



# Sustainable Dunedin City Incorporated Society

## Notice of Annual General Meeting 2017

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**When:** Wednesday 16<sup>th</sup> August 2017 at 5.30pm

**Where:** Room D101, D Block, Otago Polytechnic (Harbour Terrace entrance)

### Agenda

1. Apologies
2. Confirmation of the minutes of the previous Annual General Meeting held on 24th August 2016 ([p.2](#))
3. Chairperson's report on the business of the Society ([p.6](#))
4. Treasurer's report ([p.9](#)):
  - a. Financial Report for 2016-17
  - b. Statement of Accounts for 2016-17 ([p.10](#))
  - c. Proposed operating budget for 2017-18 ([p.12](#))
5. Annual Plan ([p.14](#))
6. Election of committee members ([p.15](#))
7. Any other business

The formal part of the meeting will be followed by a talk by Ruth Zeinart, Dunedin Food Resilience Coordinator.

## Item 2. Minutes of the Annual General Meeting held on 24<sup>th</sup> August 2016

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### Annual General Meeting 2016

#### Sustainable Dunedin City Inc.

Wednesday 24 August 2016, 5:30 pm. Room D101 Otago Polytechnic, Dunedin

#### Attendance

Simonne Wood, Nicky Chapman, Mark Jackson, Injy Johnstone, John Cocks, Jenny Neilson, Dave Tucker, Niki Bould, Andy Barratt, Kristen Bracey, Casey Davies-Bell, Alaxander Robinson, Tapabrata Chakraborty, Sean Conelly, Peter McDonald, Tom McKinlay (16 people)

Annika Korsten – 6.20pm

#### Apologies

Lilian van Alphen, Gabrielle Panckhurst, Jannah Carlos Torr, David Clark, Jinty MacTavish,

Michelle Ashbury, Philippa Jamieson, Polly Mason, Sarah Seller, Judy Martin, Jen Rogers

Apologies accepted.

Support emails from others also read or mentioned by John or Jenny– Jinty MacTavish, Sarah Seller, Judy Martin

**Confirmation of the Minutes 2015 AGM** – Moved that minutes be adopted as true and accurate record by John Cocks, seconded Mark Jackson

**Co-Chairpersons' report on the business of the Society:** John spoke to the report, summarised the activities for the year, including an electoral forum, submissions to council, Maureen Howard's OAR broadcasts, the agreement with OFN. He thanked Nora Calvert for her generous donation, the Otago Polytechnic for providing rooms and for committee members contributions of time, enthusiasm and ideas. Moved Simonne, seconded Mark

**Treasurer's Report** – John Cocks presented current finances, & presented the Statement of Accounts. Andy mentioned SDC's agreement with OFN (synergies between the two organisations, OFN not a Charitable Trust as this stage), Niki's contract with OFN and the successful funding applications that she has made that have boosted SDC's funds, as OFN's funds come through SDC.

Simonne thanked Otago Polytechnic for its generosity in providing rooms for SDC meetings as well as the upcoming mayoral electoral forum.

Moved report accepted - Andy, seconded Nicky

**Annual Plan for 2016/17** – given the motion to be proposed, no Annual Plan has been prepared.

**Election of members** – John moved that nominations be accepted. John & Jenny will remain as treasurer and secretary respectively until others take the roles. John explained that treasurer role is not onerous, as all transactions go through the NZCU bank account making the work quite straightforward. Simonne noted that we're able to co-opt members onto the committee at a later date. Nicky asked if anyone else was interested in joining the committee – Injy Johnstone was co-opted on. Casey and Alax from Geia expressed 'potential' interest in being co-opted on to the committee.

| Position          | Nomination        | Nominated by      | Seconded by   |
|-------------------|-------------------|-------------------|---------------|
| Chair             | Simonne Samuelson | Jenny Neilson     | John Cocks    |
| Secretary         |                   |                   |               |
| Treasurer         |                   |                   |               |
| Newsletter Editor | Simonne Samuelson | Jenny Neilson     | John Cocks    |
| Website / IT      | Mark Jackson      | John Cocks        | Jenny Nielson |
| Committee         | Nicky Chapman     | John Cocks        | Jenny Nielson |
|                   | Andy Barratt      | John Cocks        | Jenny Neilson |
|                   | Stuart Mathieson  | Jenny Neilson     | John Cocks    |
|                   | Jenny Neilson     | Simonne Samuelson | John Cocks    |
|                   | John Cocks        | Simonne Samuelson | Jenny Neilson |

### Motion to be considered

Motion:

*It is proposed that SDC is wound up. Rule 24 provides for winding up.*

(Reasons: Since SDC's inauguration in 2007, awareness of sustainability issues within the community has increased and a number of local organisations are now working on these issues. There has been a drop off in volunteers to run SDC.)

Andy spoke to 2013's Option A: That SDC campaigns more vigorously for members and reactivates activities. He discussed OFN's gratitude to SDC as it's helped maintain and further

OFN's activities. Andy has stood for the SDC committee to work towards establishing a more formal alliance between the two organisations, keeping agreed upon objectives in mind.

Injy said there is a lot of potential to get young people along to SDC activities and events; she's keen to promote SDC among the student body. Like Andy, she spoke against the motion.

Alax from Geia – his group works with many students who are interested in sustainability issues. He spoke of the usefulness of having a well-established organisation such as SDC and would like to strengthen business interest in such issues. He sees a recent 'mood' for accepting sustainable change among businesses in Dunedin.

Simonne spoke of how encouraged she's been by the positive feedback SDC's received about its role and its newsletter and this has given her a desire to enable SDC to continue, She's keen on seeing SDC draw on people's expertise and energy for specific tasks.

Kristen spoke of the opportunities e.g. the newsletter gives for like-minded groups to be aware of and connect with each other.

Mark spoke of the need for more strength within SDC if it's to continue and queried who would be willing to take on the roles John & Jenny have said they'd like to step out of.

John put the motion. Unanimously opposed.

Simonne thanked the past co-chairs, John and Jenny and all other past committee members. She takes the position of Chair.

Andy moved that the motion "*That SDC campaigns more vigorously for members and reactivates activities*" be accepted, seconded by Kristen. Carried.

Niki offered her help in specific reporting for the Charities Commission, e.g. setting up a new template.

## **General Business**

John named and thanked all committee members for the roles they have carried out this year, reiterated SDC's thanks to Nora Calvert and the Polytechnic.

Tom McKinlay promoted a meeting about possible public sharing schemes for Low Emission Vehicles, talked about the increased interest in many pockets throughout NZ, is holding meeting on Sunday 28 August, 3pm, Valley Community Workspace.

Kristen spoke of the Polytech's interest in supporting the next Big Green Challenge with a \$5,000 donation to re-establish the fund; sees BGC as an opportunity to network and showcase strong

local sustainable initiatives. Polytech wants to have some involvement in that. SDC thanks the Polytech for this support.

Peter – discussed OFN’s relationship with SDC, said other groups would also welcome such support, Mark spoke of alliances in the past, such as Vodafone Foundation.

Simonne promoted the up coming mayoral electoral forum

AGM closed at 6.20pm

### **Sustainable Summits Conference – talk by John Cocks**

John attended this conference at Aoraki/Mt Cook earlier in August.

Its purpose: addressing issues of over-crowding and perceived misuse of the back- country. In 2010, Roger Robinson had spoken at conference of the human waste on Denali. This conference addressed waste, the human impact and its management.

Ngai Tahu opened with a whakataui, fitting for a conference where addressing the cultural aspects of place is a new dimension.

Speakers addressed the natural hazards – mountain collapse, glaciers & their retreats, earthquakes . . . there was a plea for reduced emissions.

Problems were mentioned, too, with helicopters, algae in tarns.

Heat loss and moisture were addressed as the great challenges for building in cold climates, in NZ wind is a main challenge.

Nepalese example – ‘Trash for Cash’ sherpas taking material items in and waste materials out.

Aoraki Park Plan is under review. Ngai Tahu will have a major role in that review.

Over-riding theme was the fact that the backcountry is a complex environment and addressing issues of use remains challenging. A big concern is that equity of access for New Zealanders is being eroded – e.g. low income families are priced out of many areas.

DOC was a major conference sponsor, and they too, are under multiple pressures, biodiversity issues, huge growth in popularity, tourism, identifying and publicising hazards. Not all the various groups that use and value the mountains were represented at the conference.

John was thanked by all for a most interested & thoughtful presentation.

## Item 3. Chairperson's report – August 2016 – August 2017

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### **SDC Vision**

The Society aims to facilitate a positive, secure and sustainable future for Dunedin City in the face of challenges posed by climate change, declining energy security, and unsustainable resource use.

### **SDC Objectives:**

(a) The Society conducts research and disseminates information on climate change, declining energy security, and sustainability, and promotes awareness of these issues to the wider community.

(b) The Society aims to influence individuals, businesses and governments to adapt their behaviours and policies to reflect the importance of these issues.

(c) The Society fosters linkages between organisations with objectives similar to, or complementary to, the Society's own Vision and Objectives.

### Events

September 2016 – organised Dunedin Mayoral candidates election forum – 9 of the 11 candidates participated and approx. 70 people attended (obj. a and b)

March 2017 – organised talk by Robert Howell, author of "Investing in People and Planet" on ethical investment with particular focus on fossil fuel investment. Wrote related article for the Star (obj. a and b)

The committee has considered running a lecture series or a workshop on how to make submissions, but this idea is currently on hold, due to lack of time and uncertainty whether there is a need/desire for these given the other opportunities in Dunedin.

### Submissions to public consultations

To support SDC's work in responding to Dunedin City Council consultations, the committee met former DCC councillor Jinty McTavish to discuss sustainability-related issues likely to face the Council in the next couple of years. This was particularly useful for identifying several commitments related to sustainability which the Council has made in the past, but which have not so far been implemented.

We made substantial submissions on Dunedin City Council's Parks and Recreations Strategy (December), Annual Plan 2017 (April) and Dunedin Destination Plan (July). (obj. b)

### Big Green Challenge

In association with Otago Polytechnic, who generously provided the grant money, we ran another Big Green Challenge, awarding grants of \$500 each to 10 different organisations for sustainability projects. The grant-holders are listed on our website and there will be updates on the progress of their projects on the website and the Big Green Challenge Facebook page. (obj. a, b and c)

### Grants

We have continued to provide sponsorship for Maureen Howard's "Eco-Living in Action" radio show on Otago Access Radio – approx. \$500 every six months. We may not be able to continue this next year. OAR is not able to give us a figure for radio listeners, but in 2016 Eco-Living In Action had 5228 podcast hits, which was in OAR's top three programmes for the year. The show is now being aired in Auckland as well. (obj. a)

## Relationships

Our Food Network – we have continued to have a close relationship with Our Food Network. Andy Barratt is on both committees and SDC provides banking services for OFN. (obj. c)

Seniors for Climate Action Network – we have been in more frequent communication with SCAN this year and are part of a group with them working on a Dunedin Sustainability Expo (obj. c)

Otago Polytechnic kindly sponsored our Big Green Challenge for the first time. (obj. c)

We worked with Forest and Bird and Wise Response on the Mayoral Candidates Forum.

## Communications

### Website

We are aware that our website is in need of review. The committee has not found time to address this in the past year, but sees it as a fairly high priority once the bulk of the work on the Big Green Challenge is over. (obj. a, b and c?)

### Newsletter

We continue to produce a newsletter publicising sustainability-related events and some items of news. The distribution list has fallen from 383 in September 2016 to 377 in July 2017. The very minor reduction is mostly due to people moving away from Dunedin. We believe the readership is higher than the list numbers, because it gets passed on via other mailing lists.

The Chair would like to hand over the newsletter production to someone else – one volunteer took over briefly but was unable to keep it up because of other commitments. Currently we have a reduced frequency of circulation, with the plan being to send out a full newsletter once a month and one short update for urgent items in between the main editions. (obj. a)

### Facebook

We have revived our Facebook page by posting some events and news items on it, though not all that regularly, again through lack of time. The page has 109 followers. This could no doubt be increased if we felt it worth putting the effort into this rather than other activities. One post (on soft plastic recycling) reached over 1,000 people, but most only reach between 10 and 30. (obj. a and b)

### Interviews

The Chair has been interviewed on Eco-living in Action and Sustainable Lens this year. (obj. a and b)

## Organisational

Committee has met six times during the year and agreed some matters by email correspondence.

The new chairperson, secretary and treasurer have settled into their roles and are very grateful for the generous support provided by the previous postholders, John Cocks and Jenny Neilson.

We have struggled with bank bureaucracy at the NZCU over the last few months to get our bank signatories updated, but this has now been done so that there are four available signatories.

The chairperson recently attended a seminar on Governance and Management of not-for-profit organisations, run by the Chamber of Commerce.

## Discontinued

Green Drinks (obj. c)

## Thanks

To committee members for all their hard work.

Otago Polytechnic – Big Green Challenge funding and making rooms available for free for events and our AGM.

Simonne Wood

Chair

## Item 4a. Treasurer's report 2016-17

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Financial Year ending 31 March 2017

**1. Introduction:**

The financial year of the Society begins on 1 April each year and ends on 31 March of the next year. This report is for the full financial year ending 31 March 2017.

**2. Income from Membership:**

SDC does not have membership fees so this is not a source of income. (Refer Grants and Donations below.

**3. Grants and Donations:**

No grants or donations were received in this financial year.

**4. Our Food Network:**

Under the SDC and Our Food Network (OFN) agreement applications for OFN funding are lodged by SDC. Over the financial year two grants were successful.

**5. Financial Position:**

The financial position and statement of accounts is presented. The society had account balances of \$23,352.52 as at 31 March 2017. The amount of \$18,474.56 was held for the Otago Food Network.

**6. Funding:**

SDC provided funds for Otago Access Radio to continue Maureen Howard's weekly programme. This was formerly funded by the DCC.

**7. Inland Revenue:**

SDC has a Certificate of Exemption from resident withholding tax on interest and dividends. Thus, no resident withholding tax was due. SDC de-registered for GST, effective 31 July 2012.

**8. Financial Policy:**

The accounts have not been audited.

**9. Annual Plan:**

A proposed operating budget for the current financial year is proposed below and should be incorporated into the Annual Plan.

Injy Johnstone- Treasurer- Sustainable Dunedin City Inc.

## Item 4b. Statement of accounts 2016-17

| <b>Income and Expenditure for 12 months ending 31 March 2017</b>   |                 |                   |                   |                  |
|--|-----------------|-------------------|-------------------|------------------|
|  | <b>2016-17</b>  | <b>2015-16</b>    | <b>2014-2015</b>  | <b>2013-2014</b> |
|  |                 | <b>\$</b>         | <b>\$</b>         | <b>\$</b>        |
| <b>Income</b>  |                 |                   |                   |                  |
| Subscriptions  | 0               |                   | -                 | -                |
| Donations  | 0               | \$2,000.00        | \$2,592.40        | 200.00           |
| Interest + rebate  | \$171.48        | \$233.62          | \$295.49          | 327.22           |
| GST Refund   | 0               | -                 | -                 | -                |
| Grants for OFN   | 20,000.00       | \$4,500.00        | \$0.00            | -                |
| Donations for Maureen's travel                                     | 0               | \$470.00          |                   |                  |
| Cash   | \$68.70         | \$1,010.50        |                   |                  |
| Misc.  | 0.00            |                   |                   |                  |
| <b>Total Income</b>  | <b>20240.18</b> | <b>\$8,214.12</b> | <b>2,887.89</b>   | <b>527.22</b>    |
| <b>Expenditure</b>   |                 |                   |                   |                  |
| ACC  | 0.00            |                   | \$0.00            | -                |
| Advertising  | 0.00            | \$0.00            | \$91.78           | -                |
| Bank Fees  | 29.00           | \$32.00           | \$18.00           | -                |
| Big Green Challenge  | 0.00            | \$0.00            | \$6,738.58        | 570.00           |
| Donations  | 0.00            | \$0.00            | \$0.00            | -                |
| community church   | 0.00            | \$0.00            | \$0.00            | -                |
| Generation zero  | 0.00            | \$0.00            | \$0.00            | -                |
| Green Drinks   | 0.00            | \$0.00            | \$280.00          | 500.00           |
| Seniors Climate Action Network                                     | 0.00            | \$300.00          |                   |                  |
| Maureen for travel   | 0.00            | \$200.00          |                   |                  |
| Otago Access Radio   | 959.96          | \$1,040.00        | \$0.00            | -                |
| Our Food Network   | 6025.45         | \$0.00            | \$0.00            | -                |
| Hire of Halls  | 0.00            | \$0.00            | \$342.53          | -                |
| Postage Box  | 0.00            | \$0.00            | \$170.00          | 170.00           |
| Website  | 450.00          |                   |                   |                  |
| Gifts  | 0.00            | \$92.20           | \$0.00            | -                |
| Payment of donations for Maureen                                   | 0.00            | \$470.00          | \$0.00            | -                |
| Wages  | 0.00            | \$0.00            | \$0.00            | -                |
| Lost cash  | 0.00            | \$0.00            | \$0.00            | 68.70            |
| Expenses   | 0.00            | \$0.00            | \$0.00            | 67.00            |
| <b>Total Expenditure</b>   | <b>7464.41</b>  | <b>\$2,134.20</b> | <b>\$7,640.89</b> | <b>1,375.70</b>  |
| <b>Surplus Income Over Expenditure:</b>                            | <b>12775.77</b> | 6,079.92          | - 4,753.00        | - 848.48         |
| Plus Opening Balance   | <u>10577.15</u> | <u>4,497.23</u>   | <u>9,250.23</u>   | <u>10,098.71</u> |
| Closing Balance  | 23352.52        | 10,577.15         | 4,497.23          | 9,250.23         |
| <b>Account Balances</b>  |                 |                   |                   |                  |
| Saver  | 16777.26        | \$10,486.48       | \$4,435.56        | 9,170.56         |
| Wages  | 6575.26         | \$90.67           | \$61.67           | 79.67            |
| Cash in Hand   | 0.00            |                   | -                 | -                |
| <b>Total</b>   | <b>23352.52</b> | <b>10577.15</b>   | <b>\$4,497.23</b> | <b>9,250.23</b>  |
| Name: SUSTAINABLE DUNEDIN CITY INCORPORATED IRD Number: 96-635-508 |                 |                   |                   |                  |

PTO for summary of SDC position without Our Food Network Funds.

|   |                 |
|---|-----------------|
| <b>SDC/OFN Split as at 01/04/17</b>       |                 |
|   |                 |
| Bank Account Total                        | 23352.52        |
| Total Amount held for OFN as at 01/04/1   | 18474.56        |
|   |                 |
| <b>Total SDC Funds as at 01/04/17</b>     | <b>4877.96</b>  |
|   |                 |
|   |                 |
| <b>SDC Income</b>                         |                 |
| Interest + Bank fee Rebate                | 171.48          |
| Cash                                      | 68.70           |
| <b>Total</b>                              | <b>240.18</b>   |
|   |                 |
| <b>SDC Expenditure</b>                    |                 |
| Bank Fees                                 | 29.00           |
| Otago Access Radio                        | 959.96          |
| Website                                   | 450.00          |
| <b>Total</b>                              | <b>1438.96</b>  |
|   |                 |
| <b>SDC Operational Position 2016/2017</b> | <b>-1198.78</b> |

## Item 4c. Proposed operating budget 2017-18

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This budget year thus far has seen SDC allocate funds to two projects: the Big Green Challenge and Maureen Howard's Radio show. SDC was successful in gaining a grant from the Otago Polytechnic of \$5000 to help run the Big Green Challenge.

As per the current budget allocation for the 2017/18 financial year in Table One there is a projected operational deficit of **-\$2239.92**. This results in a projected position of **\$2638.04** at 31st March 2018.

It is thus proposed that Sustainable Dunedin City sets a financial goal to equalise or achieve an operational surplus in the 2017/18 financial year. This can be achieved through setting a target for revenue gathering of **\$2500**. Doing so would result in an operational surplus of **\$260.08** and a projected position of **\$5138.04** as at 31st March 2018.

Suggested sources of revenue raising include:

- **Fundraising** Hosting talks, panels, movie screenings etc
- **Grants** Seeking out and applying for available grants.
- **Donations** Appealing for donations through subscribers.

**Table One- Current Budget Allocation for 2017/18 Financial Year**

| <b>Income</b>                        | <b>Details</b>           | <b>Amount</b>     |
|--------------------------------------|--------------------------|-------------------|
| Grant                                | Otago Polytechnic        | \$5000            |
| <b>Expenses</b>                      |                          |                   |
| Maureen's Radio Show                 | Otago Access Radio       | \$1039.92         |
| Big Green Challenge Fund             | Recipients               | \$5000            |
| Big Green Challenge Honorarium       | Coordinator Mark Jackson | \$1200            |
| <b>Projected Operational Surplus</b> |                          | <b>-\$2239.92</b> |
| <b>Projected SDC Total Funds</b>     |                          | <b>\$2638.04</b>  |

**Table Two- Proposed Budget Allocation 2017/18 Financial Year**

| <b>Income</b>                       | <b>Details</b>           | <b>Amount</b>    |
|-------------------------------------|--------------------------|------------------|
| Grant                               | Otago Polytechnic        | \$5000           |
| Fundraising                         | Various sources          | \$2500           |
| <b>Expenses</b>                     |                          |                  |
| Maureen's Radio Show                | Otago Access Radio       | \$1039.92        |
| Big Green Challenge Fund            | Recipients               | \$5000           |
| Big Green Challenge Honorarium      | Coordinator Mark Jackson | \$1200           |
| <b>Proposed Operational Surplus</b> |                          | <b>\$260.08</b>  |
| <b>Proposed SDC Total Funds</b>     |                          | <b>\$5138.04</b> |

## Item 5. Annual Plan 2017-18

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- Review communications – in particular the purpose and content of the newsletter, website and Facebook.
- Increase the reach of the newsletter, website and Facebook page (if supported by first item).
- Run an election forum in August/September 2017
- Submission on Dunedin City Council long-term plan and other consultations as they arise.
- Run another Big Green Challenge if capacity and funding available.
- Seek donations from members and other individuals to replenish reserves and enable future occasional funding needs to be met, e.g. for events, speakers, website upgrade.
- Consider obtaining grant-funding for particular projects
- Consider working with other groups on particular projects.

## Item 6: Election of committee members

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The current officers and committee members are:

|               |                                   |
|---------------|-----------------------------------|
| Simonne Wood  | Chairperson and newsletter editor |
| Andy Barratt  | Secretary                         |
| Injy Johnston | Treasurer                         |
| Mark Jackson  | Website/IT                        |
| Nicky Chapman |                                   |
| John Cocks    |                                   |
| Jenny Neilson |                                   |

Stuart Mathieson has recently resigned from the committee.

Nominations for the officers and other committee members will be circulated 2 days before the meeting.

The Society's rules currently provide for a role of Spokesperson, so that will be included in the nominations.