



SUSTAINABLE BUSINESS NETWORK MINUTES OF THE 2019 ANNUAL GENERAL MEETING

Date: 27 June 2019

Time: 4.30 – 5.30pm

Venue: Ellen Melville Centre: Pioneer Women’s Hall, 2 Freyburg Place, Auckland Central

ATTENDANCE

PRESENT

Gary	Walker	ADHB
Chris	Daya	Adventure Capital
Jacqui	Wilkinson	Adventure Capital
Melissa	Firth	Again Again
Ash	Sharma	Atmopure Ltd
Sophie	Heighway	Auckland Council
Baz	Caitcheon	Bazzacam Ltd
Suzanne	McNamara	Cadence Communications
Tony	Pattison	Clean Planet
Hanna	Hegan Ngatai	Delight Events
Josephine	Rudkin- Binks	Enviro-Mark Solutions Limited
Beatrijs	Van Liedekerke	Fonterra
Carolyn	Mortland	Fonterra
Francesca	Eggleton	Fonterra

Emma	Harding	Fuji Xerox
Sean	Kelly	Hubbards
Madi	Gyde	Innocent Packaging
Ruth	Boyes	Junk Run Ltd
Sarah	Holden	Oxygen Consulting
David	Hellyer	Packaging Recyclers
Simon	Harvey	Proxima
Sadie- Jane	Eversden	Ricoh New Zealand
Paul	Styles	Styles Project Management Limited
Paul	Minett	Individual
Ray	Skinner	Sustainability Matters
Jacqueline	Farman	The Purpose Business
Nick	Morrison	Go Well Consulting

APOLOGIES

Anne	Blakeway	Tauranga City Council
Peter	Thompson	The Formary
Marty	Forsman	Air NZ

AGENDA

Chair: Jacqueline Farman

4:15 pm Door registrations

4:30 pm Welcome, proxies and apologies & Previous Minutes 2018 –Jacqueline Farman (Chair)

4:35 pm Report from Board & Announce the National Board Candidates – Jacqueline Farman (Chair)

4:45 pm Financial Accounts 2018/19 & Appoint Auditor 2019/20 – Sean Kelly (Chair Audit & Risk), Non-Financial section of the performance report – Fiona Stephenson (Communications Manager)

4:55 pm Close off votes for National Board – Jacqueline Farman (Chair)

5:05 pm National Report and Plans for 2019/20 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	Jacqueline opened the 16th Annual AGM and welcomed everyone and called for any proxies.																		
2.	PROXIES & 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 40.</p> <p>Motion: That the Apologies be accepted</p> <p>Accepted: Jacqueline Farman Seconded: Sophie Heighway</p> <p>Carried</p>																		
3.	MINUTES OF THE PREVIOUS 2018 ANNUAL GENERAL MEETING	<p>Jacqueline stated that the minutes of the 2018 AGM held on 5 July 18 was 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 5 July 18 be accepted as a true and correct record.</p> <p>Accepted: Jacqueline Farman Seconded: Sophie Heighway</p> <p>Carried</p>																		
4.	MATTERS ARISING FROM THE 2018 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	Jacqueline summarised the foreword from SBN's Annual Report covering 2018/19 year.																		
6.	NATIONAL BOARD CANDIDATES FOR THE 2019/20 YEAR	<p>Jacqueline stated that Eleven (11) nominations were received to fill One (1) position on the National Board.</p> <table border="1"> <thead> <tr> <th>Nominee</th> <th>Organisation</th> </tr> </thead> <tbody> <tr> <td>Peter Lee</td> <td>C2C Partners</td> </tr> <tr> <td>Sean Kelly</td> <td>Hubbards Foods</td> </tr> <tr> <td>Marty Forsman</td> <td>Air New Zealand</td> </tr> <tr> <td>Peter Thompson</td> <td>The Formary</td> </tr> <tr> <td>Rachel Sanson</td> <td>Individual member</td> </tr> <tr> <td>Sam McSorley</td> <td>Evolving Health</td> </tr> <tr> <td>Hanna Huia Hegan Ngatai</td> <td>Delight Events</td> </tr> <tr> <td>Simon Love</td> <td>Thinkstep ANZ</td> </tr> </tbody> </table>	Nominee	Organisation	Peter Lee	C2C Partners	Sean Kelly	Hubbards Foods	Marty Forsman	Air New Zealand	Peter Thompson	The Formary	Rachel Sanson	Individual member	Sam McSorley	Evolving Health	Hanna Huia Hegan Ngatai	Delight Events	Simon Love	Thinkstep ANZ
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		Dr Allen Hill	Ara Institute of Canterbury	
		Sean O'Flaherty	Enviro-Mark Solutions	
		Micah Gabriels	Mooven	
		<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 Plans for 2019/20 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.	2018/19 AUDITED FINANCIAL ACOCUNTS	<p>Fiona Stephenson, the Communications Manager and Sean Kelly the Audit & Risk chair presented the Audited Financial Statements ending 31 Mar 2019 which were made available online and were made available at the meeting.</p> <p>Sean presented his report to the meeting.</p> <p>Motion: The SBN Financial Accounts 2019 be accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Kath Dewar</p> <p>Carried</p>		
8.	APPOINTMENT OF AUDITOR	<p>Jacqueline thanked the team from William Buck Christmas Gouwland (NZ) for doing a great job auditing this year's accounts.</p> <p>Motion: That William Buck Christmas Gouwland(NZ) Chartered Accountants be appointed as Auditor for the next financial year.</p> <p>Approved: Jacqueline Farman Seconded: Paul Minett</p> <p>Carried</p>		
9.	Close of Voting			
10.	ANNUAL REPORT FROM THE CHIEF EXECUTIVE	<p>Rachel presented SBN's Annual report to the Annual General Meeting. The report outlined the key activities planned for the 2019/20 year.</p>		

		<p>Motion: That the National Report be accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Sarah Holden</p> <p>Carried</p>
11.	CONFIRMING ELECTION OF NATIONAL BOARD FOR THE 2019/20 YEAR	<p>Jacqueline stated that Eleven (11) nominations were received to fill One vacant positions on the National Board.</p> <p>Jacqueline thanked all of the nominees.</p> <p>The successful candidate elected to the Board was:</p> <ol style="list-style-type: none"> 1. Sean Kelly <p>Jacqueline congratulated the successful candidate and welcomed them to the National Board and thanked the other candidates for standing.</p> <p>Motion: The New National Board 2019/20 is accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Suzanne McNamara</p> <p>Carried</p> <p>Jacqueline moved that the voting papers be destroyed.</p> <p>Accepted: Jacqueline Farman Seconded: Carolyn Mortland</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 16 plus years) and the staff of the National Office as well as the regional staff from around the country.</p> <p>Jacqueline thanked her fellow members of the National Board. Jacqueline thanked our Foundation Sponsors - Particularly NZI and thank you to all of SBN's other sponsors.</p>

		<p>Thanks to all the SBN members 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 Jacqueline and Sean for the time and effort they give to SBN and presented them with a gift.</p>
13.	CLOSING OF THE AGM	Jacqueline declared the 16th AGM of the Sustainable Business Network closed.