

AGENDA ITEM: 4.1

Minutes of a Meeting of the
NEW ZEALAND GAME BIRD HABITAT TRUST BOARD
held in The Dominion Building Victoria St, Wellington on
23 August 2019
Commenced 9.35 am

1. Present

Andy Tannock (Chairman), John Cheyne, Ian Hogarth, Susan King, Steve Scragg and Mark Sutton

2. In Attendance

Carmel Veitch (NZ Council Finance), Robert Sowman (NZ Council Policy & Planning Manager).

3. Welcome

The Chairperson opened the meeting and welcomed those in attending. This is the first meeting with all Board members present.

4. Apologies

No apologies.

5. Conflict of Interest

Potential conflicts of interest were asked for any grant application and/or agenda item, acknowledging links to local Fish and Game councils and regions, but nothing was noted for recording, with no financial or perceived interest associated with any of the applications.

6. Confirmation of Minutes

The minutes and notes from the previous meetings and telephone conference were considered and accepted.

Resolved (Mark Sutton/Steve Scragg):

That the minutes of the meeting of the Trust Board held on 31 August 2018 be confirmed as a true and correct record.

Future administration was raised for further discussion.

Spending money to make more money is likely to be the only way forward. A commemorative book on what the Trust Board has achieved so far, development of commercialising the stamp, etc are all opportunities that could be advanced. There was support for taking the next step. There is a need to set out basic costs for a supportive role, over and above the administrative engagement of NZ Fish and Game Council. The work of the Trust is quite marketable and acceptable to the public. This is a real plus from a public relations point of view.

There was support for a proposal to advance funds in the budget enabling the Trust to support a part-time coordinator. This could be covered by allocating \$10 – 13,000 for this purpose.

Resolved: (Mark Sutton/John Cheyne)

1. **To put in an additional \$23,000 into the budget to create a part-time coordinator position.**
2. **That a job description be developed and circulated to the Trust Board for approval.**

It was recognised that Wellington Fish and Game Council has missed contributing to the review of projects supported five years ago over the last five years. A letter of disappointment from the Trust to be sent on participation by Wellington Fish and Game Council in contributing to review of projects.

Resolved (John Cheyne/Ian Hogarth):

That the minutes of the telephone conference of the Trust Board held on 17 July 2019 be confirmed as a true and correct record.

7. 2019 Grant Applications

7.1 Clarification on Assessing Applications

During the Telephone Conference in July 2019 clarification was sought on the direction the Trust Board should take over applications that seek to include such things as fencing, weed control, pest traps and retrospective applications.

In consideration of priorities, the Trust Board determined a revised list, with the first two seen as first equal:

1. Creation of new habitat
1. Enhancement of existing habitat
2. Seeding money to get the project underway, including machine time (earthworks, vegetation control, etc.)
3. Level of security capable of being provided over the habitat (QEII/GBHEA)
4. Planting & fencing but of lesser priority to the Board.

Creation of hunting opportunity, area of open water created and cost per hectare remain relevant considerations when assessing projects.

7.2 Follow-up responses to questions raised in Telephone Conference

Answers to questions raised during the Telephone Conference are set out in Item 5.2. With this added information the Trust Board turned its attention to consideration of all 2019 applications for grant funding.

7.3 *This year's Grants*

#	Project Name	Applicant	Region	\$ Grant
1	Majek Gully	C Prankerd	Taranaki	0
2	Eco Blue Wetland	Hamish Blue	Taranaki	2,000
3	Ledhaven Wetlands Stage 3	Murray Blue	Taranaki	3,000
4	Howatson Wetland	Glenn Howatson	Taranaki	6,000
5	Duck Haven Wetland	Bruce Bryant	Wellington	0
6	Tennent Wetland Project	Tom Tennent	Hawke's Bay	8,000
7	Coutada One	Mark Mossman	Wellington	4,000
8	Tainui Wetland Project	Ben Wilson	Hawke's Bay	8,000
9	Sweetwaters	Wayne McEntee	Auckland/Waikato	5,000
10	C & J Brennan Wetland	Chris Brennan	Auckland/Waikato	5,000
11	278 Austin Road Ponds	Nicholas Francis-Stead	Auckland/Waikato	4,000
12	Pine Pond	Bill Carswell	Wellington	8,000
13	Waikanae Wetland Restoration	Chris Jobson	Eastern	6,000
14	Maraetuna Wetland	Ken Miller	Hawke's Bay	3,000
15	Airlie Wetland	Sam Clark	Hawke's Bay	3,000
16	Lower Cannon Bone Pond	Aaron Passey	Wellington	2,000
17	Gaddum Dam Restoration Project	Harry Gaddum	Hawke's Bay	2,000
18	Pakaraka Wetland	John Skeates	Northland	0
19	Omana Wetland	Scott Paterson	Northland	5,000
20	Pounamu Rakiraki	Whatarangi Murphy-Peehi	Taranaki	1,500
21	Pukepai Wetland	John Gordon	Taranaki	5,000
22	Takitakitoa extension	Otago Fish & Game	Otago	10,000

Resolved: (Steve Scragg/John Cheyne_

That the Game Bird Habitat Trust Board approves 19 grants totalling \$90,500 as detailed above.

8. **Review of Projects Funded Five Years Ago.**

Projects reviewed this year are those successful grant projects in 2013. Grants for three of these projects were not uplifted.

Those projects for review in 2020 will be grants approved in 2014.

Resolved: (Susan King/Ian Hogarth)

That the Trust Board:

- a. **Acknowledge its appreciation to those who responded with photographs and comments.**
- b. **Agree that projects for review in 2020 will be grants approved in 2014.**

9. Major projects programme

The Trust Board commissioned Wildland Consultants in 2009 to undertake an evaluation of thirty-six potential projects, with ten being shortlisted in its report of July 2010¹. From this the Trust Board selected the two highest scoring projects from the North Island (Wairua Wetland [later transferred to Underwood Wetland] Northland and JK Donald Wetland Wellington) and South Island (Para Wetland Marlborough and Takitakitoa Wetland Otago).

9.1 Para Wetland

Seek photo points taken on a regular basis. Send Takitakitoa monitoring report for comparison.

9.2 Takitakitoa

An excellent account was provided as part of regional council resource consent monitoring requirements. This provides a great illustration of what can be achieved by photos taken at the same point over a period of years.

9.3 Underwood Wetland

Funds approved by the Trust Board will be used for ground works in the early summer months of 2019/20.

9.4 JK Donald Wetland

Uncertainty continues due to the various parties of interest and the exclusion of Fish and Game from preferred management decisions scenarios. Wildlife Service helped by the Acclimatisation Society declared the land a Wildlife Management Reserve sometime in the early 1980s. The status of it remains unproven.

The Trust Board agreed to roll-over the funding commitment for another year.

Resolved: (John Cheyne/Mark Sutton)

That the \$18,000 approved for the JK Donald wetland remain committed to this project and reviewed on an annual basis.

9.5 Going Forward.

This depends more on the right project presenting itself. The Trust Board was happy with dealing with project requests on its merits.

Resolved: (Mark Sutton/Susan King)

The Trust Board agrees to continue to maintain its support of major projects where this proves value for money

10. Financial Report

10.1. 2018/19 Financial Report

The financial year for the Trust Board ends 31 August. Expenses from this 2019 meeting will be added before final financial statements are provided.

Discussion occurred on Reconciliation as at 11 August. It was pointed out this omitted to include the \$75,000 allocated to the Underwood Wetland. An explanation was also provided about the fee for the audit.

¹ Preliminary Evaluation of Potential Wetland Development Projects for Corporate Sponsorship. Wildland Consultants Ltd., Rotorua. July 2010.

Resolved (Susan King/Mark Sutton)

- a. **That subject to the audited annual accounts being circulated to the Board members for approval, and any queries satisfactorily explained, the Chairperson be authorised to sign the 2018/19 Performance Reports on behalf of the Board.**
- b. **That the Financial report as at 11 August 2019 be received.**

10.2 Alternative Investment Options

Trust Board funds are held with Westpac Bank. These include a current account and term deposits at various terms. Consultation with the Bank identified the need for the Board to have an investment policy. A draft policy along with investment options is to be circulated to Board members for confirmation.

Resolved: (Susan King/Mark Sutton)

- a. **An investment policy is established and circulated for Trust Board approval.**
- b. **That the Trust Board approve Carmel Veitch to act on behalf of the trustees in order to receive more specific investment advice.**
- c. **That subject to receiving advice and circulating to the Trust Board for approval, she may invest up to \$500,000.**

10.3 Grants not uplifted within two years

A list of earlier grants approved but not uplifted have been identified and contact made to determine current status. Where those projects have been completed without grant assistance or stopped for what ever reason, the funding allocated by the Trust Board should be returned to the pool of grant funds for future allocations.

Agreed to return the fund from Waitohu Stream (\$4,900), Whaka Wetland (\$4,880), Ferncliff Wetland (\$2,070) along with those identified as to be agreed (\$23,022). Totalling \$34,872. Grantees are to be advised they are invited to reapply.

Resolved (Susan King/Steve Scragg)

That a total of \$34,872 be returned to the grant fund and a letter be sent to each grantee explaining this action and inviting them to reapply if they want a similar grant in the future.

10.4 Draft Chairperson's Annual Report

This August meeting as an annual meeting comes just before the end of the financial year close-off and audit. A draft copy of the Chairperson's annual report and financial statement are circulated to Trust Board members for preliminary discussion and authorisation for the Chairperson to act on the Board's behalf with final sign-off.

Board members were invited to provide any additional comment for consideration by the Chair in finalising the report.

10.5 IRD Donee Status Confirmed

The Charitable and IRD donor status of the Game Bird Habitat Trust has been re-affirmed. The charitable status should have great appeal and needs to be promoted. There are opportunities through bequeaths, a donation tab on the website.

Resolved: (Susan King/Steve Scragg)

- a. **Identify a strategy to attract donations**
- b. **Investigate the possibility of setting up a donations tab on the Website/and or piggyback on NZ Fish and Game Council donation tab if possible.**

11. New Financial Year

11.1 2019/20 Budget

For the 2019/20 financial year, total operating expenses are estimated at \$160,100, with some \$90,500 grants allocated.

Resolved: (Steve Scragg/Ian Hogarth)

- a. **That subject to amendments at the meeting, the Trust Board Budget for the 2019/20 year be approved.**

11.2 Trust Board Appointments

The current Board membership expires on 31 March 2020. Meaning a new Trust Board must be appointed by the Minister of Conservation in accordance with section 44F Membership of Board, Wildlife Act 1953.

The members of the Board shall be appointed by the Minister having regard to the functions of the Board and the Board shall consist of—

*(a) a chairperson: **Andy Tannock***

*(b) 3 persons appointed after consultation with the New Zealand Fish and Game Council: **Ian Hogarth, Steve Scragg, Mark Sutton***

*(c) 1 person appointed after consultation with the Director-General: **Susan King***

*(d) 1 person appointed after consultation with the Board of Ducks Unlimited New Zealand Incorporated. **John Cheyne.***

Nomination forms are to be sent out to sitting members. Sitting Trust Board members are to notify their respective consulting agencies by registering their intent to reapply or not by mid-September 2019.

11.3 2020 Meeting Schedule

The Trust Board's dates for its normal 2020 meetings and telephone conference are scheduled including a proposal for the new Board to hold a "Meet & Greet" gathering to allow new members to meet and gain an appreciation of the Board's business activities.

Resolved: (Ian Hogarth/John Cheyne)

That the meeting schedule for 2020 be:

- a. **February, Telephone Conference to discuss investments (date tbc)**
- b. **July, Wednesday 22nd, Telephone Conference, 11.00 am.**
- c. **August, Friday 23rd and Saturday 24th -meeting in Dunedin.**

12 Habitat Stamp

12.1 Species to appear on the Habitat Stamp

After discussion on an appropriate species, it was agreed to feature the NZ Shoveler (.....) as the species on the 2021 Habitat Stamp. The Shoveler last featured as a Habitat Stamp species

back in 2009. The pheasant was nominated for the 2022 species. It last featured as a Habitat Stamp species back in 2011.

Resolved: (John Cheyne/Susan King)

That the Trust Board:

- a. Recommends the NZ Fish and Game Council endorse the:**
 - i. The NZ Shoveler be depicted on the 2021 habitat stamp.**
 - ii. The Pheasant be depicted on the 2022 habitat stamp.**
- b. Recommends each following year the species for three seasons hence, meaning in 2020 it will recommend the stamp for 2023, to allow sufficient lead-in time to prepare and market associated products.**

12.2 Game Bird Habitat Stamp Photo Competition

It is seen as important to market the winner in the magazine and elsewhere to maximise exposure of the competition and the winning entry.

A prize other than a game licence would attract more interest (if the photographer is not a game hunter). This needs to be \$1,000 or similar.

Resolved: (Mark Sutton/Steve Scragg)

The Trust Board note progress to date on the photographic competition to select a winning image to be used on the 2020 Habitat Stamp.

That \$1,000 be set for the winner of the Habitat Stamp image for 2021 and beyond.

12.3 Habitat Stamp fee on game licenses

The subject of habitat stamp fees was examined. With the 2020 game season the fee has been increased from \$3.00 to \$4.00 on every game licence.

Resolution (Andy Tannock/Steve Scragg)

To recommend to the NZ Council that the 2020 habitat stamp hunter contribution be retained at \$4.00.

The Trust Board wanted to record the significant contribution and thanks to Robert Sowman for his services to the Board. The Board also thanks Carmel and Jordyn for their role in preparing and participation in the work of the Board.

Ian Hogarth is standing down in March 2020. Susan King is considering possibly standing down but this is dependant on the DG having another nominated name.

There being no further business, the Chairperson thanked those present before declaring the meeting closed at 4.00 pm on Friday 23 August 2019.

Confirmed: _____

Date: _____