

NZFFA Executive Meeting Minutes DRAFT

Held Wednesday 24 July 2024 9am - 4pm Via Zoom & face to face at Forestwood Boardroom, Level 9, 93 The Terrace, Wellington

1 9am	<p>Chairman's Welcome</p> <p>Roll Call Neil Cullen (NC), Michael Orchard (MO), Howard Moore (HM), Hamish Levack (HL), Egon Guttke (EG) Vaughan Kearns (VK), Graham West (GW) Dave Forsythe (DF), Liz Chamberlain (LC) Admin Via Zoom Tim Forde (TF), Laurie Bennett (LB), Michael Gravatt (MG), Les Dowling (LD) (arrived after 11am), Gary Fleming (GF) (arrived after lunch Item 8)</p> <p>Apologies Dougal Morrison (DM), Matt Highway (MH)</p>
2	<p>Minutes of last Executive meeting (28 May 2024) and Matters Arising/Action items</p> <p>EG Motion to accept minutes as true and correct. VK second. Motion carried</p>
3	<p>President's Report - NC</p> <ul style="list-style-type: none"> ● Benefit to inviting FOA to attend part of an Executive meeting - on an ongoing basis? ● S Franks recommended changing how hours secretariat are recorded. ● MG was call for an independent review of the board voted on? GW no. ● TF be aware that there's a feeling that NZFFA can't represent all SSF ● NPAT & NZFFA views seem to be aligned. Next paper should be a joint paper. ● HL Pan Sector meeting - how much money has TUR got to offer? ● Need to communicate results of projects & research to the public to help promote social licence.
4	<p>Financial Report - HM</p> <ul style="list-style-type: none"> ● Yet to claim Levy grant for Field Days \$13K ● With this, a surplus is expected due to volunteer contributions ● Yet to invoice Neil Barr Foundation \$20K for MH Contract ● TUR Contract discussions over website refresh \$175K over 2024-2025 ● NZFFA Volunteers carry some of the costs of events, so accounts do not reflect the true cost of running field days etc. <ul style="list-style-type: none"> ○ VK do we need theoretical figures to find our real costs.
5	<p>FSC - HM</p> <ul style="list-style-type: none"> ● NC emailed NZ rep but nothing new to report. ● Asking for a volunteer to be NZFFA FSC representative

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	<ul style="list-style-type: none"> ● Michael Orchard Volunteered ● Suggestion to place item in TG/newsletter for interested NZFFA member ● HM Concerns that Elizabeth Heeg may be speaking on NZFFA behalf at global conferences - we need to have our own views
6	<p>Planting Restrictions by land class.</p> <ul style="list-style-type: none"> ● Legislation is still being drawn up, more information at the pan-sector meeting tomorrow.
7	<p>FGLT & Levy issues. Peter Davies-Colley (PDC) & Roger May (RM) via Zoom. Discussion Paper</p> <ul style="list-style-type: none"> ● Recommendations 1-6 <ul style="list-style-type: none"> ○ Secretariat prioritises projects not Committees ○ PDC Competent people need to represent NZFFA on Committees, either from Exec or from within the membership dependent on skillset ○ Ideally every Committee should have one Exec and one other ● Forest Research Committee change of representatives: Les Dowling & Vaughn Kearns nominated to replace Angus Gordon and John Schrider <ul style="list-style-type: none"> ○ Need confirmation from Angus & John that they are retiring ○ Should push for more representatives on FRC: suggestions <ul style="list-style-type: none"> ■ Jennie Marks? ■ HM ask NPAT if they have anyone for FRC? ■ GW ask AG to be Chairperson of FRC? <p>ACTION VK to approach Angus Gordon about being Chairperson of FGR</p> <ul style="list-style-type: none"> ○ PDC Secretariat looking to formalise & standardise processes of Committees across the board including who has the right to vote. <ul style="list-style-type: none"> ■ EG Environment Committee has Full members (voting) and Observers (non voting) ○ Services Agreement states that voting committee members must be members of either FOA or FFA ● Transport Committee - VK & PB (PB wants to stand down). Approach David Nottage? ● Promotions - Bert Hughes currently sitting on it. MG volunteered depending on commitment. HL Volunteered ● Training & Careers - Currently Eric Cairns- continue ● Environment Committee - Currently Michael Orchard & Egon Guttke - continue. ● Fire Committee - Currently Alan Coyle & Don Wallace - continue

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	<ul style="list-style-type: none"> • Biosecurity Committee - Currently John Simmons & Les Dowling - continue. <ul style="list-style-type: none"> ○ Difficult to prioritise projects as a lot of co-funding from companies. • Health & Safety Committee - Currently Don Wallace - continue • LD recommends that NZFFA members catch up after meetings and report back to Executive on main points of Committee meetings <p>ACTION HM to place item in newsletter and NC to email group Committee Chairs asking members to send in grant applications</p> <p>ACTION Have Ongoing Agenda Item to report on Committees at each Executive meeting</p> <p>ACTION NC to write to FRC Chairperson that new representatives are Les Dowling & Vaughn Kearns</p> <p>GW Levy Working Group Paper</p> <ul style="list-style-type: none"> • Committee members <i>as per above</i> • Assure Quality address database RM & Quote <ul style="list-style-type: none"> ○ Total area of ownership will be provided ○ LB can we transfer funding from our current \$5K ○ EG can we have a sample to check against our database? ○ Having access to database we can prove legitimately that we have access to 14,000 SSF ○ LD what are our restrictions to providing to third parties eg School of Forestry and TUR <p>MOTION GW to sign up for 1 year access to the Assure Quality address database. VK Second. Motion Carried.</p> <p>MOTION NC to authorise Roger May to have access to database and be database manager. HM Second. Motion Carried</p> <p>ACTION HM to sign database contract with Assure Quality</p> <p>NC thanked PDC & RM for their contribution.</p>
8	<p>Progress report from Matt Highway. NC/GW</p> <ul style="list-style-type: none"> • Recommendations Strategy document tabled • Partnership and Sponsorship Prospectus tabled <ul style="list-style-type: none"> ○ HM prices too low ○ VK to approach Awapuni Nurseries ○ Agree to Matt finishing off website upgrade, contract with TUR ○ Clarify that we want Matt to stop once website project underway ○ GW MH should be leading Forest360 discussions

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	<ul style="list-style-type: none"> ○ VK MH thinks that not much more can be done ○ MG how public will we be with our partnership with Forest360, currently not good social media reputation <ul style="list-style-type: none"> ■ GW wouldn't be exclusive ○ LB we were looking for a COO but instead got short term contract for finding funds ○ LB maintain better Communication with Stihl (don't repeat mistake made with Husqvarna) ○ HM ask MH what value can he provide for next 3 months ● Website upgrade: MH is helping negotiate this contract
9	<p>Alternative Species Field Days - wrap up - HL/HM.</p> <ul style="list-style-type: none"> ● HM spoke to the Final milestone report that has been sent to Belinda Miller at TUR
10	<p>Membership database upgrade - HM /Don Wallace via Zoom</p> <ul style="list-style-type: none"> ● Moved last meeting that Gecco to be engaged ● Contract has been signed and initial implementation meetings have been held.
11	<p>National Forest Policy for New Zealand - HL</p> <ul style="list-style-type: none"> ● FIAG recommends that it be approved by the NZFFA Exec, with minor changes as discussed. <p>HL moved that NZFFA endorse the NZIF policy with minor changes. VK second. Motion Carried.</p> <p>ACTION NC write to NZIF in confirmation of support for Forest Policy.</p>
12	<p>NZFFA Awards - HL.</p> <ul style="list-style-type: none"> ● Julian Bateson has provided a summary of awards past and present. ● He recommends we appoint an awards coordinator <ul style="list-style-type: none"> ○ Promote and manage awards each year. ○ Appoint judges ○ Maintain sponsors relationships ● EG don't need to revive defunct award, focus on current awards ● GW behind the scene volunteers need to be more recognised ● TF lifestyle blocks currently don't qualify under the current Farm Forester of the Year Award. Create another award or change criteria

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	<ul style="list-style-type: none"> Put in TG/newsletter asking for volunteers for Awards Coordinator <p>HL motion that NZFFA Awards paper be accepted. HM second. Motion carried.</p> <ul style="list-style-type: none"> Life Members <ul style="list-style-type: none"> John Schrider suggested putting someone up for the NZ New Year Honours or King's Birthday Honours List eg Patron or Denis Hocking <p>ACTION HL to look into nominating NZFFA member for NY or King's Birthday honours list</p> <ul style="list-style-type: none"> Potential Life members - Dudley Franklin, Bruce Bulloch, Wink Sutton Have to go to Council to get Ratified - November Council meeting <p>ACTION HL to prepare Life Member recommendations for Council</p>
13	<p>Branch Reports</p> <ul style="list-style-type: none"> HBFF Stihl sponsored an award for farm forestry in HB given to Gordons of Clifton Station. Pacnpac paid for half chainsaw <ul style="list-style-type: none"> Winner automatically goes on Committee Wetland field day well attended BOPFF working with catchment group Wai Kokopu <ul style="list-style-type: none"> Webinar - Vision for the Bay (Dr. Alison Dewes) Jobs for nature CDG - collected seed from Denis Hocking's old property - sacks of elite macrocarpa seed
14	<p>Newsletter, Website, Tree Grower TF.</p> <ul style="list-style-type: none"> Website upgrade ongoing Newsletter due for the end of the month TF Tree Grower <ul style="list-style-type: none"> TG outdated? Should we be changing format Can we afford the TG much longer? GW is there a case for a job description review for TG Editor MG can give JB more directive; looking for a new editor or publisher not viable 2024 Conference wrap up TF <ul style="list-style-type: none"> Panpac and HB branch conference coordinator <ul style="list-style-type: none"> Upset that not mentioned in TG publication post Conference JB altered media release in TG JB offered Panpac to write an editorial but under JB guidance

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	<ul style="list-style-type: none">○ LB can we give more direction to editor○ HM we can ask him reasons for leaving Panpac out of TG○ VK we need directive from Exec for JB to put articles in TG when asked○ TF to send article down to HQ for files <p>ACTION HM to speak to JB about editorial style</p>
15	Update on NEFD - Debbie Ward TUR, Director of Forestry Insights - guest speaker Presentation
16	<p>General Business</p> <ul style="list-style-type: none">● Mystery Creek Fielddays<ul style="list-style-type: none">○ MPI sees value in MC○ Good exposure at last MC○ Permanent structure would have to be industry funded.○ Financial viability of a permanent structure - long term planning.○ MPI still working though figures and next steps for next year but understanding that won't happen without MPI funding● Conference 2025 GF LB and beyond - where next?<ul style="list-style-type: none">○ 1-4 April 2025 optional post conference tours on 5 April (Saturday)○ No major sponsors yet.● 2026 North Island Branch?<ul style="list-style-type: none">○ DF Waikato● 2025 Field Days MC, CNI & Kirwee. <p>VK motion to support up to \$20K towards Field days 2025. HM Second. Motion Carried.</p> <ul style="list-style-type: none">● VK Combined Action group Trip 18-21 October - New Plymouth● EG Submissions<ul style="list-style-type: none">○ proposal to increase corridor under transmission lines, DW to draft

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	submission from NZFFA, joint submission with FOA <ul style="list-style-type: none">○ Consultation document emissions reduction plan - changes<ul style="list-style-type: none">■ HL to draft submission
17	Date of next meeting. <ul style="list-style-type: none">● Wednesday 18 September 2024
18	Close of meeting.

Action Items/Ongoing Matters Arising

Tuesday 28 May 2024

- ITEM 4A ACTION LC email Branch Secretary re past members last year only & how to access via NZFFA website. Ask Branch secretaries to contact members via phone or email. *Complete*
- ITEM 4B ACTION HM/LC invoice Neil Barr for \$20K for Matt H Contract. *Ongoing*
- ITEM 8 ACTION TF to send 2024 Conference prospectus to MH. *Ongoing*
- ITEM 11 ACTION TF to send Conference report to NC & LC *Ongoing*
- ITEM 12 ACTION HL & VK & TF Talk to Stihl to come up with a proposal for the next Exec meeting regarding Farm Forestry awards. No longer to be actioned
- ITEM 13 ACTION LC to liaise with Emily Pope re resending survey out to greater email address list. *Ongoing*
- ITEM 15 ACTION LC to forward all branch reports to JB - *Ongoing*

Action Items/Ongoing Matters Arising

Wednesday 24 July 2024

- ITEM 7A ACTION VK to approach Angus Gordon about being Chairperson of FGR
- ITEM 7B ACTION HM to place item in newsletter re members sending in grant applications and NC to email group Committee Chairs
- ITEM 7C ACTION Have Ongoing Agenda Item to report on Committees at each Executive meeting
- ITEM 7D ACTION NC to write to FRC Chairperson that new representatives are Les Dowling & Vaughn Kearns
- ITEM 7E ACTION HM to sign database contract with Assure Quality

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- **ITEM 11 ACTION NC write to NZIF in confirmation of support for Forest Policy**
- **ITEM 12A ACTION HL to look into nominating NZFFA member for NY or King's Birthday honours list**
- **ITEM 12B ACTION HL to prepare Life Member recommendations for Council**
- **ITEM 14 ACTION HM to speak to JB about editorial style**