

Minutes of the 54<sup>th</sup> Annual General Meeting  
of the  
New Zealand Freshwater Sciences Society Incorporated  
Held via Zoom  
Wednesday 13 October 2021

The Annual General Meeting commenced at 5:00 pm and was chaired by Kate McArthur, President.

Present: Kate McArthur (President) and 50 voting members.

## 1. Welcome and Apologies

Richard Allibone, Michael Pingram, Roger Young.

## 2. Minutes of the 53rd AGM circulated

*Motion from the Chair:* That the minutes be accepted as a true and correct record of the 52<sup>nd</sup> AGM  
(Kate McArthur/ Shirley Hayward– *carried*)

## 3. Matters arising

No matters arising

## 4. President's report [Kate McArthur]

Tēnā koutou katoa,

Well, it has been another year full of change, difficulty, and uncertainty as the pandemic rages across the world. It is very disappointing that we haven't had the opportunity to come together in person this year and that our conference programme continues to be disrupted by COVID-19. I'd like to acknowledge and thank the INTECOL organising committee for their sustained commitment over multiple years to bring you a conference this year, albeit remotely, despite numerous challenges.

The Executive Team continue to work hard on your behalf. We have met throughout the year remotely and I have felt well-supported by their excellent advice and enthusiasm. We have continued to roll with the changes in organising and reorganising numerous conferences, updating awards processes,

scholarships and prizes, creating a financial and spending strategy for the next five years and providing financial support to student members where possible. We now have a larger and more specialised executive team who cover the many tasks of keeping our growing Society running very well. I want to sincerely thank every one of them for their commitment to getting on with the mahi through testing times and in a very professional manner.

### **Te Wai Māori Rōpū**

I once more acknowledge the continued mahi of Te Wai Māori Rōpū who sustain the Society's network of experts and practitioners in indigenous science and mātauranga Māori, providing critical support to me and the executive team. Te Wai Māori Rōpū is an integral part of our Society because of the continued effort of its members and leadership from Ian Kusabs and Joanne Clapcott, supported by Yvonne Taura. Recently Ian presented the Rōpū model to the Te Apārangi –Royal Society Constituent Organisation group meeting to further a discussion on better supporting Māori and Pacific researchers. Te Wai Māori are forging the way for other societies and their approach and commitment benefits us all.

### **Scholarships, NZFSS Medal and Early Career Science Awards**

Our second year of NZFSS and He Manawā-ā-Whenua freshwater research post-graduate scholarships of \$7,500 are currently open to new applicants <https://freshwater.science.org.nz/three-nzfss-research-scholarships-now-available/>. **Awardees** for the 2020 scholarships were: Charlotte Minnis (NZFSS) and Lucy Sanson (HMAW).

The Awards Committee are delighted to announce Jon Harding will receive the 2021 NZFSS Medal for his outstanding contributions to freshwater science and the Society. Congratulations Jon, we look forward to your plenary in 2022.

The Executive have also awarded the Early Career Science Award to Dr Tara McAllister in recognition of her outstanding early career research and her significant contribution to raising the profile of the inequities for Māori and Pasifika in science and academia. Congratulations Tara, and we also look forward to your plenary in 2022.

The NZFSS Executive Committee have a broad definition for outstanding research, including research that is highly cited or published in high-impact journals, research that has been incorporated into the management of New Zealand's fresh waters, research that improves the integration of Māori knowledge into freshwater management as well as science communication and education.

### **Professor Dame Carolyn Burns DNZM CBE**

The Society is very proud of the recognition in mid-2021 of Professor Carolyn Burns as Dame Companion of the Order of Merit for her services to ecological research. Carolyn, we thank you for your years of mentoring young ecologists, your leadership in science and for your exemplary dedication to freshwater research and to the Society itself. It is a well-deserved honour.

### **Best Student Paper 2021**

This year's best student paper is awarded to Katie Brasell for her paper entitled *Lake microbial communities are not resistant or resilient to repeated large-scale natural pulse disturbances*. Congratulations Katie. The judging was very close across all applicants, showing the very high calibre of work undertaken by NZFSS student members –well done to you all.

### **Future conferences–save the date!**

We are currently working with NZ Marine Sciences Society to hold a joint conference from 21 November 2022, coinciding with the release of an estuaries special issue of the NZ Journal of Marine and Freshwater Research. Given the large numbers a joint conference is likely to attract we are looking at Auckland as the most likely location to host the conference. AUT have offered themselves as a venue, plans are underway to establish an organising committee. Anyone who is interested in hosting or assisting with organisation should contact me ASAP please.

Following our request for feedback on conferences last year the executive committee recently confirmed we will join the joint AFSS/SFS conference in Brisbane proposed for 3 –7 July 2023 (after it was cancelled this year due to COVID-19). We may hold an at home informal meeting later in the year for those unable to travel or members may be able to join the NZ Rivers Group conference, however, the Brisbane meeting will be our official NZFSS meeting. Financial support will be available for students to assist with travel costs to the Brisbane meeting.

It has been a real privilege for me to serve the Society as President again this year. Our Society runs on the energy and commitment of its members and on our continued connection to one another. Once more, I wish you all time to rest and recuperate over the summer break and hopefully we will see some respite from the recent outbreak over this coming summer.

Ngā mihi nui kia koutou,

Kate McArthur NZFSS President

## 5. Treasurer's report [Amy Whitehead]

### Finances

The accounts for the 2020-2021 financial year have yet to be sent to the auditors Findex. I will send out the final financial statements to all members once they are finalised (as part of the constitution, the audited financial statements should be presented to members). Therefore, the following represents the draft financial report for the 2020-2021 financial year as presented on a cash basis (

Table 1).

**Our total assets** as at 30 June 2021 were **\$202,629**, including two Term Deposits (\$121,375). As of 12 October 2021, we have **\$209,317** in assets.

**Total income** earned for the 2020-2021 financial year was **\$36,687** and came primarily from the 2019 Invercargill conference (\$17,445), subscription income (\$15,986) and interest earned from our term deposits and current account (\$2,041).

**Total operating expenses** for the 2020-2021 financial year were **\$29,054**, including scholarships (\$15,000), accounting and audit fees (\$4,000), donation to the SIL Trust (\$2,900), website maintenance (\$1,872) and RSNZ membership fees (\$1,304).

The Society made an **operating surplus of \$7,633** for the year ended 30 June 2021. This compares to an operating surplus of \$41,686 for the 2019-2020 financial year. The main reason for this difference relates to the higher profit from the 2018 Nelson conference.

Table 1. Cash summary for the 2020 – 2021 financial year (excludes GST)

<b>Profit and Loss</b>			
<b>New Zealand Freshwater Sciences Society</b>			
<b>For the 12 months ended 30 June 2021</b>			
	Jun-21	Jun-20	Total
<b>Income</b>			
Conference Income	\$17,445.09	\$0.00	\$17,445.09
Copyright Licensing	\$487.59	\$0.00	\$487.59
Interest Income	\$2,041.66	\$3,431.31	\$5,472.97
Sales - Book - Advances in NZ Freshwater Science	\$156.52	\$785.21	\$941.73
Sales - Book - Crustacea Identification Guide	\$114.15	\$114.15	\$228.30
Subscriptions - Current	\$15,986.39	\$20,030.30	\$36,016.69
Subscriptions - In Arrears	\$156.53	\$0.00	\$156.53
<b>Total Income</b>	<b>\$36,387.93</b>	<b>\$24,360.97</b>	<b>\$60,748.90</b>
<b>Less Cost of Sales</b>			
Cost of Goods Sold - Advances in Fresh Water Science	\$0.00	\$1,126.80	\$1,126.80
<b>Total Cost of Sales</b>	<b>\$0.00</b>	<b>\$1,126.80</b>	<b>\$1,126.80</b>
<b>Gross Profit</b>	<b>\$36,387.93</b>	<b>\$23,234.17</b>	<b>\$59,622.10</b>
<b>Plus Other Income</b>			
Donations - Student Prizes	\$300.00	\$800.00	\$1,100.00
<b>Total Other Income</b>	<b>\$300.00</b>	<b>\$800.00</b>	<b>\$1,100.00</b>
<b>Less Operating Expenses</b>			
Audit Fee	\$2,500.00	\$3,300.00	\$5,800.00
Award - Scholarships	\$15,000.00	\$0.00	\$15,000.00
Awards - Best Student Paper	\$0.00	\$500.00	\$500.00
Awards - Jolly Student Travel	\$750.00	\$3,500.00	\$4,250.00
Awards - SIL Trust Conference Prizes	\$300.00	\$800.00	\$1,100.00
Awards - Society Medal	\$64.06	\$0.00	\$64.06
Bank Fees	-\$202.11	\$40.00	-\$162.11
Conference Expenses	\$172.00	\$7,611.73	\$7,783.73
Consulting & Accounting	\$1,500.00	\$3,590.00	\$5,090.00
Donation - Gift to SIL Trust	\$2,900.00	\$2,900.00	\$5,800.00
General Expenses	\$2,032.00	\$0.00	\$2,032.00
Membership fees - RSNZ	\$1,304.35	\$1,304.35	\$2,608.70
Stripe Fees	\$321.46	\$248.42	\$569.88
Website	\$1,872.64	\$1,755.21	\$3,627.85
Xero Fees	\$540.00	\$540.00	\$1,080.00
<b>Total Operating Expenses</b>	<b>\$29,054.40</b>	<b>\$26,089.71</b>	<b>\$55,144.11</b>
<b>Net Profit</b>	<b>\$7,633.53</b>	<b>-\$2,055.54</b>	<b>\$5,577.99</b>

## Membership

We currently have 570 members, with a slight decrease since last year (Figure 1,

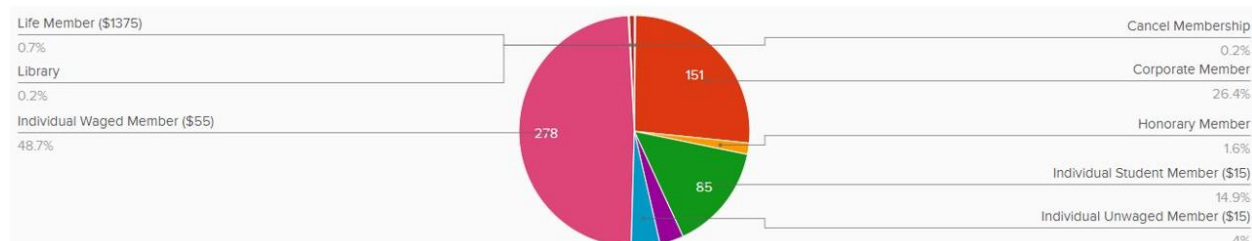


Figure 1. Breakdown of NZFSS members by membership type as of 12 October 2021

Table 2). This decrease relates to the removal of members who were more than one year in arrears with their membership fees, a handful of resignations and the passing of several members. We also

removed 15 Libraries and Societies from the membership database that were historically included to enable sending hardcopies of the newsletter. We have included a new membership category – *Student (First Year Free)* – in the online database to encourage students to join the society based on discussions at the 2020 AGM.

A reminder that we also have a *Corporate Member* category that allows organisations to request a single invoice for all members at the waged rate of \$55 per person. Please contact Amy Whitehead ([info@freshwater.science.org.nz](mailto:info@freshwater.science.org.nz)) if you are interested in setting this up for your organisation.

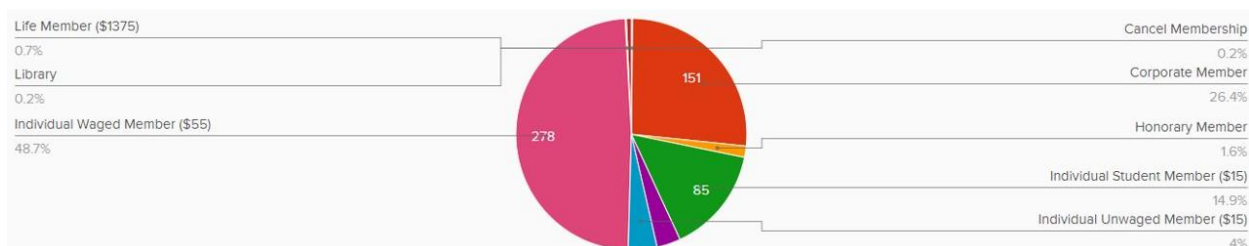


Figure 1. Breakdown of NZFSS members by membership type as of 12 October 2021

Table 2. Membership numbers by type over the past five years. The 2017 figures include members who were more than three years in arrears that have subsequently been removed from the database.

	2021	2020	2019	2018	2017
Waged	429	438	380	361	371*
Unwaged & Student	127	126	114	105	124*
Honorary	9	9	9	9	9
Life	4	4	4	4	4
Libraries & Societies	1	16	16	16	16
<b>TOTAL</b>	<b>570</b>	<b>593</b>	<b>523</b>	<b>495</b>	<b>526</b>

NB: \*includes members in arrears > 3 years

There are currently 245 members who are in arrears for this financial year (Figure 2). This number includes members who we have lost contact with, or who may have moved away from freshwater science and have not resigned from the Society, or who are active in the Society but keep forgetting to pay their subs. In addition, there are a number of Corporate Members whose institutions have yet to pay their invoices. There is also a subset of members for whom NZFSS emails are going to spam and, therefore, are not receiving their invoices. Members who are still in arrears at 30 June 2022 will be considered non-financial and removed from the membership database as per Section 6.a of the Constitution.

If you are unsure of your membership status, please login to the NZFSS website and make sure to update your contact details while you are there. Please also check your spam folder for NZFSS emails and ensure the [info@freshwater.science.org.nz](mailto:info@freshwater.science.org.nz) is added to your Safe Sender list.

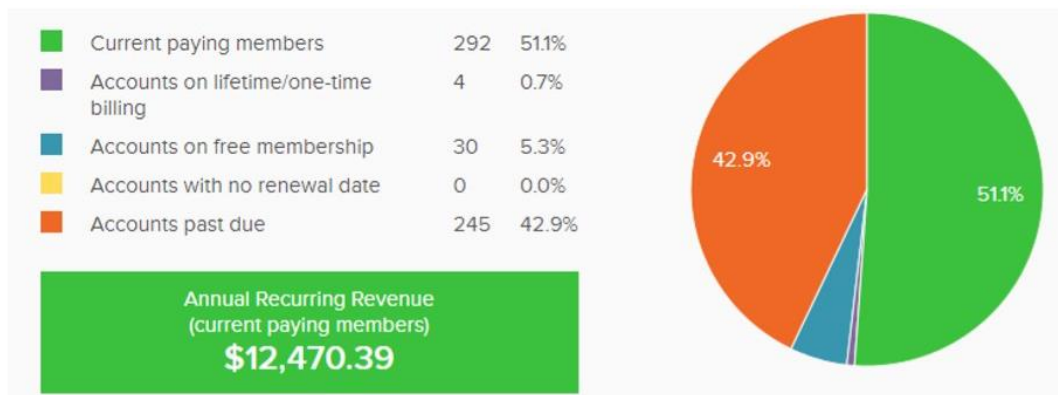



Figure 2. Financial status of members on 12 October 2021

*Motion from the Chair:* That the Society accounts for 2020-2021 be accepted (Kate McArthur / Eleanor Gee – carried)



6. SIL 1987 Trust Fund report [Amy Whitehead]

SIL 1987 Trust		Financial Statement 30th September 2021						
IRD number	83-600-519							
		Account number	Maturity	Interest	Amount			
<b>TOTAL ASSETS at FY ending 30th September 2020</b>					<b>\$72,617.61</b>		% increase	
30/09/2020	BNZ Ready Money	02 0343 0048 153 000			\$7,922.04			
30/09/2020		S335382	NZ Fixed Interest (AIT)		\$24,274.16			
30/09/2020	BNZ TD #01008	0009348153-01008	6/10/2021	2.60%	\$7,539.00			
30/09/2020	BNZ TD #00014	0009316362-00014	11/05/2021	1.05%	\$20,257.33			
30/09/2020	BNZ TD #00015	0009316362-00015	10/02/2020	1.45%	\$5,050.02			
30/09/2020	BNZ TD #00016	0009316362-00016	10/02/2020	1.45%	\$7,575.06			
<b>TOTAL ASSETS at FY ending 30th September 2021</b>					<b>\$74,135.06</b>			
16/09/2021	BNZ Ready Money	02 0343 0048 153 000			\$834.26			
31/03/2021		S335382	NZ Fixed Interest (AIT)		\$23,002.31	ongoing		-5.2%
30/09/2021	BNZ TD #01008	9348153-01008	6/10/2023	1.60%	\$7,931.57	reinvested		5.2%
30/09/2021	BNZ TD #00014	0009316362-00014	11/05/2022	1.05%	\$20,452.22	reinvested		1.0%
30/09/2021	BNZ TD #00015	0009316362-00015	5/02/2022	1.00%	\$5,099.58	reinvested		1.0%
30/09/2021	BNZ TD #00016	0009316362-00016	9/10/2021	1.00%	\$7,649.38	reinvested		1.0%
30/09/2021	BNZ TD #00024	0009316362-00024	16/09/2022	1.45%	\$10,000.00	reinvested		n/a
5% of assets					\$3,706.75			
Increase in assets					\$1,517.45			
<b>Available for 2022 awards</b>					<b>\$5,224.20</b>			
<b>Income/expenditure</b>				<b>deposits</b>	<b>withdrawals</b>			
30/09/2020	BNZ Ready Money	\$7,922.04						
16/09/2021		new TD #20024			-\$10,000.00			
16/02/2021		NZFSS levies		\$2,900.00				
17/03/2020		interest		\$67.22				
monthly		bank fees			-\$50.00			
16/09/2021	closing balance	\$834.26						
<b>NETT</b>				<b>\$2,967.22</b>	<b>-\$10,050.00</b>			
			6/10/2021					
Notes	There were no awards in the FY ending September 2021							

Motion from the Chair: That the SIL 1987 Trust Fund report for 2020-2021 be accepted (Amy Whitehead / Neal Deans – carried)

## 7. Te Wai Māori Rōpū [Ian Kusabs]

### **Whāinga/Purpose 1:**

Provide a support network for Māori freshwater scientists, researchers, and students, including mentoring and identifying research scholarship opportunities for emerging Māori scientists, researchers, and students.

### **Tukunga/Methods**

- Membership approx 70 members
- Produced a newsletter as well as numerous emails to rōpū members – job opportunities, scholarships, publications, graduations, awards, projects etc.
- Selected the successful applicant for the Manawā a whenua scholarship
- Updated Terms of Reference
- Developing a database of Māori freshwater students

### **Whāinga/Purpose 2:**

To support and advise the NZFSS executive committee on Te Ao Māori worldview & appropriate kawa and tikanga.

### **Tukunga/Methods**

- Participated at NZFSS executive hui throughout the year
- Presented at the Royal Society Te Apārangi Constituent Organisation Forum on the Rōpū and its possible use as a role model for other societies

### **Whāinga/Purpose 3:**

Develop and foster partnerships with indigenous freshwater organisations, scientists, researchers, and students internationally.

### **Tukunga/Methods**

- Covid impacted
- Social media profile via Twitter (> 788 followers)

- Continue to develop networks with indigenous researchers overseas

#### **Whāinga/Purpose 4:**

Be a point of contact for iwi, hapū and the wider community interested in freshwater sciences, management and research from a Māori perspective.

#### **Tukunga/Methods**

- Supporting all members to be points of contact.

## 8. Memorial Presentation for John Clayton [Fleur Matheson/Paul Champion]



Over 90 refereed papers and book chapters

- SCUBA survey methods for submerged vegetation assessment
- Selective control of submerged weeds
- Documentation of new to New Zealand aquatic weed invasions
- Deep water macrophyte ecology
- Lake sediment seedbanks and impact of submerged weeds
- Ecology and management of aquatic weeds

- Aquatic weed risk assessment model
- Charophyte ecology and taxonomy
- Aquatic plants as environmental indicators

Also well over 100 of client reports

Research career based on providing science solutions to protect our aquatic environment

Visit John's online memorial at <https://www.mykeeper.com/profile/JohnClayton/>

## 9. General Business

Kate McArthur circulated briefing notes to members prior to the AGM for members to consider prior to the meeting. The notes were then discussed.

### **A – Urgent changes to the NZFSS website: discussion and vote**

Early this year we signed a contract with Taylor Frances on behalf of the Society for member access to the NZ Journal of Marine and Freshwater Research for approx. \$700 NZD per annum, to be reviewed annually. A protracted process ensued of liaising with Te Apārangi – Royal Society NZ to upgrade our website to enable journal access. In late September, after no action from RSNZ staff, we were informed without warning that RSNZ were no longer willing to pay to host our website and that our provider advised an urgent upgrade was required to avoid our website becoming an obsolete security risk by 6 December 2021. This was extremely disappointing, given we paid approximately \$6,000 in the 2017/18 financial year for a bespoke upgrade to our website as part of RSNZ's 'Hoppon' website build and host program.

We were not the only CO affected by this issue and we have collaborated with NZMSS and others, who were in a similar position, to investigate a range of options and providers. We have also laid a complaint with RSNZ via our CO representative about the very short notice and lack of consultation.

We need to urgently upgrade our website before 6 December. We could also take this opportunity to improve its functionality for financial linkage to Xero, improved membership functionality and to enable a secure portal for journal access if this can be achieved at reasonable cost. At the time of writing the options for website upgrade were still under investigation by the executive committee in collaboration with other societies. Options include:

- Staying with the current provider Ackama and upgrading to the latest version of WordPress with some changes to our earlier 'bespoke' build which is obsolete

- Engaging a new provider and upgrading the site to be more functional where needed either on our own or jointly with NZMSS
- Joining with other Societies in a group to procure web-hosting and upgrade services
- Building our own site from a proprietary template e.g., Wix or Squarespace
- Engaging a new provider to migrate our site into a proprietary template

Once the options have been collated and quotes procured, the executive committee aims to make a choice that ensures our website is secure, future-proof (to the degree possible) and functional for the most affordable price by early November. The good financial position of the Society means we are not necessarily limited to the cheapest option, although any spending by the executive will be prudent and reasonable.

**In Meeting:** Jenny Webster-Brown asked if there is any benefit in website development with other CO's for economy of scale. Kate McArthur will organise a meeting with other CO's to discuss. Andrew Kirk suggested Robin Sallis of Cerulean Web Design who designed the NZPCN website.

**Motion for vote:** *That members approve the executive committee to continue to investigate the options for urgent website upgrade, select and purchase the best available option on behalf of the Society. (Votes: Yes – 36, No – 0)*

## **B – NZFSS financial plan: discussion and vote**

A finance and spending sub-committee was created this year to determine a strategic approach to spending the Society's surplus funds over the next five years.

The sub-committee determined an operational and contingency budget of \$75,000 is needed annually to cover the running costs of the Society and any contingencies. This budget is approximately double our annual average running costs, including all awards and prizes. We propose the operational and contingency budget of \$75k will be reviewed in 2023 and biennially thereafter until surplus funds are spent. Applying this budget to our current surplus would allow us to spend \$45,000 annually over the next five years, on projects and activities that are aligned with our constitutional objectives.

To determine some strategic areas for surplus spending all suggestions from previous AGM and forum discussions were reviewed and checked against our constitution. The following seven themes were identified:

1. Scholarships – He Manawā-ā-Whenua, NZFSS and Golden Plover (\$16,000 annually)
2. Recommendations to government and public bodies

3. Educational activities
4. Educational resources
5. International collaboration and networking
6. Publications for freshwater researchers
7. Next generation of freshwater scientists (\$2,000 contribution this year to National Wetland Trust Book)

Further descriptions and examples of activities within each of these themes are detailed in **Attachment A**. These themes have not been prioritised, although at previous AGMs we have sought members approval to continue with scholarships this year. We are again seeking approval from members to continue the current three scholarships in their current format annually for the next five years, as long as surplus funds are available.

We propose starting up a contestable fund for spending over the other six themes, open for bids over a set time each year and closing when the remaining allocated funds have been spent for that year. Unspent funds could roll over to the following year. Setting up a contestable fund requires the following:

1. Development of a thorough application process (including addressing conflicts of interest)
2. Clear criteria for approving an application (informed by constitutional objectives and strategic themes)
3. Formulation of a panel (preferably outside of the executive) to assess the merits of applications and recommend funding decisions to the executive

**In Meeting:** Chris Tanner asked why we are not providing for more scholarships; Jenny Webster-Brown advised that there are already not many applicants and a lot of administrative work for the current scholarships. Sophie Allen asked how we could promote the scholarships; Kate McArthur advised that she will talk to the scholarships offices of the universities. Sue Clearwater asked if there is any prioritisation of the seven themes; Kate has asked the membership to send any feedback. Chris Tanner asked if there were any alternative projects that could be contestable; Kate advised that applicants would submit a proposal and show how it matches any of the themes in **Attachment A**. Rebecca Eivers commented that there is a funding gap for smaller stakeholders that aren't affiliated with universities/CRIs.

**Motion for vote:** *That NZFSS continue to fund the NZFSS Freshwater Research scholarship (\$7.5k), He Manawā-ā-Whenua scholarship (\$7.5k) and contribute to the Golden Plover Award with National*

*Wetland Trust (\$1k) annually for the next five years and that the executive have approval to adjust scholarship amounts for inflation as required over that period (Votes: Yes – 32, No – 0).*

**Motion for vote:** That the themes for spending surplus funds (**Attachment A**) are approved by members for adoption as the basis for any surplus spending (beyond scholarships) over the next five years (Votes: Yes – 29, No – 0).

**Motion for vote:** That the membership approves the executive to set up a contestable fund, co-opting members from outside the executive where necessary, with the intention of opening the fund for applications in 2022 (Votes: Yes – 29, No – 0).

### **C – NZFSS Election and Executive Role Description policies**

Our new constitution<sup>1</sup> was approved in March 2021 and contained a new executive committee structure and elections process. We trialed the elections process set out in the draft election policy at last year's AGM. We are seeking members' feedback on the draft policies attached to these briefing notes (**Attachments B and C**) in order to finalise these documents before the next Society election. If you have feedback on the draft policy documents or on last year's election process please provide this to Kate [kate@kmwater.co.nz](mailto:kate@kmwater.co.nz) or to the Secretary [info@freshwater.science.org.nz](mailto:info@freshwater.science.org.nz) by **1 March 2022**.

**In Meeting:** Kate McArthur advised that the draft policies will be adopted March next year pending any feedback from members.

### **D – Mentoring scheme**

Members have asked whether we can institute a mentoring scheme like that provided for the last two years by the NZ Ecological Society. EcoSoc operate this scheme on a voluntary basis, coordinated by Kate McAlpine. Kate has kindly provided us with all the resources and information EcoSoc use. If members would like to pursue setting up a NZFSS mentoring scheme we will need someone to take on the coordinator's role. Kate estimates this takes about three days of her time in total spread over several months of the year and that EcoSoc have between 10 and 12 pairs of mentors/mentees each year. If we find a suitable volunteer we will also need prospective mentors/mentees to participate. Guidance on mentoring is provided in the EcoSoc info pack. If you would like to volunteer to coordinate the mentoring scheme, please contact the Secretary [info@freshwater.science.org.nz](mailto:info@freshwater.science.org.nz)

**In Meeting:** Rosemary Miller has volunteered to co-ordinate the mentoring scheme.

### **E – NZFSS regional hubs - Secretary**

Purpose: to provide a space for NZFSS members/non-members to network outside of the annual conference (and within if virtual). Each regional hub could be run semi-autonomously and decide on what their objectives are (e.g., local issues, information evenings, socials). Each hub could have a regional co-ordinator or core team. Advertise presence through NZFSS website and Facebook and local advertising (e.g., university). Would any funding be available from NZFSS (e.g., launch event, event room hire etc)? Regional affiliation agreement (e.g., legal requirements, geographical area, reporting, permitted activities)? If you are interested in participating in, joining or coordinating a NZFSS regional hub in your area please contact the Secretary [info@freshwater.science.org.nz](mailto:info@freshwater.science.org.nz)

**In Meeting:** Funds may be available for events through society surplus funds. Zoom chat indicated interest.

### **F – NZFSS women’s group - Secretary**

Is there interest in establishing a women’s group within NZFSS? There is already the Association for Women in Sciences (\$30 for membership). Such a group could be run similar to Te Wai Māori rōpū with terms of reference or could be more informal. What are the potential objectives (e.g., professional development, representation, advocacy, awards, networking, inspiration)? If you are interested in participating in, joining or coordinating a NZFSS Women’s Group please contact the Secretary [info@freshwater.science.org.nz](mailto:info@freshwater.science.org.nz)

**In Meeting:** Zoom chat indicated interest.

### **G– Other business**

i) INTECOL resolutions and declaration on the Rights of Wetlands will be sent out to member for post AGM vote.

ii) SIL Awards Committee will be in touch about how awards will be restructured.

The meeting closed at 6:36 pm.



**Attachment A – Descriptions and examples of projects for spending surplus Society funds by theme**

<b>Scholarships</b>	Three post-graduate scholarships: NZFSS (open to all), He Manawā-ā-Whenua (open to Māori students) - \$7,500 each and \$1000 towards Golden Plover with National Wetlands Trust.
<b>Recommendations to govt. and public bodies</b>	Proactively identifying and evidencing potential Ramsar and WCO sites, assessing the state of RAMSAR/WCO sites, preparing white/policy papers of freshwater issues on concern, making submissions on behalf of the society in response to draft legislation etc.
<b>Educational activities</b>	National hui/workshop tour. Workshops, wānanga, events, focus days and webinars (etc) to raise public awareness of freshwater issues and restoration efforts. Lecture tours (collaboration with SIL trust Guest Lecturer programme?)
<b>Educational resources</b>	Movies on freshwater e.g. īnanga spawning, tuna migrating, fish climbing etc. for community groups, iwi/Māori organisations and anyone trying to promote or care for freshwater. Updated FW fish, inverts and plants posters, similar to those previously produced by Waikato Regional Council. A taxonomic certification program to promote and encourage basic taxonomy skills, support for taxonomic study outside NZ, natural history and conservation planning. Online resources, downloadable guides or brochures.
<b>International collaboration and networking</b>	Invite participation from international speakers (and attendees?) at conferences - including developing nations and first nations. Encourage networking/affiliation with other societies. In-kind support for freshwater education/research/development projects in developing nations (excl. direct funding) where possible.
<b>Publications for freshwater researchers</b>	Writing and publishing Society books. Special issues of journals etc
<b>Next generation FW scientists</b>	Inspiring and mentoring new freshwater scientists, targeting primary and high school students. Collaboration with "Curious Minds" programme? Mentoring of young career scientists by society members.

## **Attachment B – Draft elections policy**

### **Elections Policy NZFSS (draft 23 September 2021)**

This policy was adopted by the NZFSS Executive Committee on 31 March 2022.

This policy shall be reviewed on or before August 2024.

#### **1 Introduction:**

Elections for the NZFSS Executive Committee are required every two years by the NZFSS constitution. This policy describes how the process of holding and deciding the results of an election will be undertaken by the Executive Committee.

#### **2 Constitutional requirements of NZFSS elections:**

##### **8 Elections:**

- a. (a) The Executive Committee officers shall be elected every two years, either at a General Meeting or by other means deemed appropriate by the Executive Committee and endorsed by the canvassing of all Members.
- b. (b) If the election is held at the General Meeting, it will take place by confidential ballot (and may include a ballot by electronic means) and the results will be counted and reported before the end of the General Meeting. If the election is not held at the General Meeting, a confidential ballot will be carried out (and may include a ballot by electronic means) and the Executive Committee shall have the power to scrutinize and count the votes and declare the results.
- c. (c) The newly elected officers shall take office at the beginning of the calendar year following their election.
- d. (d) The Executive Committee shall have the power to co-opt members of the Society to fill any vacancies on the Executive Committee.

#### **3 NZFSS Policy on notifying and holding an election:**

1. The Executive Committee will meet to agree a format (e.g., electronic voting and/or in-person voting at the AGM, by confidential ballot) and set a date for the election at least three months prior to any likely election.

2. The election date will occur at the AGM, or (depending on timing of the annual meeting, usually associated with conferences) in November/December of an election year.
3. If necessary, the Executive Committee will seek feedback from members on their preferred election format for that year.
4. The Executive Committee will notify members of the proposed election date and format for nominations and voting.
5. A call to all members of the Society for nominations for positions on the Executive Committee will be made two months prior to the election date.
6. Candidates for positions as officers shall be nominated in writing and supported by two other members. 'In writing' can include by electronic means, e.g., by email to the Secretary.
7. Every candidate shall confirm in writing their acceptance of nomination, and ideally will provide a brief statement of biographical information.
8. Nominees for the role of President shall also include a statement of intent, outlining their proposed goals for the Society over the coming two-year term.
9. Nominations will close one month before the election date.
10. The Secretary will distribute a list of nominees for each position and any biographical information/statements supplied by the candidates prior to the election. If the election is to be held at an AGM, information on nominees will be provided along with the AGM Agenda and meeting papers (not less than 14 days prior to the proposed AGM date).

11. If there are no nominees for any vacant positions on the Executive Committee, the Committee shall agree on and approach members (including existing Executive Committee members) and co-opt or nominate them to fill any vacancies.
  
12. Following voting, the Secretary shall count the votes and declare the outcome of voting. The President or Vice President shall count the votes and declare the outcome for the position of Secretary.
  
13. If any there is a tie of votes for any Executive Committee position, a further confidential ballot shall be held immediately.
  
14. New Executive Committee members shall take up their positions from 1 January of the following calendar year.

## **Attachment C – NZFSS Executive and Co-opted Officer Roles (Draft 23 September 2021).**

### **Introduction**

These descriptions are not intended to replace the rules of the NZFSS constitution but to provide clarity around Executive Committee roles. The elected NZFSS Executive Officer roles (as in the NZFSS Constitution 2021) are discussed first: (President, Vice-President, Immediate Past President, Secretary, Treasurer, Te Wai Māori Rōpū representative/s, and Newsletter Editor), followed by the co-opted officers of the Society, who volunteer or are appointed by the executive and may change from time to time. The current co-opted positions include: Assistant Newsletter Editor, Student Representative, Website Manager, Advocacy and Submissions Manager, Community Outreach Officer and Awards and Scholarships Co-ordinator.

As all roles are undertaken on a voluntary basis, the NZFSS executive operates in a collegial manner and by agreement will share tasks amongst the Executive Committee. These role descriptions should not be interpreted as a resource to manage performance.

### **Elected Executive Officers**

All Executive Officers are expected to support the objectives of the Society as stated in the NZFSS Constitution (2021).

All executive members are expected to

- Ensure that the NZFSS constitution is upheld
- Uphold and assist in the implementation of the Whakakitenga (Vision) of Te Wai Māori Rōpū for the successful participation of Māori in freshwater sciences and management, across all areas of the Society's operation
- Embed principles of inclusivity, equity and diversity within Society documents, operations, and governance
- Contribute to regular (quarterly) meetings, including discussing conferences, submissions, and media releases as well as responding to any issues that arise
- Contribute to discussions via email outside formal meetings
- Contribute to development and implementation of actions arising from executive meetings, AGMs and any Society plans or strategies
- Examine and approve financial payments at the request of the Treasurer within a reasonable timeframe
- Assist with judging awards and scholarships where required

### **President**

Purpose: Lead the society in all aspects in a manner consistent with the constitution and liaise with members and other organisations where relevant.

Tasks:

- Lead the implementation of the Objectives of the Society
- Support other executive officers
- Chair quarterly executive meetings
- Ensure that annual activities and operations align with any strategic plan
- Chair the AGM, except for the election of the President which is done by the Secretary
- Hold a position on the SIL Trust Fund Awards Committee (or nominate someone to hold this position) – Trust Deed 4.2
- All other tasks as required of executive officers

### **Vice President**

Purpose: Support the President. The Vice President should be willing to step into the President's role should the President step down within their term and to stand for the position of President in any elections at the end of the sitting President's term. The purpose of this is to foster leadership continuity in the Society. However, nominations for President remain open to all members in any election under the 2021 constitution.

Tasks:

- Responsible for any tasks that are delegated by, or unable to be completed by the President
- All other tasks as required of executive officers

### **Immediate past president**

Purpose: Support the President and provide continuity of Society leadership. NZFSS convention is that the President becomes the immediate past president upon election of a new president.

Tasks:

- Responsible for any tasks that are delegated by, or unable to be completed by the President or Vice President
- All other tasks as required of executive officers

## **Secretary**

Purpose: Support the President and ensure that the executive runs smoothly and with high quality record-keeping.

Tasks:

- Schedule executive meetings and coordinate related details where needed (e.g., venue)
- Assemble agenda before meetings by requesting items from executive members
- Record and circulate minutes and actions arising from Executive Committee meetings and AGM in digital format
- Send AGM minutes to newsletter editor to include in next newsletter
- Keep a list of meeting attendance and apologies, including all who attend the AGM (quorum is 20 members)
- Work with Treasurer to provide Membership updates to the Executive
- Ensure documents are available to current and future Executive Committees by maintaining the NZFSS One Drive and updating drive membership with turnover in executive members
- Maintain Executive Committee email list
- Chair AGM during election of President
- Manage general enquiries from the public or members and liaise with the President and/or Executive on other correspondence the secretariat does not feel qualified to handle
- Manage emails to members and NZFSS forum administration
- At the end of each financial year, have the president sign a collated copy of all accepted meeting minutes, and send to the treasurer for auditing purposes
- All other tasks as required of executive officers

## **Treasurer**

Purpose: Manage the finances of the society in line with the constitution to ensure that the Objectives can be met.

Tasks:

- Be responsible for day to day management of funds
- Manage the membership database, including invoicing members and reconciling payments
- Seek Executive Committee approval for all payments
- Provide end of year accounts
- Organise for accounts to be audited

- Provide an annual budget
- Comment on financial implications of Executive Committee decisions
- Hold the position of Trustee on the SIL 1987 Trust - Trust Deed 6.2
- Hold a position on the SIL Trust Fund Awards Committee (or nominate someone to hold this position) – Trust Deed 4.2
- All other tasks as required of executive officers

### **Newsletter Editor**

Purpose: To oversee production of the annual NZFSS newsletter

Tasks:

- Produce the annual NZFSS newsletter year, including
  - maintaining a suitable newsletter format
  - requesting and compiling submissions and suitable content
  - ensuring a consistent editing standard across each newsletter
  - distributing newsletter via email
- Make Executive aware of any issues arising, suggestions, or feedback received
- All other tasks as required of executive officers

### **NZFSS Te Wai Māori Rōpū representative/s**

Purpose: to ensure the Whakakitenga (Vision) of Te Wai Māori Rōpū is upheld and implemented. Te Wai Māori Rōpū representatives on the NZFSS Executive Committee shall be elected by the rōpū members at an annual meeting.

Tasks:

- Provide direct liaison between Te Wai Māori Rōpū and the Executive
- Provide a report from Te Wai Māori Rōpū at Executive meetings and AGM
- Advise the President and Executive in all areas of the Society's operation to ensure the Whakakitenga (Vision) of Te Wai Māori Rōpū is upheld and implemented
- Oversight of any Māori Research scholarships and work to with the Awards and Scholarships Co-ordinator
- Ensure Te Wai Māori Rōpū pānui are provided to the Secretary and President
- All other tasks as required of executive officers



## **Co-opted Officers**

### **Assistant Newsletter Editor**

Purpose: To assist the Newsletter Editor with production of the annual NZFSS newsletter

Tasks:

- As required to support the Newsletter Editor
- Attend Executive meetings and contribute to discussions as requested by the Executive

### **Website Manager**

Purpose: Act as single point of contact for the NZFSS Website and Facebook page.

Tasks:

- Maintain content of website
- Ensure any documents or links are uploaded to the website in a timely manner
- Work with executive and developers to maintain and improve website
- Assist Secretary with sending emails to members via MailChimp
- Administer the NZFSS Facebook page and liaise with Community Outreach
- Attend Executive meetings and contribute to discussions as requested by the Executive

### **Advocacy and Submissions Manager**

Purpose: To coordinate submissions on behalf of NZFSS

Tasks:

- To identify opportunities for Society advocacy and submissions
- To draft submissions and collate feedback from the Executive and members
- Attend Executive meetings and contribute to discussions as requested by the Executive

### **Student Representative**

Purpose: To represent the needs of NZFSS student members

Tasks:

- Provide liaison between the Executive and the student membership
- Bring to the attention of the Executive any activities or issues that may benefit or impact on the student membership
- Organise student meetings at conferences

- Attend Executive meetings and contribute to discussions as requested by the Executive

### **Community Outreach**

Purpose: To represent the needs of the wider membership and maintain community links

Tasks:

- To administer and maintain the Society's Facebook page
- To provide liaison between the wider community and the Executive
- Bring to the attention of the Executive any activities or issues that may benefit or impact on the community
- Assist the conference organising committee on public community events at conferences
- Attend Executive meetings and contribute to discussions as requested by the Executive

### **Awards and Scholarships Co-ordinator**

Purpose: To oversee the management of awards offered by NZFSS and the SIL Trust and any scholarships as they arise.

Tasks:

- Work with website manager to keep awards or scholarship information up-to-date on the website
  - Update closing dates
  - Add information about award or scholarship recipients
- Work with Te Wai Māori Rōpū representatives to assist with administration of any Māori Research scholarships
- Coordinate emails and email reminders about award and scholarship closing dates
- Collate award and scholarship applications and send to the appropriate awards committee (SIL Trust Awards Committee or NZFSS Executive)
- Correspond with award and scholarship applicants about status of applications
- Order NZFSS Medal
- Assist conference organisers with organising judging of student awards
- Attend Executive meetings and contribute to discussions as requested by the Executive