



**Sustainable
Business
Network**

SUSTAINABLE BUSINESS NETWORK INCORPORATED

MINUTES OF THE 2022 ANNUAL GENERAL MEETING

Date: 28 July 2022

Time: 4.30 – 5.30pm

Venue: 13th Floor Studios, 206 Symonds Street, Eden Terrace, Auckland

ATTENDANCE

Collingridge and Smith Architects	Issy	Peacocke
Dempsey Wood	Sophia	Olo-Whaanga
Ecotricity	Mark	Yates
ESP	Tom	Land
Ethical Investing	Peter	Lee
Friendlypak	Kevin	Graham
GoodSense	Katherine	Dewar
Greenhawk	Darrin	Brown
Hi- Tech packaging	Michael	Basagre
Karma Drinks	Ben	Dando
Kenai Limited	Caleb	Male
Mindful Money	Barry	Coates
NZTE	Chris	Lijzenga
Paradigm Associated	Katie	Lee
Paul Styles	Paul	Styles
Pavilion Group + Architecture	Hamish	Grotrian
Proxima Consulting	Gautami	Bhor
The Mind Lab	Saskia	Verraes
The Purpose Business	Jacqueline	Farman
The Stone Paper Company	Alan	Good
Turtle Footwear	Alex	Jenner
Waste Management	Tom	Filiaci

Waste Management	Adam	Weller
Levela Deconstruction LTD	Dylan	Bull
Levela Deconstruction LTD	Alex	Hawthorne
University of Auckland	Seb	Barfoot
Life Health Foods	Lara	Jones
Life Health Foods	Paul	Johnston
Counties Manukau Health	Ganesh	Sankar
Wollemi Consulting Limited	Rohan	McMahon
Sustainability Matters	Ray	Skinner
Department of Conservation	Daniel	Harrison
Ecostore	Pablo	Kraus
Oxygen Consulting	Sarah	Holden

APOLOGIES

Waka Kotahi NZ/NZTA	Lisa Rossiter
EV Maritime	Michael Eaglen
Taranaki Catchment	Paul Turner
Surf Shack Eatery	Jo Coombes
Sean Kelly	Sean Kelly

AGENDA

Chair: Jacqueline Farman

- 4:15 pm Door registrations
- 4:30 pm Welcome, Apologies & Previous Minutes 2021 – Jacqueline Farman (Chair)
- 4:35 pm Report from Board & Announce the National Board Candidates – Jacqueline Farman (Chair)
- 4:40 pm Report from CEO – Rachel Brown
- 4:45 pm Announce the National Board Candidates – Jacqueline Farman (Chair)
- 4:45 pm Financial Statements section of the Annual Report 2021/22 - Theresa Gaire (Head of Finance)
Non-Financial section of the Annual Report 2021/2022 - Fiona Stephenson (Head of Communications & Marketing)
Appointment of Auditor 2022/2023 - Jacqueline Farman (Chair)

- 5:00 pm Close off votes for National Board – Jacqueline Farman (Chair)
- 5:05 pm Annual Plan Summary for 2022/23 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>Piet Tuinder led with an opening Karakia. Jacqueline opened the 19th 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 24.</p> <p>Motion: That the Apologies be accepted</p> <p>Accepted: Jacqueline Farman Seconded: Mark Yates Carried</p>																				
3.	MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING	<p>Jacqueline stated that the minutes of the 2021 AGM held on 22 July 2021 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 22 July 2021 be accepted as a true and correct record.</p> <p>Accepted: Jacqueline Farman Seconded: Barry Coates Carried</p>																				
4.	MATTERS ARISING FROM THE 2021 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 CANDIDATES FOR THE 2022 YEAR	<p>Jacqueline stated that Nine (9) nominations were received to fill Four (4) positions on the National Board.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Nominee</th> <th style="text-align: left;">Organisation</th> </tr> </thead> <tbody> <tr> <td>Adam Weller</td> <td>Waste Management NZ</td> </tr> <tr> <td>Chanti Boyle</td> <td>Tauranga City Council</td> </tr> <tr> <td>Dawn Baggaley</td> <td>NZ Post</td> </tr> <tr> <td>Jacqueline Farman</td> <td>The Purpose Business</td> </tr> <tr> <td>Katherine Dewar</td> <td>GoodSense</td> </tr> <tr> <td>Leo Murray</td> <td>Why Waste</td> </tr> <tr> <td>Matt Kennedy-Good</td> <td>Neocrete Limited</td> </tr> <tr> <td>Pippa Coombes</td> <td>Surf Shack Eatery</td> </tr> <tr> <td>Tom Land</td> <td>ESP</td> </tr> </tbody> </table> <p>Jacqueline asked members who were given a Voting Paper when they arrived, to tick no more than 4 boxes for their preferred candidates as previously distributed by email. If they had previously voted by email,</p>	Nominee	Organisation	Adam Weller	Waste Management NZ	Chanti Boyle	Tauranga City Council	Dawn Baggaley	NZ Post	Jacqueline Farman	The Purpose Business	Katherine Dewar	GoodSense	Leo Murray	Why Waste	Matt Kennedy-Good	Neocrete Limited	Pippa Coombes	Surf Shack Eatery	Tom Land	ESP
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		<p>then the votes would have already been counted.</p> <p>Jacqueline reminded the meeting that voting would be closed following the National Report and Plans for 2022/23 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.	BOARD REPORT FROM THE CHAIR	Jacqueline summarised her foreword from SBN's Annual Report covering the 2021/22 year.
7.	REPORT FROM THE CEO	Rachel Brown summarised her foreword from SBN's Annual Report covering the 2021/22 year.
8.	2021/22 ANNUAL REPORT	<p>Theresa Gaire (Head of Finance) and Fiona Stephenson (Head of Communications & Marketing) presented the Annual Report ending 31 March 2022 which was made available online and was made available at the meeting.</p> <p>Motion: The SBN Annual Report 2021/2022 be accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Tom Land</p> <p>Carried</p>
9.	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: Pablo Kraus</p> <p>Carried</p>
10.	CLOSE OF VOTING	
11.	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 2022/23 year.</p> <p>Motion: That the 2022/2023 Annual Plan be accepted.</p>

		<p>Accepted: Jacqueline Farman Seconded: Sarah Holden</p> <p>Carried</p>
12.	CONFIRMING ELECTION OF NATIONAL BOARD FOR THE 2022 YEAR	<p>Jacqueline stated that Nine (9) nominations were received to fill Four (4) 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. Jacqueline Farman 2. Dawn Baggaley 3. Adam Weller 4. Katherine Dewar <p>Jacqueline congratulated the successful candidates and thanked the other candidates for standing.</p> <p>Motion: The new National Board for 2022 is accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Tom Land</p> <p>Carried</p> <p>Jacqueline moved that the voting papers be destroyed.</p> <p>Accepted: Jacqueline Farman Seconded: Saskia Verraes</p> <p>Carried</p>
13.	GENERAL BUSINESS	<p>Jacqueline asked if there was any general business and there was none.</p> <p>Jacqueline thanked all who attended the AGM as well as those who weren't able to be here but sent in their proxy votes.</p> <p>Jacqueline thanked Rachel Brown (who has led this organisation well for the past 20 years) and the staff of SBN who have successfully navigated this past 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 Impact Investors for continuing to support SBN as it endeavours to make the world a better place, through business,</p>

		<p>starting here in Aotearoa New Zealand.</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 Kelly for the significant time and effort they give to SBN and presented them with a gift.</p> <p>Rachel also thanked Theresa Gaire who has been with SBN for 19 and a half years of its 20-year existence.</p>
14.	CLOSING OF THE AGM	Jacqueline declared the 19th AGM of the Sustainable Business Network closed.
15.	CLOSING KARAKIA	Piet Tuinder led the closing Karakia.