



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 Drinks
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
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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" 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>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
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		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>