



association of
consulting and
engineering

ANNUAL GENERAL MEETING MINUTES

Wednesday 11 August 2021 at 2pm via webinar.

A recording of the AGM can be viewed [here](#).

Attendees of the 2021 AGM are listed in **Appendix One**.

AGENDA

- Welcome
- Apologies
- Minutes of the 2019/2020 AGM
- Matters arising from the minutes
- Members
- Annual Report
- Financial results
- The year ahead
- Presentation of the 2021/2022 Budget
- New appointments to the Board and regional Chairs
- Appointment of the auditor
- Thanks to our volunteers
- General Business

WELCOME

ACE New Zealand Board President Ian Fraser opened the AGM with a karakia and welcomed everyone to the meeting. Ian provided an overview and reflection on the last year. The following points were highlighted:

- ACE New Zealand provided forums needed for our industry to remain connected throughout the COVID-19 lockdowns and recovery.
- ACE New Zealand leadership transitioned from Paul Evans to Helen Davidson as Chief Executive.
- The ACE New Zealand team continued to deliver outstanding service to members including thought leadership on infrastructure investment and the skills shortage, negotiating better contractual conditions with some of our key Government clients, and offering relevant and engaging training webinars.
- We continue to rise to immediate challenges and keep an eye on the long game of industry issues.

APOLOGIES

Apologies were received from the following members:

- Bruce Vincent, Calibre
- Scott Miller, Silvester Clark
- Tim Fisher, Tonkin + Taylor
- Martin Ball, Bluebarn
- Darcy Britliff, Orogen
- Alice Chaplin, Tetra Tech Coffey
- Geoff Milsom, PDP
- Ralph Fouche, Stantec

MINUTES OF THE 2019/2020 AGM

Motion: that the minutes of the 2019/2020 AGM be approved.

1. Keryn Kliskey, WSP
2. Daniel Williams, Woods

Motion passed

MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes of the 2019/2020 AGM.

MEMBERS

Ian noted that ACE New Zealand welcomed 17 new members in the 2020/2021 financial year:

- Gaia Engineers
- Hazcom
- Shorewise Engineering Consultants
- Southern Civil Consulting
- McKenzie & Co Consultants
- Collective Success
- Cribb Consulting
- GNA Consulting
- Coffey Services (NZ)
- Aspire Consulting Engineers
- Studio Logistic
- RCP
- Kaiuru Consulting
- RMA Ecology
- Macedo Consultants
- May and Partners
- Grounded Consultancy

Six firms resigned their membership in the 2020/2021 financial year. It was noted that RCP resigned and then reinstated their membership:

- Bert Kroon & Associates
- Centraus
- Highho

- RCP
- ExtraMile Consulting
- SeismTech Consulting
- Hutchinson Consulting Engineers

ANNUAL REPORT

The annual report for the 2020/21 year was presented as a website which can be found [here](#).

Ian spoke to the annual report highlighting key successes over the year.

FINANCIAL RESULTS

The audited financial results for 2020/2021 were presented for approval.

Ian spoke to the financial results, noting that at the 2020 AGM the Board had tabled a budget for the year ending 30 March 2021 that would realise an approximate \$5k deficit. The actual result was a surplus of \$30,373. It was noted that this was well above the small loss forecast and a strong result after the challenges of a COVID-19 year. The overall cash position had improved by \$28,000 over the financial year.

It was explained that more subscription income had been received than budgeted for as we continued to grow our membership, reflecting the value we brought to our members over the last year. It was noted the auditor had given a clear and unqualified audit report and commended ACE New Zealand on our prudent financial management of the organisation.

Motion: that the audited financial results for the financial year 2020/21 be accepted.

1. Meagan Barfoot, RoadLab
2. Glen Cornelius, Harrison Grierson

Motion passed

THE YEAR AHEAD

Helen provided an overview of the year ahead, and ACE New Zealand's forward work plan. The following points were highlighted:

- Over the last two years we have been working to a strategy focussed on raising our profile and brand, building trusting and influential relationships and modernising our technology to connect better with members. This has created a strong basis for ACE New Zealand to hone its resources now to where it delivers most relevance for members.
- To do this over the coming year, we would be carrying out research with our members to understand our value, and using that to define a new strategy for the next step in our evolution. Key opportunities include in relation to consultancy development training, cultural competency, supporting our members to manage wellbeing in the workplace, the Diversity Agenda, and developing a strong understanding of what ACE New Zealand membership stands for and how we operationalise that through a review of our Rules.
- Members can expect to see continued advocacy in regards to liability and risk, ensuring better contractual settings, and on the skills shortage.

Ian spoke to the Board's confidence in the organisation and the year ahead, and thanked the ACE New Zealand team.

Ian signalled a raise in membership fees of up to 5 per cent for the next financial year. He noted that the raise is critical for ACE New Zealand to keep up with inflation and the additional costs that come with delivering our core work, while allowing us to take on some additional programmes of work that will offer a step-change in how we support members and set the organisation up for the future.

Ian noted that the raise will take effect for the 2022/23 year, at which point it will have been close to three years since the last fee raise, and only the second raise since 2014.

PRESENTATION OF THE 2021/2022 BUDGET

Ian provided a high-level overview of the 2021/2022 budget and key areas of investment, including training and development, personnel costs, advocacy, and the Diversity Agenda.

Ian noted that, to deliver our core work and realise our need to invest in our business and forward work programme, and recognising the welcome surplus achieved over the previous financial year, the Board decided to take a two-year breakeven view of our finances. This means that the Board approved a deficit of \$23,453 for the 2022 year, with the intention that we would achieve a break-even result over the two years (the 2021 and 2022 years) combined.

NEW APPOINTMENTS TO THE BOARD AND REGIONAL CHAIRS

Helen welcomed the newly elected Board members:

- Brett Ogilvie
- Emily Afoa
- Andrea Rickard

Helen also welcomed the newly elected Regional Chairs

- Andrew Davidson for Canterbury / West Coast,
- Marcus Grierson for Nelson / Blenheim, and
- Geoffrey Wigley for Otago / Southland.

Helen thanked outgoing Regional Chairs, and Board members, Immediate Past President Ida Dowling, Jenson Varghese, Guy Dennis and Paul Burton, with a particular thank you to Ida who, as the first female president of ACE New Zealand, had provided outstanding leadership, insight and professionalism.

APPOINTMENT OF THE AUDITOR

Motion: that Peter Conaglen be re-appointed as the auditor of the ACE New Zealand accounts for the current financial year 2021/22.

1. Ian Fraser, GHD
2. Andrew Read, Pedersen Read

Motion passed.

THANKS TO OUR VOLUNTEERS

Motion: a formal vote of thanks to all our volunteers over the 2020/2021 year.

1. Ian Fraser, GHD
2. Ceinwen McNeil, BVT

Motion passed.

GENERAL BUSINESS

There was no general business raised.

The AGM closed at 2:32pm.

APPENDIX ONE: AGM ATTENDEES

Attendees of the 2021 Annual General Meeting:

1. Daniel Williams, Woods
2. David Wang, EPE Consulting LTD
3. Andrew Read, Pedersen Read
4. Sheri Javadian, Conceptions Consulting
5. Murray Lockwood, MSC Consulting Group
6. Craig Manktelow, Manktelow Consulting Engineers
7. Andrea Rickard, Beca
8. Maryam Razz, Pedersen Read
9. Daniel Chien, DJY Design Ltd
10. Danielle Gatland, MRCagney
11. Geoff Banks, Structex Ltd
12. Chris Gordon, Grounded Consultancy Ltd
13. Doris Stroh, Aurecon
14. Emily Afoa, Tektus Consultants Ltd
15. Paul Evans, MRCagney
16. Alexandra Hall, Arup
17. Stephen Sawrey, Sawrey Consulting Engineers Ltd
18. Russell Nettlingham, Strata Group
19. Sarah Lang, Beca
20. Campbell Ogilvie, WSP
21. Chris Maguire, Stantec
22. Frederik Cornu, KiwiRail
23. David Bridges, Kaiuru Consulting
24. Keryn Kliskey, WSP
25. Guy Dennis, WSP
26. Jenson Varghese, MRCagney
27. Paul Burton, Tonkin + Taylor
28. John Hare, Holmes Group Limited
29. Colin Dryland, Woods / ACE
30. Brent Meekan, Beca
31. Meagan Barfoot, RoadLab
32. Ida Dowling, Commute
33. Marlo Bromley, DTCE
34. Ben Bistouni, RDCL
35. Hamish Bennett, Dobbie Engineers
36. Richard Douch, Beca
37. Penny Kneebone, Tonkin + Taylor
38. Ray O'Callaghan, O'Callaghan Design Ltd
39. Brett Ogilvie, Tonkin + Taylor
40. Ceinwen McNeil, BVT Professional Engineering Services
41. Glen Cornelius, Harrison Grierson
42. Grey Wilson, Good Earth Matters
43. Tony Matthews, AECOM

44. Lyall Green, Design Management Consultants Limited
45. Allen Giang, Cook Costello
46. Annette Sweeney, Good Earth Matters Consulting Ltd
47. Craig Davidson, AECOM
48. Chris Short, Cameron Gibson & Wells Limited - CGW Consulting Engineers
49. John Mitchell, Potis structural engineering
50. David Fennell, Cardno
51. Rod Murray, Reinforced Earth Ltd
52. Avik Halder, Stantec
53. Dean Lupton, Hopper Developments Ltd
54. Jon Devine, Spencer Holmes
55. Mark Kessner, eCubed
56. Helen Davidson, ACE New Zealand
57. Ian Fraser, GHD
58. Holly Morchat, ACE New Zealand
59. Michelle Sloan, ACE New Zealand