

**SUSTAINABLE BUSINESS NETWORK MINUTES OF THE 2016 ANNUAL GENERAL MEETING**

**Date:** 30<sup>th</sup> June 2016

**Time:** 4 - 5pm

**Venue:** AUT Business School, Sir Paul Reeves Building, Room WA224, Wellesley Street, Auckland

**ATTENDANCE**

**PRESENT**

Alan Good	The Stone Paper Company
Carley Young	Ten Four Communications
Carli Davis	Enviro-Mark Solutions
Chris McGeown	Tourism Industry Assoc
Chris Morrison	All Good
Chris Thurston	EECA
David Gandar	
Emma Coote	Tegel Foods Ltd
Emma Harding	Fuji Xerox
England Soonalole	New Zealand Institute of Technical Training

Fraser Webb	Good Tech
Greg Buckley	Garden to Table
Jack J Jiang	AECOM
Jeff Vickers	Thinkstep
John Ringer	Paradigm
Juliet Arnott	Rekindle Ltd
June Wright	Bluebird Foods Ltd
Kimberley Thompson	Hubbards
Kitty	Green Time
Laetitia O'Connell	Phytomed Medicinal Herbs
Leanne Holdsworth	Return to Sender Caskets and Urns
Marty Forsman	Air NZ
Nick Winstone	Amplify
Paul Styles	Styles Project Management Linted
Paula Jackson	Simply Brilliant PR
Peter Lee	C2C
Peter Sykes	ME Family Services
Peter Thomas	Fuji Xerox
Rachael Le Mesurier	Oxfam
Rob Donze	Inzide
Rory Chacko	AUT
Roseline Klein	Watercare
Sam Bridgman	New Zealand Post

Saskia Verraes	Tourism Holdings
Shareen Bain	Reclaim Limited
Sian Flynn-Coleman	Fuji Xerox
Tony Patton	Bluebird Foods Ltd
Victoria Mataitonga	Auckland Council

**SBN Staff**

Rachel Brown  
Theresa Gaire  
Natasha Fromont  
James Griffin  
Samuel McClennon  
Emily Dowding-Smith  
Alyssa Thorp  
Kim Stretton  
Fiona Stephenson  
Andy Kenworthy  
Phil Jones  
Georgina Hart

**APOLOGIES**

Murray Ferguson  
Mary Panko  
Glenn Conley  
Sarah Dwyer  
Jon Brett  
Yoshimi Brett  
Kath Dewar

**AGENDA**

3:45 pm	Door registrations
4:00 pm	Welcome, proxies and apologies & Previous Minutes 2015 –Jacqueline Farman (Chair)
4:05 pm	Report from Board
	Announce the National Board Candidates – Jacqueline Farman (Chair)

- 4.15 pm Financial Accounts 2015/16 & Appoint Auditor 2016/17  
- Theresa Gaire & Sean Kelly (ARC)
- 4.25 pm Close off votes for National Board
- 4:30 pm National Report and Plans for 2016/17 from CEO – Rachel Brown (Chief Executive) & SBN staff.
- 4.45 pm Confirmation of new National Board – Jacqueline Farman (Chair)
- 4.55 pm General business
- 5:00 pm Close – Jacqueline Farman (Chair)

#### MINUTES OF THE MEETING

1.	<b>WELCOME</b>	Jacqueline opened the 13th Annual AGM and welcomed everyone and called for any proxies.
2.	<b>PROXIES &amp; APOLOGIES</b>	<p>Jacqueline read out the apologies (noted above) that have been received, and also asked if there were other apologies from the floor. Jacqueline advised the number of proxies received 17.</p> <p><b>Motion:</b> That the Apologies be accepted</p> <p>Accepted: Jacqueline Farman Seconded: Chris Morrison</p> <p><b>Carried</b></p>
3.	<b>MINUTES OF THE PREVIOUS 2015 ANNUAL GENERAL MEETING</b>	<p>Jacqueline stated that the minutes of the 2015 AGM held on 30<sup>th</sup> July 2015 was posted on the SBN website and that members were made aware of this via email and this evening.</p> <p><b>Motion:</b> That the Minutes of the previous AGM held on 30<sup>th</sup> July 2015 be accepted as a true and correct record.</p> <p>Accepted: Jacqueline Farman Seconded: Marty Forsman</p> <p><b>Carried</b></p>
4.	<b>MATTERS ARISING FROM THE 2015 MINUTES</b>	<p>Jacqueline asked the meeting if there were any matters arising from last year's minutes.</p> <p>None</p>

5.	<b>NATIONAL BOARD CANDIDATES FOR THE 2015/16 YEAR</b>	Jacqueline stated that Twenty (20) nominations were received to fill Four (4) position on the National Board.																																								
		<table border="1"> <tr> <td>Peter Thomas</td> <td>Fuji Xerox NZ Limited</td> </tr> <tr> <td>Richard Briggs</td> <td>EECA</td> </tr> <tr> <td>Nicholas Morrison</td> <td>Innocent Packaging</td> </tr> <tr> <td>Chris McGeown</td> <td>Tourism Industry Aotearoa</td> </tr> <tr> <td>Nick Winstone</td> <td>Amplify Limited</td> </tr> <tr> <td>Deborah Crowe</td> <td>Love and Care Ltd</td> </tr> <tr> <td>David Gandar</td> <td>Individual Member</td> </tr> <tr> <td>Warren Ladbrook</td> <td>Harrison Grierson</td> </tr> <tr> <td>Carley Young</td> <td>Ten Four Communications</td> </tr> <tr> <td>Kim Kelly</td> <td>Hutt City Council</td> </tr> <tr> <td>Karleen Reeve</td> <td>Reeve Davies &amp; Associates Limited</td> </tr> <tr> <td>Leanne Holdsworth</td> <td>Return to Sender Caskets</td> </tr> <tr> <td>Steve Ellingford</td> <td>Bayfair Shopping Centre</td> </tr> <tr> <td>Margaret Tokerangi</td> <td>Metier</td> </tr> <tr> <td>Andrew Walters</td> <td>Global Action Plan Oceania</td> </tr> <tr> <td>Peter Lee</td> <td>C2C Partners Ltd</td> </tr> <tr> <td>Anne Blakeway</td> <td>Comvita New Zealand Limited</td> </tr> <tr> <td>Barrie Thomas</td> <td>The Body Shop</td> </tr> <tr> <td>Adele Rose</td> <td>3R Group Ltd</td> </tr> <tr> <td>Kevin Russ</td> <td>Creative Spaces Limited</td> </tr> </table>	Peter Thomas	Fuji Xerox NZ Limited	Richard Briggs	EECA	Nicholas Morrison	Innocent Packaging	Chris McGeown	Tourism Industry Aotearoa	Nick Winstone	Amplify Limited	Deborah Crowe	Love and Care Ltd	David Gandar	Individual Member	Warren Ladbrook	Harrison Grierson	Carley Young	Ten Four Communications	Kim Kelly	Hutt City Council	Karleen Reeve	Reeve Davies & Associates Limited	Leanne Holdsworth	Return to Sender Caskets	Steve Ellingford	Bayfair Shopping Centre	Margaret Tokerangi	Metier	Andrew Walters	Global Action Plan Oceania	Peter Lee	C2C Partners Ltd	Anne Blakeway	Comvita New Zealand Limited	Barrie Thomas	The Body Shop	Adele Rose	3R Group Ltd	Kevin Russ	Creative Spaces Limited
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		Jacqueline asked members who have been given a Voting Paper when they arrived, to tick no more than 4 boxes for their preferred candidate as																																								

		<p>previously distributed by email. If they had previously voted by email then the votes would have already been counted.</p> <p>Jacqueline reminded the meeting that voting would be closed following the Plans for 2016/17 from the CEO. She asked members to pass their votes to the SBN staff and reminded them that the votes would be checked against the current financial membership list.</p>
6.	<b>NATIONAL PERFORMANCE REPORT FROM THE CHAIR</b>	Jacqueline presented SBN's first performance report covering the 2015/16 year.
7.	<b>2015/16 AUDITED FINANCIAL ACOCUNTS</b>	<p>Theresa Gaire, the SBN accountant &amp; Sean Kelly presented the Audited Financial Statements ending 31<sup>st</sup> Mar 2016 which were made available online and were made available at the meeting.</p> <p>Theresa presented her report to the meeting.</p> <p><b>Motion:</b> The SBN Financial Accounts 2016 be accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Ray Skinner</p> <p><b>Carried</b></p>
8.	<b>APPOINTMENT OF AUDITOR</b>	<p>Jacqueline thanked the team from William Buck Christmas Gouwland(NZ) for doing a great job auditing this year's accounts.</p> <p><b>Motion:</b> That William Buck Christmas Gouwland(NZ) Chartered Accountants be appointed as Auditor for the next financial year.</p> <p>Approved: Jacqueline Farman Seconded: David Gandar</p> <p><b>Carried</b></p>
	<b>Close of Voting</b>	

10.	<b>NATIONAL REPORT FROM THE CHIEF EXECUTIVE</b>	<p>Rachel presented SBN's Full performance report to the Annual General Meeting. The report outlined the key activities planned for the 2016/17 year.</p> <p><b>Motion:</b> That the National Report be accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Sian Flynn-Colement</p> <p><b>Carried</b></p>
11.	<b>CONFIRMING ELECTION OF NATIONAL BOARD FOR THE 2013/14 YEAR</b>	<p>Jacqueline stated that twenty (20) nominations were received to fill four vacant positions on the National Board.</p> <p>Jacqueline thanked all of the nominees.</p> <p>The successful candidates elected to the Board were:</p> <ol style="list-style-type: none"> <li>1. Leanne Holdsworth</li> <li>2. Nick Winstone</li> <li>3. Peter Thomas</li> <li>4. Anne Blakeway</li> </ol> <p>Jacqueline congratulated the successful candidates and welcomed them to the National Board and thanked the other candidates for standing.</p> <p><b>Motion:</b> The New National Board 2016/17 is accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Chris Morrison</p> <p><b>Carried</b></p> <p>Jacqueline moved that the voting papers be destroyed.</p> <p>Accepted: Jacqueline Farman Seconded: Chris Morrison</p> <p><b>Carried</b></p>
12.	<b>GENERAL BUSINESS</b>	<p>Jacqueline asked if there was any general business and there was none.</p> <p>Jacqueline thanked Rachel Brown for leading the organisation over the last 13 plus years, the staff of the National office and regional staff.</p>

		<p>Jacqueline thanked the SBN board members for their on-going support and involvement, and thanked the members and everyone that attended the AGM.</p> <p>Jacqueline thanked our sponsors, particularly NZI and KPMG for hosting us this evening.</p>
<b>13.</b>	<b>CLOSING OF THE AGM</b>	Jacqueline declared the 13th AGM of the Sustainable Business Network closed.