

AGENDA ITEM: 4.1

Minutes of a Meeting of the
NEW ZEALAND GAME BIRD HABITAT TRUST BOARD
held in The Board Room, Otago Fish and Game Council
Cnr Hanover/Harrow Streets, Dunedin
18 September 2020
Commenced 8.30 am

1. Present

Andy Tannock (Chairman), Neil Candy, John Cheyne, Mark Sutton and Chantal Whitby

2. In Attendance

Carmel Veitch (Finance) and Robert Sowman (Trust Board Coordinator) for full meeting.
Ian Hadland (Chief Executive Otago Fish and Game Council) and Ritchie Cosgrove (South Island Comms) for particular items.

3. Welcome

Ian Hadland welcomed the Board to Otago and the Fish and Game Council office. He spoke of the grant Otago received for Takitakitoa. He encouraged the Board to pursue the One Billion Trees programme.

The Chairperson opened the meeting and welcomed those in attending. This is the first meeting of the new Board. It was good to have a dinner together Thursday night as this allowed Board members to get to know one another better.

4. Apologies

From Jan Riddell.

Resolved: (Mark Sutton/Chantal Whitby)

That the apology from Jan Riddell for her absence from the September 2020 Trust Board meeting be accepted.

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/John Cheyne):

That the minutes of the meeting of the Trust Board held on 23 August 2019 be confirmed as a true and correct record.

Resolved: (Mark Sutton/Neil Candy):

That the minutes of the Zoom conference meeting of the Trust Board held on 13 August 2020 be confirmed as a true and correct record.

Brief discussion about a paper on the fish passage proposed by Jan Riddell and the intent to prepare this for consideration by the Board late in 2020 or in the New Year.

7. 2020 Grant Applications

7.1 Criteria for Assessing Applications

The opportunity to look again at these criteria was to ensure all Board members – old & new had the chance to consider and possibly discuss them again before looking at the applications submitted for 2020 grants.

The criteria to give priority to existing habitat over creating new habitat was questioned given the new policy statements on water making it difficult to amend existing wetlands. It was proposed to amend criteria 4 to:

In all cases, restoring or enhancing existing habitat to higher production will be given equal priority to creating new habitat.

The first bullet point under informal priorities to be removed as this is covered by the amended criteria 4.

Resolved: (Mark Sutton/Chantal Whitby)

That subject to refinement of grant criteria 4 and removal of the first bullet point under informal criteria, those criteria established in past meetings of 2008, 2009 2017 and 2018 continue to be observed in assessing applications.

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 of this agenda. With this added information the Trust Board turned its attention to consideration of all 2020 applications for grant funding.

7.3 This year's Grants

Project	Applicant	Region	\$ Grant
1. Lake Spencer	John Bellerby	Hawke's Bay	8,000
2. Beehive Creek	Adam & Gemma Fisher	Wellington	1,000
3. Papatahi Wetland	Chris Sparks & McConachy Family Trust	Wellington	3,500
4. MacPherson's Wetland	Gavin MacPherson	Southland	5,000
5. Linton Waterfowl Water Park	Jared & Rachel Hercoe	Wellington	6,000
6. Akatio Estate	Dave Vitsky	Wellington	2,000
7. Waitetuna Wetlands	Mike Ross & Madeline Rix-Trott	Auckland/Waikato	6,000
8. Murphy Wetland Complex	Joe Murphy	Hawke's Bay	4,000
9. Christiansen Dam Restoration	Sam Christiansen	Hawke's Bay	4,500
10. Ludlow Wetland	Simon White	Hawke's Bay	10,000
11. Templars Flat Wetland Restoration	Guy Lethbridge	Hawke's Bay	8,000

For full details see the attached Excel Spreadsheet.

Resolved: (Neil Candy/Chantal Whitby)

That the Game Bird Habitat Trust Board approves 11 grants for 2020 totalling \$58,000 as detailed above.

8. Review of Projects Funded Five Years Ago.

Projects reviewed this year are those successful grant projects in 2014. Grants for three of these projects were not uplifted.

Those projects for review in 2021 will be grants approved in 2015.

Discussion on the prospect of a before and after record of past grants was raised for future consideration.

Resolved: (Chantal Whitby/John Cheyne)

That the Trust Board:

- a. Acknowledge its appreciation to those who responded with photographs and comments.**
- b. Agree that projects for review in 2021 will be grants approved in 2015.**

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). These represent showcase projects.

The Board is not looking to seek specific new projects. It wants to keep the allocation set aside for the Donald block. The Donald block represents the only uncompleted major project. The Board wants to show further support by increasing its commitment (\$18,000 in 2012) to \$100,000 subject to the purpose of this allocation.

Resolved: (Mark Sutton/John Cheyne)

Agree to provide funding support of \$100,000 for the JK Donald project, subject to the purpose of this allocation.

At this point the meeting stopped for lunch and recommenced with a presentation by Ian Hadland of Otago Fish and Game's recent Oxbow lakes purchase in Central Otago and a photo shoot of the new Board.

10. Stamp image competition

Richie Cosgrove introduced the process undertaken to select images for the 2021 and 2022 Habitat Stamps. A photographic competition was created to find the best images. Richie and Mark Mitchell were the judges to make the selection from some 30 entries.

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

The prize money for both years was set at \$1,000 for each image.

It would be possible to extend the pool of interest by introducing it to photographic clubs and the like.

The intention is to create branded merchandise by inviting sponsors to use the image on its products. Andy and Robert are to discuss and put forward some ideas for the Board to consider.

The Board thanked Ritchie and Mark for their time and expertise in concluding the 2021 & 2022 competitions.

11. 2019/20 Draft Annual Accounts

11.1. 2019/20 Profit and Loss & Balance Sheet

The draft Deficit for the year ended 31 August 2020 is \$12,940. Income was down by \$5,000 on budget.

A draft Performance Report of the Game Bird Habitat Trust Board for the year ended 31 August 2020 was tabled for the Board's information and discussion.

Resolved (Mark Sutton/John Cheyne)

- 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 2019/20 Performance Reports on behalf of the Board.**
- b. That the Financial report as at 31 August 2020 be received.**
- c. That a letter of appreciation be sent by the Board to Susan King for her time as a Board member.**

11.2 Investment Policy

Trust Board funds are held with Westpac Bank. These include a current account and term deposits at various terms. At the 2019 Board meeting it was agreed a draft policy along with investment options was needed. This policy is provided as an agenda paper for this meeting.

This initiative should be deferred until a discussion can be held with Milford and WestPac via Zoom for an investment of \$500,000. A Green Bonds option is another investment worthy of being explored.

Resolved: (Mark Sutton/Neil Candy)

- a. That Green Bonds be investigated**
- b. That a Zoom meeting be organised with Milford and WestPac to discuss a shares investment of \$500,000.**

11.3 Bank signatories

The Trust Board has bank accounts and Term Investments with Westpac. Currently Andy, Susan King (ex-Trust Board member) Martin Taylor (CEO NZ Fish and Game Council) and Carmel have access to online banking.

Resolved: (Mark Sutton/John Cheyne)

- a. Remove Susan King as a signatory on the account**
- b. Add Robert Sowman as a signatory on the account**
- c. Set up Robert Sowman with access to authorise with Business Online.**

11.4 One Billion Trees Funding Agreement

The One Billion Trees Fund is to be used to support the planting of native species at sites receiving Habitat Trust funding support. The Funding Agreement with the Ministry of Primary Industries is to plant 30 ha per annum, for a total of 90 ha over a three-year funding period. It is expected that 800 plants/ha would reach 6m+ at maturity.

That this initiative be deferred until the Trust Board can be confident of its liabilities and responsibilities. This to be confirmed by setting up a zoom meeting with Alistair Beveridge and Matt Kavermann. A time to be set at 11.00 am any day from Monday to Thursday. Robert to circulate the draft agreement and seek questions from Board members to be forwarded to Alistair in advance of the Zoom meeting.

11.5 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 funding totalling \$39,500. Grantees are to be advised they are invited to reapply.

Resolved (Mark Sutton/Chantal Whitby)

- a. Outstanding Grants Schedule of \$153,519 be received.**
- b. Accept the payment of 19 Grants totalling \$154,102**
- c. Valid requests for time extensions be given favourable consideration**
- d. All other grants not uplifted within two years (\$39,500) are to be returned to the general fund and the grantee invited to reapply in a subsequent round.**

12. New Financial Year

12.1 2020/21 Budget

For the 2020/21 financial year, a deficit of \$67,931 for year ended 31/8/2, with Grants \$146,000 (incl. \$82,000 top up of JK Donald Wetland) and other expenses \$186,920.

Resolved: (John Cheyne/Neil Candy)

- a. That subject to amendments at the meeting, the Trust Board Budget for the 2020/21 year be approved.**

12.2 2021 Meeting Schedule

The Trust Board's dates for its normal 2021 meetings and Zoom conference are scheduled with dates for submission closure and circulation to Board members.

It was suggested the Board considers its August 2021 meeting be two-nights either side of a one full day meeting, perhaps in Queenstown as four members would be living within driving distance.

Resolved: (Chantal Whitby/Mark Sutton)

That the meeting schedule for 2021 be:

- a. Wednesday 31 July 2021 11.00 am by Zoom.**
- b. Friday 20 August 2021 meeting in Queenstown**
- c. And other Zoom meetings as required.**

12.3 Grant Application process and forms

The grant application and referee's report on the website are available as a PDF copy and Word file. The Word file is not working correctly with formatting presenting issues. It requires technical help to create a fit for purpose solution.

13 Habitat Stamp

13.1 Species to appear on the Habitat Stamp

After discussion on an appropriate species, it was agreed to feature a wetland bird species as the species on the 2023 Habitat Stamp.

Resolved: (John Cheyne/Mark Sutton)

That the Trust Board:

- a. Recommends the NZ Fish and Game Council endorse a wetland bird species be depicted on the 2023 habitat stamp.**
- b. Repeats a photo competition to find a suitable stamp image**

13.2 Habitat Stamp fee on game licenses

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

Resolution (Chantal Whitby/Neil Candy)

To recommend to the NZ Council that the 2021 habitat stamp hunter contribution be retained at \$4.00.

There being no further business, the Chairperson thanked those present before declaring the meeting closed at 4.10 pm on Friday 18 September 2020.

Confirmed: _____

Date: _____