



Sustainable Business Network

SUSTAINABLE BUSINESS NETWORK INCORPORATED

MINUTES OF THE 2021 ANNUAL GENERAL MEETING

Date: 22 July 2021

Time: 4.30 – 5.30pm

Venue: GridAKL / John Lysaght, 101 Pakenham Street West, Auckland CBD, Auckland 1010

And via ZOOM

ATTENDANCE

PRESENT in the Room

Peter	Doland	Abilities Incorporated
Peter	Fraher	Abilities Incorporated
Benjamin	Walch	Abley
Joe	Youssef	All Heart NZ
Aroun	Francisco	All Heart NZ
Mark	Roberts	Auckland Council
James	Ferrier	BioFab NZ
Mike	Carroll	Brightly
Tony	Pattison	Clean Planet
		Climate Venture Capital
Rohan	MacMahon	Fund/Wollemi
Natalia	Bertolo	De Vere Apparel
Laura	Cendak	Department of conservation
Daniel	Harrison	Department of conservation
Adrian	Field	Dovetail
Mark	Yates	Ecotricity
Tom	Land	Ecotricity
Mark	Holtom	Ethical Investing NZ
Trish	Kirkland-Smith	Fonterra
Lee	Stewart	Fonterra
Leon	van Megen	Futurity Group

Kate	Thompson	GoodSense
Kylie	Bailey	GoodSense
Michael	Worth	Grant Thornton
Sean	Kelly	Individual
Natalie	Robb	Individual
Isabel	Emerson	Individual
Ruth	Boyes	Junk Run
Chris	Morrison	Karma Colar
Julia	Jackson	Kiwibank
Jacinta	FitzGerald	Make Good
Barry	Coates	Mindful Money
Dawn	Baggaley	NZ post
Rahul	Chopra	NZSPLF
Chris	Lijzenga	NZTE
John	Ringer	Paradigm Associates Limited
Roeland	Driessen	Solar Group
Friedel	Schamrel	Solar Group
Paul	Styles	Styles Project Management Limited
Tony	McIntosh	TEMPERZONE
Bridget	Zimmerman	The Better Packaging Co.
Jacqueline	Farman	The Purpose
Sean	O'Flaherty	Toitu Envirocare
Debbie	Tane	Total Property Services NZ Ltd
Gael	Ogilvie	Tread Lightly Charitable Trust
Peter	Thompson	Usedfully (The Formary)
Adam	Weller	Waste Management
Zoe	Tilsley	Westpac NZ

PRESENT Via Zoom

James	Ferrier	BioFab NZ
Sarah	Bowman	Aotea Brewing

APOLOGIES

Matthias	Nebel	Thinkstep
Frances	Manwaring	Moxie Communications Ltd
Judy	Ryan	RyanJones
Jemma	McCowan	NZ King Salmon
Anita	Hedges	Dentsu NZ Ltd

AGENDA

Chair: Jacqueline Farman

- 4:15 pm Door registrations
- 4:30 pm Welcome, Apologies & Previous Minutes 2020 – Jacqueline Farman (Chair)
- 4:35 pm Report from Board & Announce the National Board Candidates – Jacqueline Farman (Chair)
- 4:45 pm Financial section of the Performance Report 2020/21 – Sean Kelly (ARC Chair) and Theresa Gaire (Head of Finance)
Non-Financial section of the Performance Report 2020/2021 – Fiona Stephenson (Head of Communications & Marketing)
Appointment of Auditor 2021/22 – Jacqueline Farman (Chair)
- 5:00 pm Close off votes for National Board – Jacqueline Farman (Chair)
- 5.05 pm Annual Plan Summary for 2021/22 from CEO – Rachel Brown (Chief Executive) & SBN staff.
- 5:20 pm Confirmation of new National Board – Jacqueline Farman (Chair)
- 5:25 pm General business
- 5:30 pm Close – Jacqueline Farman (Chair)

MINUTES OF THE MEETING

1.	WELCOME	<p>Matt McClymont led with an opening Karakia. Jacqueline opened the 18th Annual AGM and welcomed everyone. SBN staff and board members performed the SBN Waiata.</p>																
2.	APOLOGIES	<p>Jacqueline noted we have received apologies (noted above), and also asked if there were other apologies from the floor. Jacqueline advised the number of proxies received 16.</p> <p>Motion: That the Apologies be accepted</p> <p>Accepted: Jacqueline Farman Seconded: Chris Morrison Carried</p>																
3.	MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING	<p>Jacqueline stated that the minutes of the 2020 AGM held on 23 July 2020 were posted on the SBN website and that members were made aware of this via email and this evening.</p> <p>Motion: That the Minutes of the previous AGM held on 23 July 2020 be accepted as a true and correct record.</p> <p>Accepted: Jacqueline Farman Seconded: Dawn Baggaley Carried</p>																
4.	MATTERS ARISING FROM THE 2020 AGM MINUTES	<p>Jacqueline asked the meeting if there were any matters arising from last year's minutes.</p> <p>None</p>																
5.	NATIONAL BOARD REPORT FROM THE CHAIR	<p>Jacqueline summarised the foreword from SBN's Performance Report covering 2020/21 year.</p>																
6.	NATIONAL BOARD CANDIDATES FOR THE 2021/22 YEAR	<p>Jacqueline stated that Six (6) nominations were received to fill One (1) position on the National Board.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Nominee</th> <th style="text-align: left;">Organisation</th> </tr> </thead> <tbody> <tr> <td>Emma Lewisham</td> <td>Emma Lewisham</td> </tr> <tr> <td>Sean Kelly</td> <td>Individual</td> </tr> <tr> <td>Barry Coates</td> <td>Mindful Money</td> </tr> <tr> <td>Deborah Crowe</td> <td>The Formary Ltd</td> </tr> <tr> <td>Jonathan Fraser</td> <td>Studio of Pacific Architecture</td> </tr> <tr> <td>James Ferrier</td> <td>BioFab NZ</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Nominee	Organisation	Emma Lewisham	Emma Lewisham	Sean Kelly	Individual	Barry Coates	Mindful Money	Deborah Crowe	The Formary Ltd	Jonathan Fraser	Studio of Pacific Architecture	James Ferrier	BioFab NZ		
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		<p>Jacqueline asked members who have been given a Voting Paper when they arrived, to tick no more than 1 box for their preferred candidate as 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 Annual Summary Plan for 2021/22 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>
7.	2020/21 AUDITED PERFORMANCE REPORT	<p>Sean Kelly (ARC Chair), Theresa Gaire (Head of Finance) and Fiona Stephenson (Head of Communications & Marketing) presented the Audited Performance Report ending 31 March 2021 which was made available online and was made available at the meeting.</p> <p>Motion: The SBN Performance Report 2021 be accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Tom Land</p> <p>Carried</p>
8.	APPOINTMENT OF AUDITOR	<p>Jacqueline thanked the team from William Buck (NZ) Ltd for doing a great job auditing this year's accounts.</p> <p>Motion: That William Buck (NZ) Ltd be appointed as Auditor for the next financial year.</p> <p>Approved: Jacqueline Farman Seconded: Tom Land</p> <p>Carried</p>
9.	CLOSE OF VOTING	
10.	ANNUAL PLAN SUMMARY FROM THE CHIEF EXECUTIVE AND TEAM	<p>Rachel and the SBN team presented SBN's Annual Plan Summary to the Annual General Meeting. The report outlined the key activities planned for the 2021/22 year.</p> <p>Motion: That the 2021/2022 Annual Plan be accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Chris Morrison</p> <p>Carried</p>

11.	CONFIRMING ELECTION OF NATIONAL BOARD FOR THE 2020/21 YEAR	<p>Jacqueline stated that Six (6) nominations were received to fill One (1) vacant positions on the National Board.</p> <p>Jacqueline thanked all the nominees.</p> <p>The successful candidates elected to the Board were:</p> <ol style="list-style-type: none"> 1. Sean Kelly <p>Jacqueline congratulated the successful candidate and thanked the other candidates for standing.</p> <p>Motion: The New National Board 2021/22 is accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Mark Yates</p> <p>Carried</p> <p>Jacqueline moved that the voting papers be destroyed.</p> <p>Accepted: Jacqueline Farman Seconded: Dawn Baggaley</p> <p>Carried</p>
12.	GENERAL BUSINESS	<p>Jacqueline asked if there was any general business and there was none.</p> <p>Jacqueline thanked all that attended the AGM today as well as those who weren't able to be here today but sent in their proxy votes.</p> <p>Jacqueline thanked Rachel Brown (who has led this organisation well for the past 19 years) and the staff of SBN all who have successfully navigated a particularly challenging year.</p> <p>Jacqueline thanked her fellow members of the National Board. Jacqueline thanked our Sponsors and Partners.</p> <p>Thanks to all the SBN Investors for continuing to support SBN as it endeavours to make the world a better place, through business, starting here in Aotearoa.</p> <p>Rachel thanked the SBN Board for their Strategic insight and support of the SBN broadly. She then thanked the Chairperson Jacqueline and head of Audit & Risk Sean for the significant time and effort they give to SBN and presented Jacqueline and Sean with a gift.</p>
13.	CLOSING OF THE AGM	<p>Jacqueline declared the 18th AGM of the Sustainable Business Network closed.</p>
