes, and member tools.

As we look toward the 2021/2022 financial year, we will continue to explore opportunities for new revenue generation and strategic sharing of resources with partner organisations. For 2021/2022, we are targeting a balanced budget, with no change to membership fees.

Member fees:

At the 2019 AGM, members approved a membership fee increase of 4%, with effect from September 2019. This saw the base fee move from \$714.35 to \$745.00 per annum.

Despite the impact of COVID-19, ACE has placed a strong focus on cost control and operating within its forecast budgets. As such, no change to membership fees is proposed.

The President requests that Members receive the re-forecast 2020/2021 budget.

Glen Cornelius 1st

Andrew Read 2nd

Approved

AGENDA ITEM 8

Elections of officers

The election of officers is undertaken in line with rule 14 of ACE New Zealand's society rules.

The Board previously signalled to members that our intention is, where possible, to roll over the current Board to provide stability through the challenges associated with COVID-19. We gave members the ability to provide feedback on this proposal, and no negative feedback was received. Member commentary was supportive and suggested it was prudent given the significant uncertainty.

The Board also signalled that 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 past year, the Board has undertaken a review of the current election processes to ensure they are modern, transparent and ensure fit-for-purpose governance. The suggested rule changes to allow this are addressed at Agenda Item 9.

The Board would also like to acknowledge the contributions of Richard Morley-John and Weng Yuen Kam who are completing their terms, as well as the commitment by their employers.

Board nominations

* denotes a Board member completing their term

Position	Current member	Nominee	Nominee firm
President	Ida Dowling*	Ian Fraser Current Vice President	GHD
Immediate Past President	Vacant	Ida Dowling	Commute Transportation
Board 1	Paul Burton	Incumbent	Tonkin + Taylor
Board 2	Meagan Barfoot	Incumbent	Roadlab
Board 3	Guy Dennis	Incumbent	WSP
Board 4	Jenson Varghese	Incumbent	MRCagney
Board 5	Richard Morley-John*	Ceinwen McNeil	BVT Engineering
Emerging Leader	Weng Yuen Kam*	Chris Maguire	Stantec
Co-opted Board Member	Glen Cornelius	Incumbent	Harrison Grierson

Regional Chair nominations

* denotes a Regional Chair completing their term or leaving the sector

Position	Current	Nominee	Nominee firm
Northland	Rob Brown	Incumbent	Shorewise Engineering Consultants
North Shore	Hamish Bennett*	TBA	
Auckland	Tony Matthews	Incumbent	AECOM
Waikato	Rob Fleet	Incumbent	Gray Consulting Engineers
Bay of Plenty	Atiqa Rashid	Incumbent	Manktelow Consulting Engineers
Gisborne – Hawke's Bay	Guy Lethbridge	Russell Nettlingham	Strata Group
Taranaki	Chad Williams	Incumbent	Beca
Manawatu	Brendan Sterling*	TBA	
Wellington	Hugo Bosman*	TBA	
Nelson – Blenheim	Alastair McEwan	Incumbent	WSP
Canterbury – West Coast	Maryam Razz	Incumbent	Pedersen Read
Otago – Southland	Matt Harris	Incumbent	Babbage

The Board would also like to acknowledge the contributions of Hamish Bennett and Brendan Sterling who are completing their terms, and Hugo Bosman who is leaving the consulting sector. The commitment of their employers is also greatly appreciated.

There are currently Regional Chair vacancies in the North Shore, Manawatu and Wellington regions. In these regions the membership endorses the Board to appoint and approve suitable candidates on their behalf, considering the diversity of our membership.

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

Ralph Fouche 1st
Andrew Read 2nd
Approved

New President Ian Fraser extended his thanks to Ida Dowling for her service, and also to the outgoing Board members and regional chairs. Ian is looking forward to the role, connecting with members, and evolving our strategy.

AGENDA ITEM 9

Proposed changes to society rules

Several changes are proposed to our society rules. These are outlined fully in the [attached](#) rules document where the proposed changes are tracked in red.

The purpose of the proposed changes is to:

- Formally change the association's name in line with its new branding
- Facilitate changes in governance and voting arrangements as previously signalled to and consulted on with members, and
- To clarify wording, simplify processes and ensure that the rules reflect organisational practice

The proposed rule changes were approved in principle by the Board at their meeting on Monday 3 August 2020, and are now put forward to members for approval.

The President and Chief Executive will provide a presentation on the rule changes and their implications.

The President requests that members approve the proposed rule changes.

Brent Meekan 1st
Graham Chapman 2nd
Approved

AGENDA ITEM 10

Appointment of the auditor

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

For the 2019/2020 financial year, ACE New Zealand transitioned from the previous auditor Dent & Heath (who had been the auditor for nineteen years). The change was considered prudent to ensure that a high level of audit rigour remains, and to protect the integrity of ACE New Zealand

Following discussions with a range of parties, the Board recommended, and members subsequently appointed Peter Conaglen as the auditor. The reason for this was because Peter Conaglen:

- Runs a specialist audit practice and focused on not-for-profit audits
- Is a member of NZICA and holds a Certificate of Public Practice
- Provided a fee proposal which delivered a cost-saving for ACE New Zealand



Following the positive performance of the 2019/2020 audit, the Board recommends that the members reappoint Peter Conaglen as the auditor.

ACE New Zealand staff are also working closely with Peter Conaglen to implement a range of non-financial reporting measures, to ensure our future annual reports provide significantly more value for members.

The President requests that members reappoint Peter Conaglen as the auditor.

Keryn Kliskey 1st
Alastair McEwan 2nd
Approved

AGENDA ITEM 11

General business

Any general business items.

- Will the change to ACE New Zealand result in a change to the awards?
 - Yes – we've already instituted some small changes to the ACE Awards in 2020 (name change from the INNOVATE Awards to ACE Awards (Achieving Consulting Excellence)).
 - Further changes will complement our strategy in the future
 - The same rigour and intensive review will stand as that is at the core of what is vital for the awards
- 5:15 pm close

Attendees

57 attendees in total

Michelle	Bain	Cato Bolam Consultants	Member
Meagan	Barfoot	Roadlab	Member
Hamish	Bennett	Dobbie Engineers	Member
Pathmanathan	Brabhaharan	WSP	Member
Rob	Brown	Shorewise Engineering Consultants	Member
Paul	Burton	Tonkin + Taylor	Member
Graham	Chapman	AECOM	Member
Dawn	Collyns	Resolve Group	Member
Glen	Cornelius	Harrison Grierson	Member
Kade	Croft	Geotechnics	Member
Alex	de Guzman	Tonkin + Taylor	Member
Guy	Dennis	WSP	Member
Matt	Ensor	Beca	Member
Geoffrey	Farquhar	GHD	Member



Ralph	Fouche	Stantec	Member
Bobby	Gong	GHD	Member
Matt	Harris	Babbage	Member
Peter	Higgs	IPWEA NZ	Guest
Ross	Holden	ACE New Zealand	Staff
Morchat	Holly	ACE New Zealand	Staff
Fraser	Ian	GHD	Member
Dowling	Ida	Commute Transportation Specialists	Member
Doug	Johnson	Tonkin + Taylor	Member
Keith	Johnstone	Stephenson & Turner	Member
Weng Yuen	Kam	Beca	Member
Keryn	Kliskey	WSP	Member
John	Lee	Babbage	Member
W	M		Unknown
Chris	Maguire	Stantec	Member
Tony	Matthews	AECOM	Member
Alastair	McEwan	WSP	Member
Andrew	McLeod	Stantec	Member
John	Mcnaughton	Spencer Holmes	Member
Ceinwen	McNeil	BVT Professional Engineering Services	Member
Brent	Meekan	Beca	Member
Geoff	Milsom	Pattle Delamore Partners	Member
Mark	Mitchell	Mark T Mitchell	Member
Nazli	Nobari	AECOM	Member
Brett	Ogilvie	Tonkin + Taylor	Member
Tommy	Parker	Arup	Member
Evans	Paul	ACE New Zealand	Staff
Gary	Porteous	WSP	Member
Atiqa	Rashid	Manktelow Consulting Engineers Limited	Member
Andrew	Read	Pedersen Read	Member
Michelle	Sloan	ACE New Zealand	Staff
Thomas	Small	Jacobs	Member
Doris	Stroh	Aurecon	Member
Annette	Sweeney	Good Earth Matters Consulting	Member
Van	Tang	GHD	Member
Jenson	Varghese	MRCagney	Member
Bruce	Vincent	Calibre	Member
Enrico	Vink	Effective Associations	Life Member
Simon	Wall	GHD	Member
Robert	White	GHD	Member
Daniel	Williams	Woods	Member
Chad	Williams	Beca	Member
Janet	Ziegler	ACE New Zealand	Staff