



2024 AGM MINUTES

Minutes of the 2023/2024 Annual General Meeting, held online on Thursday 15 August 2024 from 12-1pm.

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

1 KARAKIA AND WELCOME

ACE New Zealand Chief Executive Helen Davidson opened the meeting with a karakia, and Board President Ceinwen McNeil welcomed everyone to the meeting. Ceinwen provided an overview of the role of ACE New Zealand in the current environment and reflections on the past year. Ceinwen confirmed the agenda for the meeting and noted that no motions had been received from members for the AGM.

2 APOLOGIES

Three apologies were noted as having been received in advance of the AGM and no apologies were received from the floor.

3 MINUTES OF THE 2022/2023 AGM

Motion: That the minutes for the 2021/2022 AGM be approved.

1. Ceinwen McNeil
2. Andrea Rickard

Motion carried.

4 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes of the 2022/2023 AGM.

5 MEMBERS

Ceinwen welcomed new members to ACE New Zealand in the 2023/2024 year:

- Abuild Consulting Engineers
- Darlo New Zealand
- Eliot Sinclair and Partners
- Envelope Engineering



- Grit Engineering
- Ground Projects
- GRS Consulting Engineers
- Haigh Workman
- Height Project Management
- Ina Consulting Engineers
- LGE Consulting
- Markplan Consulting
- Mainstream Engineering (MEL 2020 LTD)
- Marshall Day Acoustics
- Sprinkler Design NZ (MFB NZ LTD)
- Navig8
- NZ Geotechnical Consultants
- Pinnacles Civil Group
- Projectmax
- Tailor Engineering
- Te Miro Water Consultants
- The Structural Firm (The Consulting Firm LTD)
- Randall & Associates
- Traffic Engineering Solutions
- Vecta

Firms that had resigned their membership in the 2023/2024 year were acknowledged and thanked for their participation in ACE:

- 41 South Consulting
- Studio Logistic
- Jeff Booth Consulting
- Stevenson Brown
- RMA Exology
- R D Sullivan & Associates
- Sprinkler Design NZ
- Enlighted Fire Solutions
- Hazcom
- Don Davidson
- Shorewise Engineering Consultants
- RCP
- TM Consultants

6 ANNUAL REPORT

The Annual Report for the 2023/2024 year was presented and can be found [here](#).

Ceinwen highlighted key outcomes for the 2023/2024 year, including:

- Increase the influence of the organisation through the transition to new Government,
- The new resources, events and networking opportunities we have provided for small and medium sized businesses,
- The collaborative work with other industry bodies and partners – in particular Infrastructure New Zealand, Civil Contractors New Zealand, Master Builders and Water New Zealand,
- Our amplified voice through media engagement,



- Our volunteers review of NZS3910, all of Government CCCS Special Conditions, the Engineering Design Standards for Three Waters, the review of the Temporary Traffic Management Credentials Framework Governance Group, the TTM Industry Steering Group, the Waka Kotahi Road Workers Safety Governance Group, the Industry Steering Group for the HERA-led research project 'Low carbon design for a changing environment' and the Management Committee for the Society of Construction Contract Practitioners,
- The establishment of the Practice Managers Forum,
- Our inaugural SME Summit,
- The launch of Mindspace,
- The rebrand of our conference to Futurespace,
- All the alerts on onerous terms and conditions in pre-conditions and contracts, and
- Our engagement with our international federation FIDIC

7 FINANCIAL RESULTS

The audited financial results for the 2023/2024 year were presented for approval.

Ceinwen spoke to the financial results, noting that at the 2023 AGM the Board had tabled a budget for the year ending 31 March 2024 that would realise a small surplus of \$10,056. The audited result was a surplus of \$142,942. We made an unbudgeted surplus of \$128,831 due to an increase in members leading to an increase in membership fees, favourable investment returns and prudent financial management.

Ceinwen noted that the unbudgeted surplus generates an opportunity for the Board to invest in ACE and our members over what is proving to be a tough environment. This includes building some limited reserves for ACE which has not kept pace with our organisations growth.

It was noted that the ACE auditor, Moore Markhams, had given a clear and unqualified report.

Motion: That the audited financial results for the financial year 2023/2024 be accepted.

1. Ceinwen McNeil
2. Chris Short

Motion carried.

8 THE YEAR AHEAD

Helen provided an overview of the year ahead, continuing to embed the ACE strategic objectives and strong core services to ACE's members. The following areas of focus were highlighted:

- Advocacy on fair and insurable contract terms of engagement,
- Continuing our work inputting into the review of the Special Conditions for the All of Government CCCS,
- Promotion of our Contract Checklist, enabling members to identify terms of concern,
- Events to support members,
- Engagement with Government ministers on key issues,
- Working with Waihangā Ara Rau (the Construction and Infrastructure Workforce Development Council) and Engineering New Zealand on a piece of research to understand the issues in the engineering workforce,
- ACE Awards, including our review of the awards,
- Guidance documents,
- A masterclass before our Futurespace conference with Maureen Thurston on unlocking the power in procurement,
- The Diversity Agenda support,
- Mindspace,



- The Pillars Competency Framework, identifying the most critical non-technical skills and competencies required to thrive as a professional service consultant, and
- Our conference Futurespace in Ōtautahi Christchurch,
- Our annual remuneration survey, and
- A new annual survey – a business insights report.

9 PRESENTATION OF THE 2024/2025 BUDGET

Ceinwen provided a high-level overview of the 2024/2025 budget, which is working to a surplus of approximately \$16,000 for the year end 31 March 2024.

The budget forecasts conservative membership growth and other revenue from awards, conference, events, training and cost recovery. This year we are also implementing a new preferred support programme Budgeted expenditure is based on careful decisions on our priority investments in line with our strategy and aspirations for ACE, including investment in our people and organisation, annual activities (such as FIDIC, the Remuneration Survey and the Diversity Agenda and the introduction of a Business Insights Report). We have also allocated budget to Mindspace, and the continued development of the competency framework in the form of a digital tool, and our continued investment in our annual conference and awards along with a progressive procurement training opportunity.

10 BOARD AND REGIONAL CHAIR APPOINTMENTS

Helen thanked the 2023/2024 Board and outgoing Board members and Regional Chairs.

Helen welcomed the elected Board members:

- Penny Kneebone
- Siobhan Hartwell

Helen also welcomed appointed Board member Victoria Mills following her win of the Emerging Leader Award in 2023, and the newly elected Regional Chairs:

- Kākati Royal (Auckland/North Shore)
- Steph McLeod (Nelson/Blenheim)
- Thabit Shams (Wellington)

11 APPOINTMENT OF THE AUDITOR

Motion: That Andrew Steel from Moore Markhams be re-appointed as the auditor of the ACE New Zealand accounts for the current financial year 2024/25.

1. Ceinwen McNeil
2. Chris Short

Motion carried.

12 THANKS TO OUR VOLUNTEERS

Motion: A vote of thanks to all ACE volunteers over the 2023/2024 year.

1. Ceinwen McNeil
2. Keryn Kliskey

Motion carried.



13 GENERAL BUSINESS

Dan Forster noted a thank you for a great meeting and all the great work that ACE is doing.

Keryn Kliskey asked if he had missed if there was a comment on the fee level increase and Helen advised that he had not. When ACE updated their rules about 18 months ago this requirement was removed as the timing of the announcement was out of cycle with the budget which is when this is determined. This is notified to members prior to year end.

There were no other items of general business.

14 CLOSE

Ceinwen thanked everyone for attending the AGM and Helen offered a closing karakia. The AGM closed at 12:58pm.