



SUSTAINABLE BUSINESS NETWORK MINUTES OF THE 2020 ANNUAL GENERAL MEETING

Date: 23 July 2020

Time: 4.30 – 5.30pm

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

And via ZOOM

ATTENDANCE

PRESENT in the Hall

| | |
|------------------|---|
| Benjamin Walch | Abley |
| Alana Hargadon | Auckland City Electric Vehicles |
| Hadley Hargadon | Auckland City Electric Vehicles |
| Meg Hal | Big Street Bikers |
| Mike Carroll | Brightly |
| Peter Lee | C2C Partners Ltd |
| Suzanne McNamara | Cadence Comms - Kind&Co |
| Tony Pattison | Clean Planet |
| Cameron Johnson | Department of Conservation |
| Britt Little | Ecostore |
| Tom Land | Ecotricity |
| Kate Bromfield | Elemental Group |
| Emma Foulkes | Emma Foulkes - MCD |
| Kevin Graham | Friendlypak |
| Kath Dewar | GoodSense |
| Josh Borthwick | Josh Borthwick |
| Ruth Boyes | Junk Run |
| Chris Morrison | Karma DrinksPlease select |
| Julia Jackson | Kiwibank |
| Linda Townsend | Linda Townsend -ANZ |
| Barbara Carney | Manukau Beautification Charitable Trust |

| | |
|---------------------|---|
| Dawn Edward | Manukau Beautification Charitable Trust |
| Jedd Nooy | Many Talents Media |
| John Ringer | Paradigm |
| Dom Dixon | Reclaim |
| Nikita Gore | Solar Group |
| Roeland Driessen | Solar Group |
| Ray Skinner | Sustainability Matters |
| Sharon Sisepi-Wells | TetraMap International |
| Kate Bezar | The Better Packaging Company |
| Jacqueline Farman | The Purpose Business |
| Alan Good | The Stone Paper Company |
| Sean O'Flaherty | Toitū Envirocare |
| Julian Nixson | Treadlightly Charitable Trust |
| Mark Russell | Vibrant Planet Ltd |
| Marsha Cadman | Waste Management |
| Adam Weller | Waste Management NZ |
| Gabi Rayneau | White Associates |
| Lorna O'Brien | White Associates |
| Rohan MacMahon | Wollemi Consulting Limited |
| Kirsten Corson | Zilch |
| Mathew Parkin | Zilch |

Present Via Zoom

Stefan Rüegg
 Millie Porter
 Nick Morrison
 Tim Boyd
 Aiden Sharp
 Dawn Baggaley
 Rebbecca Page
 Raquelle de Vine
 Jeanette Thorne
 Marsha Cadman
 Louise Duncan
 Tracy Ahern
 Jo Perkins
 Vicktoria Blake

APOLOGIES

| | |
|-------------|----------------------------|
| Geoff Ensor | Department of Conservation |
|-------------|----------------------------|

| | |
|-------------------|------------------------|
| Jane Dixon | The Mussel Inn |
| Sandy Beath-Croft | Hutt City Council |
| Peter Fraher | Abilities Incorporated |

AGENDA

Chair: Jacqueline Farman

- 4:15 pm Door registrations
- 4:30 pm Welcome, Proxies and Apologies & Previous Minutes 2019 –Jacqueline Farman (Chair)
- 4:35 pm Report from Board & Announce the National Board Candidates – Jacqueline Farman (Chair)
- 4:45 pm Financial Accounts 2019/20 & Appoint Auditor 2020/21 - Theresa Gaire (Accountant)
Non-Financial section of the performance report – Fiona Stephenson (Communications Manager)
- 4:55 pm Close off votes for National Board – Jacqueline Farman (Chair)
- 5.00 pm Recommended rule change – Jacqueline Farman (Chair)
- 5.05 pm National Report and Plans for 2020/21 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 17th 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 18.</p> <p>Motion: That the Apologies be accepted</p> <p>Accepted: Jacqueline Farman Seconded: Kirsten Corson Carried</p> | | | | | | | | | | | | | | | | |
| 3. | MINUTES OF THE PREVIOUS 2019 ANNUAL GENERAL MEETING | <p>Jacqueline stated that the minutes of the 2019 AGM held on 27 June 2019 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 27 June 2019 be accepted as a true and correct record.</p> <p>Accepted: Jacqueline Farman Seconded: Kirsten Corson 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 2019/20 year. | | | | | | | | | | | | | | | | |
| 6. | NATIONAL BOARD CANDIDATES FOR THE 2020/21 YEAR | <p>Jacqueline stated that Eleven (11) nominations were received to fill Four (4) position on the National Board.</p> <table border="1"> <thead> <tr> <th>Nominee</th> <th>Organisation</th> </tr> </thead> <tbody> <tr> <td>Tracy Ahern</td> <td>BeeBio Ltd</td> </tr> <tr> <td>Peter Lee</td> <td>C2C Partners Ltd</td> </tr> <tr> <td>Tom Land</td> <td>Ecotricity Ltd</td> </tr> <tr> <td>Kate Bromfield</td> <td>Elemental Group Ltd</td> </tr> <tr> <td>Josh Borthwick</td> <td>Individual</td> </tr> <tr> <td>Dawn Baggaley</td> <td>NZ Post</td> </tr> <tr> <td>Anne Blakeway</td> <td>Tauranga City Council</td> </tr> </tbody> </table> | Nominee | Organisation | Tracy Ahern | BeeBio Ltd | Peter Lee | C2C Partners Ltd | Tom Land | Ecotricity Ltd | Kate Bromfield | Elemental Group Ltd | Josh Borthwick | Individual | Dawn Baggaley | NZ Post | Anne Blakeway | Tauranga City Council |
| Nominee | Organisation | | | | | | | | | | | | | | | | | |
| Tracy Ahern | BeeBio Ltd | | | | | | | | | | | | | | | | | |
| Peter Lee | C2C Partners Ltd | | | | | | | | | | | | | | | | | |
| Tom Land | Ecotricity Ltd | | | | | | | | | | | | | | | | | |
| Kate Bromfield | Elemental Group Ltd | | | | | | | | | | | | | | | | | |
| Josh Borthwick | Individual | | | | | | | | | | | | | | | | | |
| Dawn Baggaley | NZ Post | | | | | | | | | | | | | | | | | |
| Anne Blakeway | Tauranga City Council | | | | | | | | | | | | | | | | | |

| | | | | |
|-----|---|--|---------------------------|--|
| | | Christine Bellis | Thankyou Payroll | |
| | | Jacqueline Farman | The Purpose Business | |
| | | Millie Porter | Upper Hutt County Council | |
| | | Adam Weller | Waste Management NZ | |
| | | <p>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 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 2020/21 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. | 2019/20 AUDITED PERFORMANCE REPORT | <p>Fiona Stephenson, the Communications Manager and Theresa Gaire the Accountant presented the Audited Performance Report ending 31 March 2020 which was made available online and was made available at the meeting.</p> <p>Motion: The SBN Performance Report 2020 be accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Chris Morrison</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: Allan Good</p> <p>Carried</p> | | |
| 9. | Close of Voting | | | |
| 10. | RECOMMENDED RULE CHANGE | <p>Jacqueline stated that due to the organisation moving offices the Registered Office per Clause 3 of the Rules has changed from Level 3, Old Sofrana House, 18 Customs Street East, Auckland City to Office 3, Level 2, Darby Building, 8-18 Darby Street, Auckland, 1010 and moved that this rule be changed accordingly.</p> | | |

| | | |
|-----|--|---|
| | | <p>Motion: That Clause 3 of the Rules be updated with the new Registered Office address.</p> <p>Approved: Jacqueline Farman Seconded: Peter Lee</p> <p>Carried</p> |
| 11. | <p>STRATEGIC PLAN FROM THE CHIEF EXECUTIVE AND TEAM</p> | <p>Rachel and the SBN team presented SBN's Strategic Plan to the Annual General Meeting. The report outlined the key activities planned for the 2020/21 year.</p> <p>Motion: That the 2020/2021 Strategic Plan be accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Chris Morrison</p> <p>Carried</p> |
| 12. | <p>CONFIRMING ELECTION OF NATIONAL BOARD FOR THE 2020/21 YEAR</p> | <p>Jacqueline stated that Eleven (11) nominations were received to fill Four (4) 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"> 1. Jacqueline Farman 2. Dawn Baggaley 3. Tom Land 4. Adam Weller <p>Jacqueline congratulated the successful candidates and welcomed them to the National Board and thanked the other candidates for standing.</p> <p>Motion: The New National Board 2020/21 is accepted.</p> <p>Accepted: Jacqueline Farman Seconded: Ray Skinner</p> <p>Carried</p> <p>Jacqueline moved that the voting papers be destroyed.</p> <p>Accepted: Jacqueline Farman</p> |

| | | |
|-----|-----------------------------------|--|
| | | <p>Seconded: Kirsten Corson</p> <p>Carried</p> |
| 13. | MINISTER SAGE ANNOUNCEMENT | <p>Minister Sage joined the meeting by pre-recorded video link, to announce that SBN had been granted funds under the Government's Jobs for Nature package.</p> |
| 14. | 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 18 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 Sponsors - Particularly NZI who had supported SBN for nearly 18 years as foundation sponsor, which was ending this year.</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 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 with a gift. Sean's will be delivered later as he wasn't in attendance.</p> |
| 15. | CLOSING OF THE AGM | <p>Jacqueline declared the 17th AGM of the Sustainable Business Network closed.</p> |