

# NEW ZEALAND MARINE SCIENCES SOCIETY

TE HUNGA MĀTAI MOANA O AOTEAROA



## Minutes for 57<sup>th</sup> AGM of NZMSS University of Canterbury, Christchurch, New Zealand 12.15 pm Wednesday 5<sup>th</sup> July 2017

Present: Dana Clark, Hilke Giles, Hannah Jones, Anna Madarasz-Smith, Pete Wilson, Will Rayment, Kathy Walls, Phoebe Argyle, Islay Marsden, Ken Grange, Lesley Bolton-Ritchie, Liz Slooten, Megan Carbines, Lizzy Myers, Bailey Lovett, Leena Riekkola, Helen Neil, Conrad Pilditch, Drew Lohrer, Emily Douglas, Steve Dawson, Richard Bulmer, Lisa McCartarin, Fabrice Stevenson, Rebecca Gladstone-Gallagher, Tarn Drylie, Bradley Monahan, Phil Ross, John Pirker, Bryce Peebles, Nadjeida Espinel, Tom Brough, Emma Kearny, Mike Hickford, David Aguirre.

1) **Apologies received:** none

2) **Minutes of the 2016 AGM**

A copy of the draft minutes is appended for approval (Appendix 1).

Moved by: Liz Slooten

Seconded by: Will Rayment

3) **Matters arising from 2016 AGM**

Minute	Action	Status
5) c) ix	Conference guidelines are to be updated and to include a policy regarding sponsorship.	In progress – see agenda item on sponsorship policy
5) d) ii	The council contact list on website to be updated	Completed
5) d) iv	Helen Kettles is to be involved to the next phase of communications development	No progress due to change in Council focus for the year – no specific follow-up action required
7) g)	Send out Society Rule changes as a referendum to the society for comments or adoption	Completed – revised rules are available on the NZMSS website
8) b) ii	The bid from Napier to host the conference in 2018 be circulated via email and feedback sought	Completed - Napier confirmed for 2018

4) **Reports tabled to the AGM 2017**

a) President – Hilke Giles (Appendix 2) - moved by Pete Wilson, seconded by Kathy Walls.  
Due to efforts over the previous two years, the NZMSS started the year in a good financial

position and was able to give out all of the student awards. The council continued to run the society in a responsible manner and worked on putting the finances into a modern system and addressing compliance and reporting related requirements, which included the rule changes. The council has been focussing on value proposition to the membership and trying to provide benefits beyond the annual conference. We want to find out what members want to see from the society and how we can encourage membership renewal. Hilke mentioned that the Royal Society of New Zealand has been doing a good job of helping out their Constituent Organisations (e.g. mentoring guidelines) and encouraged people to look at their website. Hilke also thanked the council members with a special mention to those who are not re-standing.

- b) Treasurer - Hannah Jones (Appendix 3) – moved by Lesley Bolton-Ritchie, seconded by Carolyn Lundquist.

NZMSS generated a surplus this past financial year, particularly because the 2016 conference made a good profit. Hannah has been tidying up the accounting system so that records are kept properly and we meet compliance requirements. The bank would like to see the AGM minutes within one month of holding the meeting to ensure that council officers are logged into the bank system as signatories. For this reason, the AGM minutes will be sent to the membership for approval in the next few weeks. Hannah showed a figure of conference profit to show how much income the conference provides. She pointed out that this one off profit exposes the society to a lot of risk and explained that we need to make sure we have some capital income in our bank accounts to make sure we can cover the cost of a conference that does not make much profit. Hannah suggested setting aside \$50,000. Support was shown by the members for putting aside money and \$50,000 was agreed as a reasonable figure.

**ACTION: Dana to circulate the AGM minutes to members before the end of the month**

- c) Proposed Budget – Hannah Jones and Hilke Giles (Appendix 4) - moved by Helen Neil, seconded by Anna Madarasz-Smith.

The council propose to keep incremental expenses roughly the same as in the past but to increase the society's capital by diverting some of the conference profit (\$50,000) into investments. The council also allocated some money towards website design and purchasing new NZMSS awards (\$800 per piece and we require 10). Hannah explained that although the NZMSS awards are a big outlay, they will be held in our account as assets. The overall budget still results in a surplus. Support was shown by the members for the shift to using the Xero financial system. A question arose about why some conferences made more profit than others and it was largely attributed to sponsorship and having to develop new relationships with sponsors when you move to new areas. Although regional conferences are usually sponsorship earners, the other benefits of having conferences in regional areas were acknowledged. Discussion was had around how to maximise sponsorship opportunities for the Napier conference. Comment was made that face-to-face approaches might be better than a letter when trying to gain sponsorship.

- d) Other Council reports – Hilke Giles (Appendix 5) - moved by Islay Marsden, seconded by Pete Wilson

- i) Membership numbers are steady but different people make up the membership each year – high turnover. Most memberships come from the conference. NZMSS does not have a compulsory renewal but perhaps this approach may increase our number of members. Some support was shown for compulsory membership, however, at this stage, the council has decided not to have compulsory renewal until we can offer more value to our members.
- ii) The council is now providing monthly updates to our members in an effort at better

communication.

- iii) In terms of the society rules changes, the key rule change is that officers have to complete a Conflict of Declaration form and a Qualification of Officers form, which are now compliance requirements according to the exposure draft of the Incorporated Societies Bill, which is to be enacted in 2020.
- iv) The council made some submissions this year and would like to incorporate the members into submissions more. People are welcome to suggest areas for submissions and non-council members can lead a submission in consultation with the council.
- v) Hilke congratulated the student award recipients and pointed out that the council has updated the criteria for the First Overseas Conference Travel Fund.
- vi) Hilke discussed the development of the website in conjunction with RSNZ and people to contact her if they were keen to being involved. There is an option to pay a student to do the content if no members volunteer.

## 5) Election of Officers and other Council members for 2017-18

### a) *President*

Hilke Giles was willing to re-stand.

Nominated by Stephen Hunt, seconded by Conrad Pilditch.

### b) *Vice-president*

Liz Slooten was willing to re-stand.

Nominated by Bruce Robertson, seconded by Steve Dawson.

### c) *Secretary*

Dana Clark was willing to re-stand.

Nominated by Ben Knight, seconded by Alaric McCarthy.

### d) *Treasurer*

Hannah Jones was willing to re-stand.

Nominated by Pete Wilson, seconded by Hilke Giles.

### e) *Immediate Past President* (non-elected) – Helen Neil

### f) *Council*

i) Kathy Walls was willing to re-stand.

Nominated by Lesley Bolton-Ritchie, seconded by Pamela Mace.

ii) Will Rayment was willing to re-stand.

Nominated by Steve Dawson, seconded by Dana Clark.

iii) Nick Shears was willing to re-stand.

Nominated by Rochelle Constantine, seconded by Craig Radford.

iv) Emma Newcombe was willing to re-stand.

Nominated by Patrick Cahill, seconded by Paul South.

v) Islay Marsden was willing to re-stand.

Nominated by Sharyn Goldstien, seconded by Dana Clark.

vi) Anna Madarasz-Smith is willing to stand.

Nominated by Islay Marsden, seconded by Carolyn Lundquist.

### g) *Student Reps*

i) Tarn Drylie (University of Waikato) is willing to re-stand.

Nominated by Conrad Pilditch, seconded by Rebecca Gladstone-Gallagher.

ii) Phoebe Argyle (University of Canterbury) is willing to re-stand.

Nominated by Islay Marsden, seconded by Travis Foster.

iii) Sam Thomas (University of Otago) is willing to stand.

Nominated by Conrad Pilditch and seconded by Rebecca Gladstone-Gallagher.

iv) Monique Holmes (Victoria University) is willing to stand.

Nominated by Becky Focht and seconded by Nicole Phillips.

- v) Bailey Lovett (University of Auckland) is willing to stand.  
Nominated by Rosalyn Putland and seconded by Craig Norrie.
  
- vi) Leena Riekkola (University of Auckland) is willing to stand.  
Nominated by Nick Shears and seconded by Carolyn Lundquist.
  
- vii) Elizabeth Myers (Massey University) is willing to stand.  
Nominated by David Eme and seconded by David Aguirre.

It was agreed that due to the conference being in Napier next year and having no associated university, it would be beneficial to have more students on council to help.

**MOTION: Student vacancies and general council vacancies will be filled by the above people.  
Moved by Hilke Giles, seconded by Dana Clark. All were in favour.**

**MOTION: Council members that were will to re-stand be re-elected.  
Moved by Anna Madarasz-Smith, seconded by Lesley Bolton-Ritchie. All were in favour.**

## 6) Sponsorship Guidelines

The need for a sponsorship policy was raised at the 2016 AGM. Council proposes that sponsorship guidelines are more appropriate than a policy. Draft sponsorship guidelines have been prepared by Council **for discussion** (Appendix 8). The draft guidelines have also been sent to our main current and past sponsors for feedback.

Sponsorship provides much of the funding for conferences and this document is intended to provide some guidance and ensure the integrity of our brand is maintained. The document is still in draft format so people can email feedback if they wish.

## 7) Membership fee – addition of GST to existing membership fees

The society has been registered with the IRD for GST for several years; however, GST has not been added to the membership fees. As a result, the society's income through membership fees has effectively decreased.

Council has discussed this at their face-to-face meeting in February 2017. **Council proposes** not to increase membership fees but to add GST to the existing membership fees from 2018-19 onwards.

**MOTION: Add GST to existing membership fees.**

**Moved by Hilke Giles, seconded by Dana Clark. All were in favour.**

## 8) Annual reviews

The NZMSS has not produced an Annual Review since 2012. There have been many discussions since then on how to develop a replacement that is more modern, easier to update and, in the current context, of greater value to the membership. At the same time Council is eager to archive all Annual Reviews.

**Council proposes** that the services of the Annual Review will be provided through the new NZMSS website. How exactly that will look requires careful discussion and engagement from members.

**Council also proposes** that a complete digitised set of Annual Reviews will be compiled, put on the NZMSS website and provided to Archives New Zealand. All in favour

A request has been put out to members for electronic copies. All remaining copies can be digitised at NIWA Wellington.

A comment was made that getting the Annual Reviews into a different form should be a high priority because there has been no annual review since 2012. The council is only missing one Annual Review copy and will send out an email to members to see if anyone has it. The council would still appreciate electronic versions of other copies.

**MOTION: Discontinue printed Annual Reviews and instead provide this service through the website.**

**Moved by Hilke Giles, seconded by Dana Clark. All in favour.**

## 9) General Business

- a) Applications for the 2017 NZMSS Award and 2017 John Morton Medal have been evaluated and the awards will be presented at the NZMSS 2017 conference dinner. The 2017 NZMSS Award recipient will be announced on Thursday, 6 July, at 4pm and the recipient will give a plenary speech before the closing session.

- b) Future NZMSS Conferences

Conference for 2018 will be held in Napier (3<sup>rd</sup> July start date)  
Conference for 2019 will be held in Otago (tentative 1<sup>st</sup> July start date)  
Conference for 2020 will be a join NZMSS/AMSA conference in Australia

**10) Any Other Business**

Close of meeting

**Appendix 1 – Minutes of 57<sup>th</sup> AGM 2016 for approval**



**Minutes of 57<sup>th</sup> AGM of NZMSS  
Victoria University of Wellington, Wellington, New Zealand  
12.50 pm Tuesday 5<sup>th</sup> July 2016**

Present: Anna Madarasz-Smith, Megan Carbines, Steve Urlich, Helen Kettles, Elisabeth Myers, Abby Smith, Rebecca McMullin, Susan Wells, Tyler Northern, Rebecca Zitoun, Stina Kolodzey, Scott Nodder, Fenna Beets, Di Tracey, Malcolm Clarke, Becky Focht, Eimear Egan, Jan McKenzie, Islay Marsden, Cath Wallace, Barry Webber, Megan Oliver, Tom Trnski, Phil Ross, Pamela Mace, Mary Livingston, Josie Crawshaw, Tarn Drylie, Rebecca Gladstone-Gallagher, Hannah Jones, Emily Douglas, Hilke Giles, Steve Dawson, Chris Battershill, Ken Grange, Sadie Mills, Katrin Berkenbush, Will Rayment, Liz Slooten, Kathy Walls, Rochelle Constantine, Emma Newcombe, Dana Clark, Malcolm Francis, Marta Guerra, Bob Hickman, Maren Preuss, Andrea Glockner, Wendy Nelson, Judy Sutherland, Lesley Bolton-Ritchie, Te Paea Dempsey, Helen Neil.

1) Apologies received: Don Neale, Nick Shears, Phoebe Argyle.

2) Minutes of the 2015 AGM

A copy of the draft minutes is appended for approval (Appendix 1).

Moved by: Wendy Nelson

Seconded by: Malcom Clarke

All agree

3) Matters arising from 2015 Minutes – no matters arising

4) Actions that arose from this meeting:

Minute	Action
5) c) ix	Conference guidelines are to be updated and to include a policy regarding sponsorship.
5) d) ii	The council contact list on website to be updated
5) d) iv	Helen Kettles is to be involved to the next phase of communications development
7) g)	Send out Society Rule changes as a referendum to the society for comments or adoption
8) b) ii	The bid from Napier to host the conference in 2018 be circulated via email and feedback sought



5) Reports tabled to the AGM 2015

- a) President - Helen Neil (Appendix 2) - moved by Hannah Jones, seconded by Malcolm Clarke.
- i) Helen N is standing down as President and thanked the council members and society for the experience.
  - ii) Helen leaves council in a position of reasonable financial stability with income streams aligned to spend of income earned in previous year.
  - iii) Recommends that every year any available money is put into capital to build the society's capital.
  - iv) Council thanks Helen N for all of her work as President
- b) Treasurer - Hannah Jones (Appendix 3) - moved by Pamela Mace, seconded by Hilke Giles.
- i) Realignment of finances in previous years means we now spend money we already have. Accounts are relatively healthy so in a good place for following year
  - ii) Auditors reports for years ending March 2014 and 2015 have now been received. Report for year ending March 2016 is almost complete. We have confidence in our procedures and reports.
  - iii) Conference is biggest financial risk but also generates our income. Added conference income and expenditure within the report to highlight cash flow. Acknowledgement to fantastic job of conference organiser.
- c) Proposed Budget – Helen Neil & Hannah Jones (Appendix 3) - moved by Cath Wallace, seconded by Hilke Giles.
- i) Proposed budget follows the principles that were agreed at last AGM for the new flow of money.
  - ii) Aims to invest conference surplus from previous year into society capital
  - iii) Recommended we invest \$5000 in website rebuild in 2016/17 as current platform is unsecure. Two AGM's ago it was agreed to update website but previously had no income to support this. NZMSS review is to be hosted online through this space.
  - iv) Projected income is from membership. Actual income is the surplus from previous conference. Bank fees is mostly related to credit card fees.
  - v) Student research award is at the discretion of the incoming council to assess income and make fiscally responsible decisions later in financial year.
  - vi) Abby S comments that a society should have savings of ~1 year's cash flow (~\$30k) to reduce risk. Endorse idea of building capital.
  - vii) Sponsorship is a major factor that cause the fluctuation of conference surplus. There is the option of raising attendance price but that can have a negative effect. We make less in surplus with joint meetings. Joint conference (AMSA) every 8<sup>th</sup> year in Australia brings no income.
  - viii) Cath W asks if there a sponsorship policy? Sponsorship shouldn't have implications to programme and integrity of the decision making. Helen N comments that conference themes were set before sponsors came to the

table. Mary L comments that there was no influence from MPI, who increased their sponsorship support this year.

- ix) **ACTION Conference guidelines are to be updated and to include a policy regarding sponsorship.**
  - x) Conference expenses vary depending on location and local arrangements. Example, this conference is paying internal rental rates for this venue as a VUW staff member is on the committee.
  - xi) There were concerns about the fiscal climate and ability for members to attend. Conference fees were extensively thought through. A comparison across many different inter/national symposia show we're in the mid-range.
  - xii) **MOTION To give incoming council mandate to decide what to do with our credit card facility; whether to retain, change or add credit card fees**  
**Moved by Helen Neil, seconded by Hannah Jones. All agree**
  - xiii) **MOTION \$5k of surplus be spent by council to rebuild website**  
**Moved by Helen Neil, seconded by Katrin Berkenbush. All agree**
- d) Other Council reports – Helen Neil (Appendix 4) - moved by Helen Neil, seconded by Abby Smith.
- i) Website rebuild will give greater transparency to membership and we can push invoices to rebuild membership.
  - ii) **ACTION The council contact list on website to be updated**
  - iii) Chris reports there is a communications plan to be submitted to the new communications portfolio group. It will include options on social media, communications and the website.
  - iv) **ACTION Helen Kettles is to be involved to the next phase of communications development**
- 6) Election of Officers and Council members for 2016-17 (Appendix 5 lists current Council)
- a) *President* (Hilke Giles is willing to stand)
    - i) Nominated by Megan Oliver, seconded by Pete Wilson.
  - b) *Vice-president*
    - i) Liz Slooten was nominated by Kathy Walls, seconded by Chris Battershill.
  - c) *Secretary* (Te Puea Dempsey is standing down)
    - i) Dana Clark is nominated by Te Puea Dempsey, seconded by Abby Smith.
  - d) *Treasurer* (Hannah Jones is willing to re-stand)
    - i) Nominated by Hilke Giles, seconded by Phil Ross.
  - e) *Website/List Administrator*
    - i) (Vacant) – position not filled
  - f) *Immediate Past President* (non-elected) – Helen Neil

- g) *Council* (at least 5).
  - i) Lesley Bolton-Ritchie is willing to re-stand.
    - Nominated by Hannah Jones, seconded by Helen Kettles.
  - ii) Kathy Walls is willing to re-stand.
    - Nominated by Hamish Lass, seconded by Anjali Pande.
  - iii) Will Rayment is willing to re-stand.
    - Nominated by Abby Smith, seconded by Liz Slooten.
  - iv) Nick Shears is willing to re-stand.
    - Nominated by Rochelle Constantine, seconded by Helen Kettles.
  - v) Islay Marsden is willing to re-stand.
    - Nominated by Sharyn Goldstein, seconded by Helen Kettles.
  - vi) Chris Battershill is willing to re-stand.
    - Nominated by Phil Ross, seconded by Simon Muncaster.
  - vii) Emma Newcombe is nominated by Hilke Giles, seconded by Chris Battershill
  
- h) *Student Reps* (at least 2).
  - i) Becky Focht (Victoria U.) is willing to re-stand.
    - Nominated by Hannah Jones, seconded by Helen Kettles.
  - ii) Tarn Drylie (U.Waikato) has been nominated by Rebecca Gladstone-Gallagher, seconded by Conrad Pilditch
  - iii) Phoebe Argyle (U.Canterbury) was nominated by Eimear Egan, seconded by Islay Marsden.
  - iv) Rebecca Zitovn (U.Otago) was nominated by Abby Smith, seconded by Will Rayment

## 7) Society Rules (Appendix 6)

- a) MBIE has a new draft legislation (Exposure Draft of the Incorporated Societies Bill) that affects all societies. RSNZ sent out guidelines and we were able to receive legal guidance.
- b) Changes to rules don't impact how NZMSS is run or organised. We still have mandate around student research awards, society awards, communication and engagement in marine research.
- c) Hilke G runs through key changes made. These include internal consistency on wording, good modern practice such as allow electronic transfer of funds, clarification of requirements for council members and officers, and addressing core requirements for consistency and compliance with new Bill. More complex matters can be reviewed at a later stage.
- d) Discussion on conflict of interest declaration form, qualification declaration form of officers and the assessment procedure.
  - i) Suggested the Immediate Past President assess these, as they would have already gone through the process and they are not an officer. Suggestion that alternative assessors also be included in case of unforeseen circumstances. Suggestion include the auditor, a nominated society member or a returning council member be considered.

- e) Currently rules state we need to be audited annually. Auditing requirements have changed substantially and auditor won't have the capacity to audit us annually. This would incur a huge cost to the society. Cath W comments that there is provision for a review rather than a full audit
- f) Rules can be adopted via an email vote. This allows more time to review changes. Adopted with proviso maybe?
- g) **ACTION Send out Society Rule changes as a referendum to the society for comments or adoption.**

**8) General Business**

- a) NZMSS Award and Inaugural John Morton Medal for 2016 have been evaluated and the recipients will be announced at the dinner.
  
- b) Future NZMSS Conferences
  - i) Confirmed 2017 – Christchurch, (Canterbury University)  
Islay Marsden and David Schiel are conference organisers
  - ii) Where next for 2018 and beyond? (Appendix 7).  
**ACTION The bid from Napier to host the conference in 2018 be circulated via email and feedback sought.**

**9) Any Other Business**

Close of meeting. 1:44pm

*Note: Appendices are not included in these minutes. They were provided as part of the AGM agenda.*

## Appendix 2 – President’s Report 2016/17

The 2016/17 year has been another busy year for Council. We have provided a comprehensive overview of Council activities in the Council Reports (Appendix 5), so in this report I like to focus on the more strategic and forward looking aspects of our society.

As you are aware, over the previous couple of years Council had to make some hard decisions in order to stabilise our finances. Thanks to those efforts we have commenced the 2016/17 year in a strong financial position. The most rewarding result of this was that we were able to present all of our student awards. Congratulations again to the four successful students who received the First Overseas Conference Travel Fund (Nuwan De Silva, Becky Focht, Alaric McCarthy and Hua Zha) and to Thao Van Nguyen who received our Student Research Award.

In 2016/17 Council continued the theme of responsible management of the society with a focus on operational processes, specifically finances and compliance. The Exposure Draft of the Incorporated Societies Bill, which is expected to be enacted around 2020, has some important implications for our society. While we do not know exactly what all of the changes are, there are some clear opportunities for improvement we are working on now.

Achievements in this area include the change of our society rules via referendum in November 2016, setting up our finances in Xero and clarifying financial reporting requirements. We will continue monitoring the progress of the Bill and ensure the society is meeting its obligations.

Another important focus area for 2016/17 and for the next year is our value proposition to our members. We have critically looked at our membership renewals and what we offer our members beyond the conference. Projects aiming at improving our value include the website redevelopment, tidying up our membership database, improving how we communicate with our members and seeking input into submissions.

I also like to point you to the Royal Society as a valuable resource for your respective areas of work or involvement with marine sciences. The Royal Society has strengthened their support of constituent organisations and their members. Have a look at their website for a wide range of information and support, including support for early career researchers, good research practice and mentoring relationships.

Many thanks to the Council members who found the will and energy to support the society despite everybody’s high workloads in their day jobs. Four of our Council members are not re-standing and I like to acknowledge the value they have provided to Council and the society. Becky, thank you for your great work on updating the website and managing our listserv. Lesley, thank you for your initiative with the student awards. Chris, thank you for your enthusiasm in communication and Rebecca, thank you for highlighting the student perspective in our discussions.

A special thanks also to our conference organising committee and conference organiser, Kerry South, for their hard work.

Hilke Giles  
President NZMSS, June 2017

## Appendix 3 – Treasurer’s Report (2016-2017)

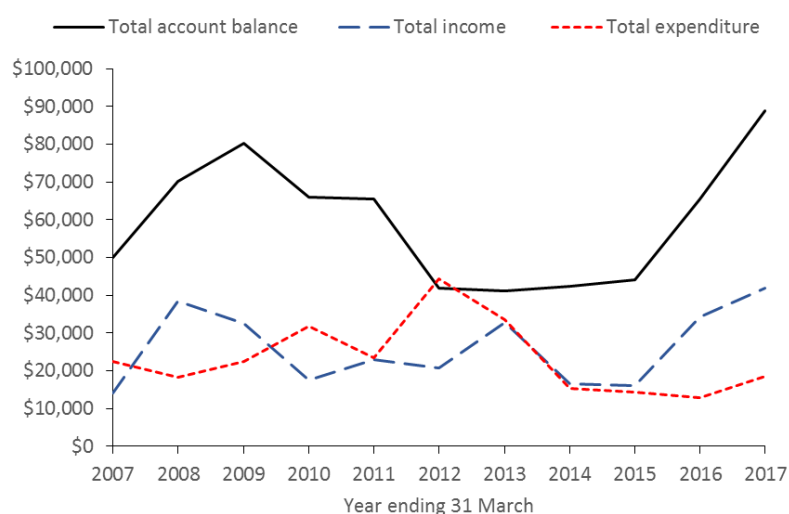
### Society accounts

As of 31 March 2017 there was a total of \$88,731 in the Society’s accounts (Table 1). The Society generated a substantial surplus of income over expenditure (\$23,324). The 2016 conference generated a surplus of nearly \$27,000. This year, we awarded the Student research award to one student (\$3,000), First Overseas Conference Travel Awards to four students (totalling \$4,469), as well as the usual student conference prizes (\$1,000). Figure 1 shows the 2016/2017 year in the context of previous years. The Society’s funds had mostly been decreasing since 2009, but the past two years have reversed that trend and increased funds significantly. This should put the Society in a much stronger position financially in the years to come.

As indicated at our previous AGM, this year we have transferred the Society’s accounts from Excel spreadsheets over to an online accounting system (Xero). This has significantly improved our record keeping and allows us to track the Society’s income and expenses more effectively. It should also ensure more consistency and stability when the treasurer role passes from person to person. The intention for the coming year is to examine whether or not our current bank accounts (and bank provider) are maximising our investment returns and minimising bank fees. Westpac has indicated to us that signatories on our bank accounts should be the current president, vice-president, treasurer and secretary of the Society and that they would like to see our AGM minutes within one month of the meeting. I propose therefore that the minutes of our AGM are circulated and approved (by email) within one month of the meeting, and that signatories are updated at this time as well, so that the Society can be compliant with Westpac’s requirements.

**Table 1: NZMSS Balance Sheet**

	2016-17	2015-16
<b>NZMSS Funds</b>		
<b>Balance 1 April</b>	<b>\$65,407</b>	<b>\$44,078</b>
Surplus income over expenditure for year	23,324	21,329
Cheque accounts	52,814	51,675
Savings accounts	2,844	2,832
Sculptures on hand	700	700
Accounts receivable/prepayments	12,424	0
Westpac term investments	20,289	19,666
Less Accounts payable	0	9,466
<b>Balance as of 31 March</b>	<b>\$88,731</b>	<b>\$65,407</b>



**Figure 1: NZMSS total income, total expenditure and total account balance over time**  
**Financial summary (2016/2017)**

Table 2 shows income and expenditure for the 2016/2017 year and is prepared on a GST exclusive basis. However, note the Society pays around \$5,000 in GST each year. The Society pays GST on memberships, conference registration and sponsorship, and can claim GST on some expenditure (e.g. website), but not on others (e.g. student awards).

Conference profit and loss is included in this summary to show that the Society is exposed to significant risk with this event due to the large amount of money that is received and spent (i.e. conference income and expenditure are nearly \$200,000 each). The Society relies on conference organisers to demonstrate financial acumen and to aim to return a surplus of c. \$10,000. Thank you to Kerry South and the conference organising committee for managing this so well for the 2016 conference. Note that income received from sponsorship at the 2016 conference totalled c. \$70,000, which was particularly high. Figure 3 shows the conference surplus for 2016/2017 in the context of previous years.

**Table 2: NZMSS income and expenditure for the year ended 31 March 2017**

	<b>2016/2017 (GST exc.)</b>
<b>Conference profit and loss</b>	
Conference income minus membership	191,142
Conference expenditure	160,048
<b>Conference surplus after payment to AMSA</b>	<b>\$26,928</b>
<b>NZMSS Income</b>	
Membership	12,943
Conference surplus	26,928
Interest	878
Other income <sup>1</sup>	1105
<b>Total income</b>	<b>\$41,855</b>
<b>NZMSS Expenses</b>	
Audit fees	1,250
Bank fees	889
Council and general expenses	1,998
NZMSS award sculpture	700
John Morton Medal	238
RSNZ affiliation fee	1,304
First Overseas Conference Travel Award	4,469
Student research award	3,000
Student conference prizes	1,000
Website maintenance	468
Xero (accounting software) set-up	2,875
Bookkeeping and Xero subscription fees	340
<b>Total expenditure</b>	<b>\$18,531</b>
<b>Surplus income over expenditure for year</b>	<b>\$23,324</b>

<sup>1</sup> Other income comprises the donation of an NZMSS award sculpture (\$700) and the refund of GST late payment penalties from IRD (\$405)



**Figure 2: NZMSS conference surplus over time**



## Auditor's Report (2015/2016)

The review 2016/2017 is still being processed (as at 16 June 2017). However, our Auditor has now completed the audit for the 2015/2016 year (provided below).

### Independent Auditor's Report to the Members of New Zealand Marine Sciences Society

I have audited the financial statements for the New Zealand Marine Sciences Society which comprise the balance sheet as at 31 March 2016, the profit and loss account for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### *Council's Responsibility for the Financial Statements*

The Council are responsible for the preparation of the financial statements that give a true and fair view of the matters to which they relate and in accordance with generally accepted accounting practice in New Zealand and for such internal control as the Council determine is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing (New Zealand). Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risk of material misstatement in the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial statements that gives a true and fair view of the matters to which they relate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other than in my capacity as auditor, I have no relationship with or interest in the New Zealand Marine Sciences Society.

#### *Opinion*

In my opinion, the financial statements give a true and fair view of the financial position of the New Zealand Marine Sciences Society as at 31 March 2016 and of its financial performance for the year then ended in accordance with generally accepted accounting practice in New Zealand.



Peter Scholtens CA  
Wellington, NZ  
5 July 2016

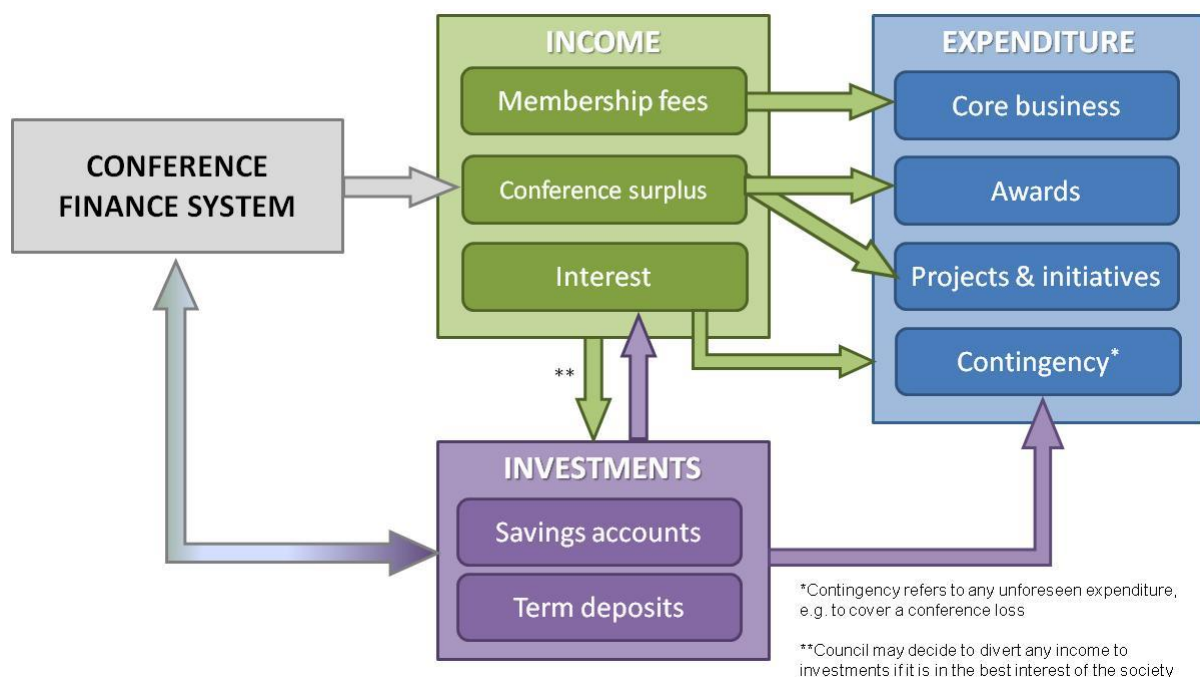
## Appendix 4 - Proposed Budget (2017/18)

To ensure that the council follows the financial system (Figure 3), the proposed budget:

- i. Aligns income received from the previous year's conference to student awards that are awarded each financial year following the conference, to reflect the amount the Society can afford from known conference surplus,
- ii. Aims to increase capital as reasonable, thus reducing financial risk to the Society in the future,
- iii. Recommends that \$5,000 is spent in 2017/2018 on a website re-design, which is required due to the outdated code and content of the current website. This spending was approved at last year's AGM for 16/17 but has not been spent due to the RSNZ offer to create our website under their umbrella (see Agenda item on website).
- iv. Recommends that \$8,000 is spent on casting 10 new NZMSS awards, as we have no more of these. The artist, Nick Dryden, has quoted \$800 per piece, but we always purchase these in bulk.

The budget includes a mix of projected and actual income to reflect the amount of funds available for the 2017/2018 year. Projected income includes subscriptions and bank interest, and actual income is from the 2016 conference.

Note that the budget has been prepared on a GST exclusive basis to reflect the amount of money available, and to be consistent with the financial summary and auditor's reports.



**Figure 3:** NZMSS generates income in three main ways: membership fees, conference surplus and interest from society investments. Society expenditure includes core business (the costs of running the society), projects and initiatives (e.g. website redesign) and awards (e.g. First Overseas Conference Travel Awards, student conference prizes). The conference finance system uses the society investments to outlay funds such as conference deposits, which should then be returned to the society investments after the conference. However, in the event of the conference running at a loss, or any other unforeseen expenses, the society requires sufficient investments to bear those expenses.

With these recommendations in mind the council proposes the following budget for 2017/18 financial year:

**Table 3: Proposed budget for 2017/2018**

	<b>2017/2018 (exc. GST)</b>
<b>Projected and actual income</b>	
<i>Projected income</i>	
Membership	10,000
Interest received	1,000
<i>Actual income</i>	
Conference surplus (from 2016 conference)	26,928
<b>Total projected and actual income</b>	<b>\$37,928</b>
<b>Budgeted expenditure</b>	
<i>Core business</i>	
Audit fees	1,000
Bank fees	500
General council expenses (inc. current website maintenance)	3,000
NZMSS review <sup>2</sup>	1,500
NZMSS award sculpture and John Morton Award	900
Royal Society of NZ - affiliation fees	1,000
Bookkeeping and Xero subscription	2,000
<i>Awards</i>	
First Overseas Conference Travel Awards	4,500
Student research award	3,000
Student awards at conference	1,000
<i>Projects and initiatives</i>	
Website re-design	5,000
NZMSS award sculptures <sup>3</sup>	8,000
Other (for example event sponsorship) <sup>4</sup>	500
<b>Total budgeted expenditure</b>	<b>\$31,900</b>
<b>Projected surplus of income over expenditure<sup>5</sup></b>	<b>\$6,028</b>

<sup>2</sup> Council recommends that all previous NZMSS reviews are collated (scanned if necessary) and made available online on the new NZMSS website.

<sup>3</sup> As of the 2017 conference we have run out of NZMSS awards and need to buy some more. The sculptor has quoted \$800 per piece (if 10 pieces are ordered). These should last the Society at least 10 years, and are retained in the accounts as an asset until they are awarded to a recipient.

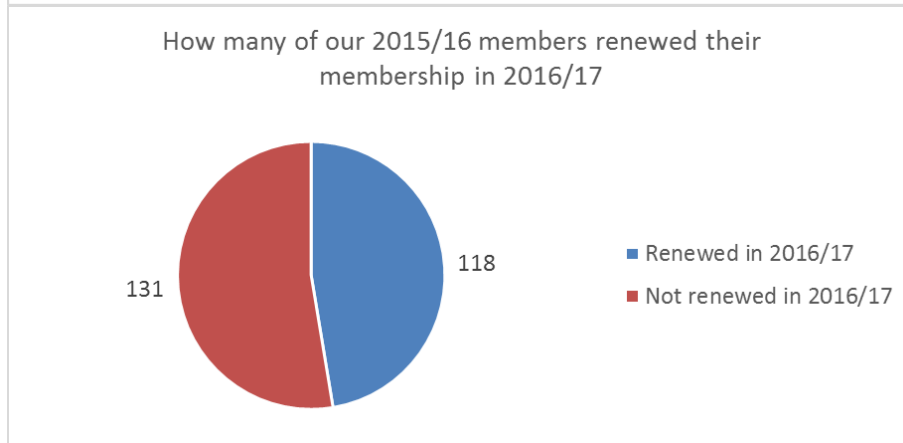
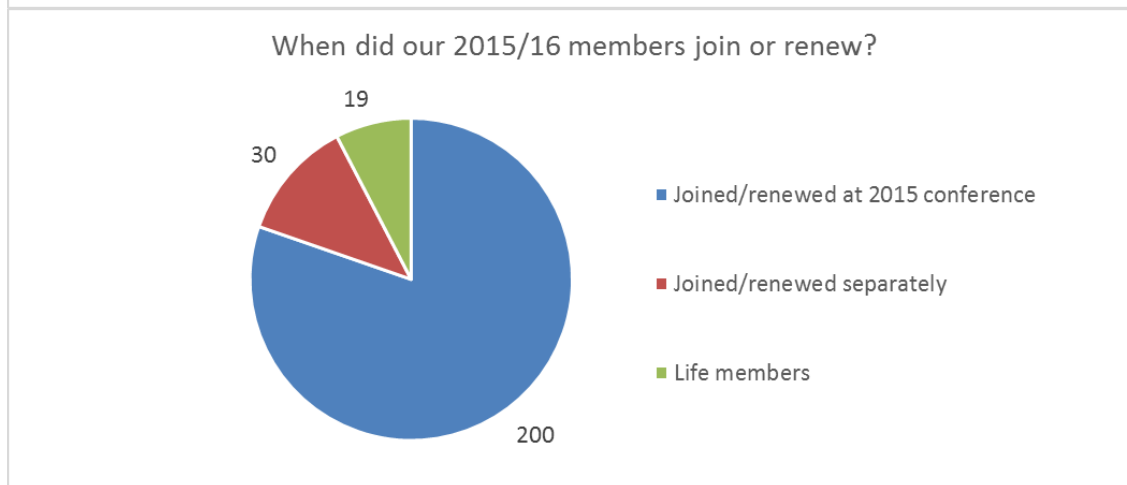
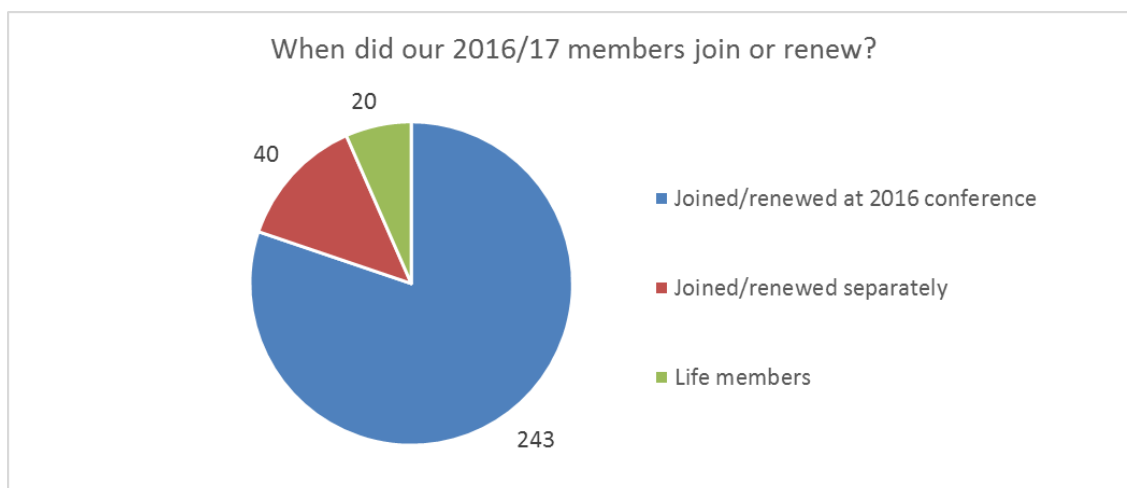
<sup>4</sup> Budgeted fund for projects and initiatives, such as supporting community or regional events, which align with the aims of the Society.

<sup>5</sup> Projected surplus of income over expenditure for capital investment ~\$6k.

## Appendix 5 – Council Reports

### 1. Membership numbers

Membership type	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Professional	170	130	131	109	189	108	170
Life	19	18	18	19	20	19	20
Retired/student	114	98	76	90	86	121	113
Institutional	9	8	7	7	-	-	-
Total	312	254	232	225	295	249	303



A full list of 2016-17 members is provided in Appendix 6

## **2. Council operational activities**

### **Members**

Council had 16 members (including four student reps). A list of 2016-17 members is provided in Appendix 7.

### **Meetings**

There have been 11 meetings; ten via phone conference call and one face-to-face meeting in February 2017 in Wellington.

### **Monthly updates**

At the February meeting it was decided that a monthly update to members would be a good way of communicating with our members throughout the year. The NZMSS Secretary is now sending out a short monthly update to members after each meeting.

## **3. Society rule changes**

Changes to the society rules were presented at the 2016 AGM. Following feedback the rules were again updated and circulated to the 2016/17 members in November as a referendum to the society for comments or adoption. Twenty-five members voted to change the rules and no one voted against it.

Bob Hickman requested clarification on the auditing/review of accounts rule and did not vote. Clarification was provided and Bob was satisfied. Martin Cryer voted yes but requested Council look at the conflict of interest Rule again and double-check that it could deal with any eventuality. The rule was strengthened accordingly.

## **4. Submissions**

Submissions prepared:

- Science roadmap (September 2016). Sent out a survey to the membership so we could incorporate feedback into the submission
- South East Marine Protection Forum (December 2016)
- Future of our Fisheries discussion and consultation document (Dec 2016)
- Managing microbeads in personal care products (February 2017). Advised membership that submissions were open but did not make a submission on behalf of the society
- Also submitted vote for RSNZ Constituent Organisations' representative (May 2017)

You can view the NZMSS submissions on our website at <http://nzmsp.org/documents/documents-of-public-statement-or-release>

## **5. Student awards**

NZMSS supported four students to attend their first overseas conference

- Nuwan De Silva (University of Canterbury - \$969)
- Becky Focht (Victoria University - \$500)
- Alaric McCarthy (University of Auckland - \$2000)
- Hua Zha (University of Auckland - \$1000)

NZMSS supported Thao Van Nguyen (AUT) with a \$3000 Student Research Award to contribute towards her research costs on 'Development of a novel metabolomics approach to study summer mortalities in Pacific oysters'.

## **6. Clarification of student eligibility and marking criteria for First Overseas Conference Travel Fund (FOCTF)**

The criteria for student eligibility and scoring for our FOCTF have been clarified. The website has been updated accordingly.

## **7. Website renewal**

The NZMSS website rebuild was one of our priority projects in 2016/17. While Council was preparing a proposal to seek quotes for the website development, the Royal Society introduced a new website solution to all constituent organisations at their Constituent Organisation meeting on 30 November. The Royal Society offer is briefly described below:

From the Royal Society's introductory brochure "*Online presence branches and constituent organisations*":

### **Introduction**

For some years now, the Royal Society of New Zealand has provided website hosting for some of our organisational members. In more recent times as technology has changed and demands have increased, it has become apparent that what has been provided is now inadequate for many of you. Quality has become poor and inconsistent which does not support a professional organisational image.

Prefer has developed a solution that will benefit you all and provide development opportunities for the future.

### **Hoppon**

Hoppon is a solution which provides Constituent Organisations and Branches of The Royal Society of New Zealand the right features to support their online needs. This service, which is managed by Prefer on behalf of the Royal Society of New Zealand generates complete, feature packed websites.

### **The offer**

The Royal Society of New Zealand will offer your organisation this service for free. You will get all the features described in attached leaflet of Hoppon and we will cover the ongoing costs.

Features available through the website include:

- Posts / News
- Pages
- Menu management
- Testimonials
- Lead campaigns
- Contact forms
- Mailchimp Integration
- Embedded Statistics
- Sliders
- Membership management including integration to a payment gateway

Council has carefully considered this offer and sought clarification from the Royal Society regarding IP of content and practical considerations should we decide to move away from the Royal Society offer in the future. All responses were positive and Council voted to accept the offer in March 2017.

**Where are we at now?**

Prefer have set up the NZMSS website. We chose the DIY option, which means that we are creating all website content ourselves. At the moment we do not have anybody on Council who is able to do this task. Depending on our new Council we may have to pay for this service. In 2016/17, \$5,000 was budgeted for the website development. This is no longer required as the Royal Society offer was free of charge. We transferred this budget to the 2017/18 budget for website re-design cost. That will allow us to progress the website development in a timely manner and seek technical support as required.

**8. Conference guidelines**

Progress has been made on simplifying and clarifying the conference guidelines. The primary focus was the development of sponsorship guidelines (see agenda item 6). The conference guidelines will be finalised after this year's conference reporting has been completed. The focus of the final stage of this process will be overall simplification and clarification of processes, roles of conference organising committee and Council and financial responsibilities.

**9. Communication with our members and membership management**

Council is aiming to clarify communication with members. Currently we communicate via the listserv and direct emails to current (i.e. paid) members. These discussions will be progressed as part of the website re-design project, which will include a new membership management system.

## Appendix 6 – 2016-17 NZMSS Membership List (1 April 2016 to 31 March 2017)

Abraham, Edward	Carbines, Megan	Dunn, Matthew
Aich, Raj Sekhar	Carter, Lionel	Ebdon, Philippa
Allen, Hamish	Cassie-Cooper, Vivienne	Edwards, Charles
Anderson, Owen	Chapman, Lucy	Egan, Eimear
Annala, John	Chiswell, Stephen	Ellenberg, Ursula
Argyle, Phoebe	Choat, Howard	Eisert, Regina
Arlidge, William	Clark, Dana	Evans, Oliver
Armiger, Helena	Clark, Malcolm	Fenaughty, Jack
Asaad, Irawan	Clemente, Ken Joseph	Fettermann De Oliveira, Ticiana
Barker, Jeremy	Cole, Theresa	Field, Karen
Battershill, Chris	Connell, Amelia	Fischer, Johanne
Beets, Fena	Constantine, Rochelle	Float pass, DOC
Behrens, Erik	Conwell, Claire	Focht, Becky
Bell, Andrew	Cooper, Jeremy	Forcen-vazquez, Aitana
Bennet, Della	Cooper, Madeline	Ford, Rich
Berkenbusch, Katrin	Cope, Jane	Foster, Travis
Biggerstaff, Andrew	Crawshaw, Josie	Francis, Chris
Bird, Rebecca	Creese, Bob	Francis, Malcolm
Bishop, Suki	Cryer, Martin	Froude, Victoria
Bolton-Ritchie, Lesley	Currie, Kim	Gale, Samantha
Booth, John	Dane, Robert	Galland, Annie
Bowden, David	D'Archino, Roberta	Gardiner, Sarah
Bowmar, Peter	Davies, Christy-louise	Garrett, Sally
Brooke, Nathania	Dawson, Steve	Geange, Shane
Brough, Tom	De Hamel, Richard	Gerlletti, Annah
Brunton, Jen	de Kock, Willemien	Gerrity, Shawn
Cadwallader, Helen	De Silva, Nuwan	Giles, Hilke
Cahill, Patrick	Decima, Moira	Gillies, Chris
Caie, Phoebe	Del rio, Cintya	Gilmer, Greer
Caie, Stuart	Dempsey, Te Puea	Gilmer, Shane
Caiger, Paul	Dohner, Melanie	Gladstone-Gallagher, Rebecca
Campbell, Andy	Douglas, Emily	Glockner-Fagetti, Andrea
Campbell, Marnie	Drylie, Tarn	Goddard, Katrina
Canto, Robert Franklin	Duncan, Alison	Goetz, Kimberly
Carbines, Glen	Dunn, Alistair	Goodwin, Shannon



Gordon, Dennis	Kibele, Jared	Marsh, Craig
Graham, Brittany	Kincaid, Sophie	Matheson, Fleur
Grandiosa, Roffi	King, Staci	McCarthy, Alaric
Grange, Ken	Kinsey, Richard	Mc Cormack, Sam
Greenland, Adam	Knight, Ben	McCowan, Tom
Grieve, Janet	Kolodzey, Stina	Mccreedy, Erica
Growcott, Abraham	Kortet, Salme	McDowall, Chris
Guerra, Marta	Koverman, Ryan	McGregor, Vidette
Gutierrez-Rodriguez, Andres	Lafferiere, Alix	McKenzie, Jan
Haggitt, Tim	Lagos, Paulo	McMullin, Rebecca
Hall, Julie	Lamarche, Geoffroy	McNaughtan, Daniel
Hannan, Danielle	Lange, Rolanda	Metcalfe, Isis
Happy, Samantha	Laroche, Oliver	Mills, Sadie
Harland, Hannah	Leunissen, Eva	Monahan, Bradley
Harrison, Ian	Libotte, Jennifer	Moraes, Carlos
Hayward, Bruce	Lin, Hsien-yung	Morais, Julia
Heath, Ron	Livingston, Mary	Morais, Zilda
Hewitt, Judi	Lohrer, Drew	Mormede, Sophie
Heyns, Karlien	Longson, Chris	Morrison, Mark
Hickford, Mike	Looker, Michael	Muncaster, Simon
Hickman, Bob	Lovett, Bailey	Murdoch, Judith
Hinton, Bethany	Luna-laurent, Emilie	Murdoch, Rob
Hunt, Stephen	Lundquist, Carolyn	Myers, Elisabeth
Huteau, Julien	Lydon, Greg	Neil, Helen
Ilyushkina, Irina	Lyon, Warrick	Neill, Kate
James, Mark	MacDiarmid, Alison	Nelson, Wendy
Jillett, John	Macdonald, Helen	Neubauer, Philipp
Jimenez Brito, Balam	Macdonald, Rachael	Newcombe, Emma
Johnston, David	Mace, Pamela	Nodder, Scott
Jones, Emma	Mackay, Kevin	Northern , Tyler
Jones, Hannah	Macpherson, Diana	O'Callaghan, Joe
Kane, Pamela	Madarasz-Smith, Anna	O'Driscoll, Richard
Kellett, Melissa	Malakhov, Yuriy	Oldach, Eliza
Kelly, Shane	Marquez, Melissa	Oliver, Megan
Kettles, Helen	Marsden, Islay	Olsen, Danette

Orchard, Shane	Schofield, Hilary	Urlich, Steve
Pande, Anjali	Schofield, Max	Valdes, Maria Jesus
Pantos, Olga	Shaffer, Megan	Van Nguyen, Thao
Parker, Steve	Shima, Jeff	Vandenberg Gracie, William
Parsons, Darren	ShortReay, Katherine	Vennell, Ross
Paul-Burke, Kura	Siciliano, Alfonso	Visconti, Valerio
Peart, Rachael	Singh, Bill Subir	Wade, Oliver
Phillips, Nicole	Sinner, Jim	Wallace, Catherine
Pilditch, Conrad	Slooten, Liz	Walls, Kathy
Pinkerton, Matt	Smith, Abby	Webber, Darcy
Pomarede, Marine	Smith, Rebecca	Webster, Trudi
Pook, Chris	Somerford, Tamlyn	Weeber, Barry
Powell, Sophie	Sorensen, Stine Tang	Weekes, Sally
Preuss, Maren	South, Paul	Wells, Susan
Pritchard, Daniel	Spillman, Claire	Wickman, Lindsay
Probert, Keith	Stevens, Craig	Williams, Mike
Putland, Rosalyn	Stewardson, Carolyn	Wilson, Oliver
Putri, Amanda	Stewart, Andrew	Wolf, Robert Paul
Qiu, Zhiguang	Stoute, Selina	Young, Tim
Ratana, Kelly	Struthers, Carl	Yungnickel, Mark
Rayment, William	Sutherland, Judy	Zha, Hua
Rickard, Graham	Swinburn, Jolyon	Zitoun, Rebecca
Riekkola, Leena	Tait, Leigh	
Ritchie, Peter	Taumoepeau, Aleki	
Roberts, Clive	Taylor, David	
Robertson, Ben	Tellier, Pierre	
Robinson, Nestor	Thomas, Sam	
Rodriguez-Salinas, Paola	Thrush, Simon	
Rosemary, Hurst	Torres, Joana	
Ross, Phil	Torre-Williams, Laura	
Roux, Marie-Julie	Townsend, Michael	
Rovellini, Alberto	Tracey, Di	
Rowden, Ashley	Tremlett, William	
Sanjayasari, Dyahruri	Trnski, Tom	
Schiel, David	Tyrrell, John	

## Appendix 7 – NZMSS Council Elected Membership (2016-2017)

<b>President:</b>	Hilke Giles	Wkto RC
<b>Vice President:</b>	Liz Slooten	U Otago
<b>Secretary:</b>	Dana Clark	Cawthron
<b>Treasurer:</b>	Hannah Jones	Wkto RC

<b>Immediate Past President:</b>	Helen Neil	NIWA
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<b>Council Members:</b>		
	Chris Battershill	U Wkto
	Kathy Walls	MPI
	Islay Marsden	U Cant
	Lesley Bolton-Ritchie	Cant RC
	Nick Shears	U Auck
	Will Rayment	U Otago
	Emma Newcombe	Cawthron

<b>Student Representatives:</b>		
	Phoebe Argyle	U Cant
	Tarn Drylie	U Wkto
	Rebecca Zitoun	U Otago
	Becky Focht	VuW

<b>Conference Committee NZMSS 2017:</b>		
	Islay Marsden	U Cant
	Phoebe Argyle	U Cant
	Lesley Bolton-Ritchie	Cant RC
	Regina Eisert	U Cant
	Sharyn Goldstein	U Cant
	Jan McKenzie	U Cant
	John Pirker	U Cant
	Kimberley Seaward	NIWA

## Draft New Zealand Marine Sciences Society (NZMSS) Sponsorship Guidelines

*Draft for discussion at 2017 NZMSS AGM and feedback from sponsors*

### Rationale

The NZMSS acknowledges that sponsorship provides funds and resources to help the society achieve its goals and objectives and thus enhance the value it provides to its members. Sponsorship may be provided by research institutes, government agencies and departments, trusts, foundations or commercial enterprises

### Purpose of these guidelines

To reflect the fundamental principles that shape the NZMSS's relationship with sponsors to ensure they generate mutual benefits.

To ensure that the NZMSS has a coordinated approach to sponsorship

To further develop positive working relationships with sponsors for the benefit of both parties

To ensure that the integrity of the NZMSS brand is actively managed and controlled by employing a practical and fair approval process

### Guidelines

- (a) All sponsorship arrangements must be specified in an agreement between the NZMSS and the sponsor. The agreement must outline all specific provisions as well as terms and conditions.
- (b) The NZMSS should be open to discussing specific sponsor requirements and to work with sponsors on ways they can maximise the benefits of their investment in accordance with these guidelines.
- (c) By entering into an agreement with a sponsor, the NZMSS does not imply endorsement of a company's product or service and may not be represented by the sponsor or NZMSS as such.
- (d) The NZMSS usually calls for sponsorship of its annual conference through a sponsorship proposal. Responses to this proposal are evaluated by the conference organising committee. The organising committee must follow these guidelines in their evaluation of sponsorship offers. The NZMSS Council retains responsibility for final approval of any sponsorship.
- (e) Offers of sponsorship unrelated to the conference should be addressed to the NZMSS Council.
- (f) The NZMSS prefers to have multiple sponsors for each event/activity.
- (g) Conference programming is carried out by the Society and is always independent of the sponsor(s).
- (h) Oral or poster conference presentations by people associated with the sponsors must not be used for promotional purposes. Abstracts from sponsors and other

parties associated with sponsors will be subject to the same review and selection process as for any other conference presentation, and offers of sponsorship may not be contingent on selection of presentation abstracts.

- (i) The NZMSS must clearly identify all sponsors at events/activities and in related communication material
- (j) The sponsor must seek approval from the NZMSS for the use of the NZMSS name and/or logo.
- (k) Sponsors must not to promote services or products that are in contradiction to the objectives of the society (viewable on the NZMSS website).