



Minutes

CLEAN AIR SOCIETY OF AUSTRALIA & NEW ZEALAND
Annual General Meeting 29 October 2008

Purpose of Meeting CASANZ AGM 2008

Prepared By	Janet Petersen	Phone No	09 366 2000 extn 8299
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Place of Meeting	Horse & Trap	Date	29 October 2008
	Mt Eden		5:45 – 6:45 pm

Present	Paul Baynham, Jeff Bluett, Amy Clore, Guy Coulson, Andrew Curtis, Gavin Fisher, Tracy Freeman, Sally Gray, Mike Harvey, Taryn McQuinn, Kevin Mahon, Kath McLeod, Camilla Needham, Rachel Nicoll, Gareth Noble, Jason Pene, Janet Petersen, Jeff Smith, Stephen Sing, Peter Stacey, Jozua Taljaard, Jonathan Taylor, Sue Veart, Glenn Veart, Shanju Xie
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Apologies	Cathy Nieuwenhuijsen, Emily Wilton, Tim Mallet, Roger Cudmore, Prue Harwood, Robyn Phipps, Rhys Kevern, Gerda Kuschel, Carol McSweeney, Amy Clore
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Distribution	CASANZ Executive NZ Members
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1. Presidents Report, Paul Baynham:

Paul Baynham (NZ Branch President) gave the Presidents report covering the year to date. He raised the following main points:

- Membership numbers have increased in the NZ branch by about 10-12 members.
- We have had a number of training courses and workshops during the year. The Introduction to Air Quality Course went very well and Paul thanked Emily Wilton and Jeff Bluett for their efforts. The CALMET/CALPUFF course had to be cancelled due to low numbers but still might be held in future. The BAM workshop was well received, as were the seminar in Christchurch (by Howard Bridgeman) and the emissions inventory workshop.
- There were four award nominations for this years clean air award. After voting David Jackson of Nelson City Council is the winner of this award.



Item	Action By/Date
<p data-bbox="316 481 783 510">2. Treasurers Report, Jeff Smith:</p> <p data-bbox="391 535 1225 600">Jeff Smith (Treasurer) gave the Treasurer's report covering the year to now. He raised the following main points:</p> <ul data-bbox="391 624 1246 1700" style="list-style-type: none"><li data-bbox="391 624 1246 887">■ The NZ account has approximately \$33K in it at the moment. This is mainly due to the successful training courses carried out this year. Subscriptions go to head office. Normally we retain a \$15K float, but some 'seed money' will be required for the 2011 conference (\$20K is the usual amount). We will request from the Exec that we retain the \$33K balance so that this 'seed money' can be taken from the NZ account to be used by the 2011 organising committee.<li data-bbox="391 913 1214 1077">■ On-line banking has been set up for the NZ account. This makes bank payments far more efficient. Jeff has changed to a bank account which is tailored to non-profit societies. This account earns some interest unlike the account that had previously been used.<li data-bbox="391 1104 1225 1169">■ \$10K of expenses from the previous financial year were expensed in this FY<li data-bbox="391 1196 1238 1424">■ Jeff has applied for charitable status for the NZ branch of CASANZ. This means we do not have to pay tax on income. There is apparently a backlog of applications so we have not heard yet whether we have achieved charitable status. However, once received this status will be back dated to the beginning of July 2008. Jeff Bluett noted that GST tax status may change with the 2011 conference.<li data-bbox="391 1451 1182 1516">■ The NZ accounts have been audited. We have a total of \$17K surplus.<li data-bbox="391 1543 1246 1700">■ Jeff presented a draft budget for 2009. He noted that the budget assumes two training courses during the year and it allows for some travel costs for the committee for two meetings. Other meetings are usually held by video conference at the NIWA offices to reduce costs. <p data-bbox="391 1727 635 1756"><i>Auditor of accounts</i></p> <p data-bbox="391 1783 1190 1848">Motion by Jeff Smith that Allan J Sharr is appointed auditor for the 2009 accounts. Janet Petersen seconded this motion.</p>	<p data-bbox="1310 645 1417 674">Cathy N</p>
<p data-bbox="308 1872 986 1901">3. Minutes of Previous Meeting (26 August 2008):</p> <p data-bbox="391 1926 1174 1991">Paul Baynham moved to accept the previous minutes and this was seconded by Andrew Curtis.</p>	<p data-bbox="1310 1798 1417 1827">Cathy N</p>



Item	Action By/Date
<p>4. General Business</p> <p><i>(a) CASANZ Conference 2011</i></p> <ul style="list-style-type: none">■ The 2011 conference committee have about 8-10 volunteers so far to help with organisation■ Christchurch is the preferred option but this needs to be agreed by NZ branch and then CASANZ Exec.■ Tracy has approached the Christchurch convention centre to check on available dates – a tentative booking has been made for 1 September, with back up dates being in July (or possibly June). There are some issues with timing to avoid the Rugby World Cup, particularly as a number of hotels have already reserved their rooms in anticipation. The CEO of the Convention Centre will approach hotels to see if they can release space for the conference delegates. A 50% deposit will be required to secure the booking of the conference venue. Expected overall cost for conference room/venue hire is of the order of \$40K.■ The team are busy with brainstorming on key-note speakers and the conference theme■ The last NZ conference had a lot more delegates than expected■ Tracy has been in contact with the Perth committee■ Gavin Fisher said that the 2002 conference was very popular and is ‘fondly remembered’. He also noted that the Rugby World Cup is a big clash. Gavin also recommended that the organising committee give the Exec regular financial updates (‘can’t go overboard with this’). He said keep up the good work so far.	<p>NZ Branch/ Exec</p> <p>Tracy</p> <p>Organising Committee</p>
<p><i>(b) Future training courses</i></p> <p>There was general agreement that there should be more training courses in Auckland.</p> <p>AUSPLUME</p> <p>This will be held in Christchurch so that Emily can mentor Amy for future training courses. Andrew suggested that another meteorology course would be good to go with the AUSPLUME course.</p> <p>Introduction to Air Quality</p> <p>There was general agreement that it would be good to have another Introduction to AQ course and that this should be in Auckland.</p>	



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(c) Media

Paul B called for volunteers to answer media queries on behalf of CASANZ, preferably someone who is an expert and who is comfortable about speaking with media.

Jeff S asked if there would be any media training opportunities. Paul said we could look at that. Jeff B suggested that we could have mentors to do this.

(d) CASANZ Awards

David Jackson received the award. Gavin suggested we need to make an event of this and organise a press release. Paul will ask Cathy if she's prepared to organise this. The awards should be presented in Nelson. Jeff B suggested the NAQWG, however this is in Wellington.

Paul B

(e) NZ Branch AGM

See earlier.

(f) Standards committee representation

We have been asked if we would nominate a CASANZ member to be on the Australian and NZ Standards Committee. Jozua outlined the involvement required for this. He says it's only been necessary to attend one meeting over the last two years but that there are a number of standards that are coming up for revision that may mean a bit more work is required.

Standards recently released include:

- Ambient SO₂ (AS3580.4.1-2008)
- PM₁₀ BAM (AS/NZS 3580.9.11:2008)
- TEOM (AS 3580.9.8-2008)
- Siting air monitoring equipment (AS/NZS 3580.1.1:2007)

Standards currently under review:

- Preparation of reference test atmospheres (DR08074)
- Area source sampling (DR08096)
- Suspended particulate matter PM10/2.5 dichotomous sampler (DR07237)

The standards that will be revised/updated in the near future:

- Ambient air gas monitoring (NO_x, CO, O₃, etc)
- Meteorology for AQ applications



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We need two representatives from NZ. One representative is currently Watercare Services (on behalf of the MFE) so they need another representative (don't have to come to all the meetings, but it needs to be one individual for continuity) for the standard to be released as a joint AS/NZS standard. The time involved is 2-3 days per standard and there are around 5-6 to be done next year. Ideally the CASANZ representative would distribute drafts for comment to CASANZ NZ members and collate the inputs.

Gavin said that ideally MFE should have permanent membership and could we get funding from the MFE for that? Paul says he's approached the MFE previously and that they have indicated that they could contribute towards expenses but not time. Gavin suggested Kevin Rolfe might be a candidate. Jozua pointed out that at the moment we can only comment but having a position on the committee allows us to influence the process.

Paul B will approach MFE to see if we can get funding for expenses.

In the mean time, anyone who would like to contribute by reviewing draft standards or would like updates can contact Jozua (airquality@water.co.nz)

Paul B

(g&h) Branch Officer Nominations

Motion by Jeff Smith that Cathy Nieuwenhuijsen is appointed treasurer of the NZ Branch of CASANZ. Janet Petersen seconded this motion.

Motion by Janet Petersen that Jenny Simpson is appointed secretary of the NZ Branch of CASANZ. Tracy Freeman seconded this motion.

5. Next meeting

To be decided.

Meeting closes 6:45 pm