

## AGENDA ITEM: 4.1

Minutes of a Meeting of the  
**NEW ZEALAND GAME BIRD HABITAT TRUST BOARD**  
held at North Canterbury Fish and Game Council office  
Saturday 24 September 2022  
Commenced 8.45 am

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**1. Present**

Andy Tannock (Chairman), Neil Candy, John Cheyne & Chantal Whitby

**2. In Attendance**

Carmel Veitch (Finance) and Robert Sowman (Trust Coordinator).

**3. Welcome**

The Chairperson opened the meeting, welcoming those attending and recording his appreciation of North Canterbury Fish and Game Council for letting the Board use the Council facility. He acknowledged the death of Jan Riddell earlier in the month and proposed to hold a minute's silence at 12.30 pm, the time set for Jan's memorial service in Winton today. The Board recognised Jan's contribution will be sadly missed and expressed its condolences to her family. It was also noted that Mark Sutton was absent from the meeting to allow his participation in a Memorial Service as a friend and work colleague of many years. The Chairperson also mentioned this is the third and final meeting for this 2020-2023 Board. The appointment process for a 2023 – 2026 Board will require recommendations to the Minister of Conservation by March 2023 and he hoped the synergy and goodwill created with present members can continue.

**4. Apologies**

Mark Sutton sent his apologies.

Resolved: (John Cheyne/Chantal Whitby)

**That the apologies from Mark Sutton be accepted.**

**5. Conflict of Interest** Potential conflicts of interest were asked for with any grant application and other agenda items, acknowledging Board member links to local Fish and Game regions. It was accepted that although individual members knew of applications, there were no financial or perceived interest to record.

**6. Confirmation of Minutes**

The minutes and notes from the previous meetings and zoom conference were considered and accepted. It was noted Chantal Whitby attended the 2021 meeting and her name needs to be included in the list of attendees. The date of the meeting in the heading needed changing. It is shown as August 2021 and elsewhere, correctly, as October. Although the meeting was scheduled for August it was changed due to Covid disruptions and took place in October 2021.

Resolved: (Neil Candy/John Cheyne):

**That the minutes of the meeting of the Trust Board held on October 2021 be confirmed as a true and correct record.**

The zoom meeting notes (being part of Board's activity in the 2021/22 financial year) of July 2022 were also considered.

Resolved: (Chantal Whitby/Neil Candy):

**That the minutes of the Zoom conference meeting of the Trust Board held on Wednesday 20 July 2022 be confirmed as a true and correct record.**

## **7. 2021 Grant Applications**

### **7.1 Follow-up responses to questions raised in the July Zoom Meeting**

Answers to questions raised during the Zoom Conference are set out in Item 5.1 of this agenda. With this added information the Trust Board was able to turn its attention to consideration of all 2022 applications for habitat grant funding.

### **7.2 2022 grant application decisions**

	<b>Project Name</b>	<b>Applicant</b>	<b>F&amp;G Region &amp; referee</b>	<b>GBHT Grant decision \$</b>
<b>1</b>	Mill Valley Wildlife Project	Amanda Harris	Taranaki, Allen Stancliff	5,000
<b>2</b>	Burt Wetland Project	Garry Burt	Eastern, John Meikle	2,000
<b>3</b>	Dolly's Milk Wetland	Kevin Death	Taranaki, Allen Stancliff	2,000
<b>4</b>	Twins Dam	Glenn Howatson	Taranaki, Allen Stancliff	3,000
<b>5</b>	Hulme-Moir Farm Wetland Project	Mike Hulme-Moir	Auck/Waik, David Klee	3,000
<b>6</b>	Long Dam Wetland	Tom Wynne-Lewis	Hawke's Bay, Tom Winlove	4,500
<b>7</b>	Rangimoe Wetland	Rupert Gaddum	Hawke's Bay, Nick Price	4,000
<b>8</b>	Stag Valley Wetland	Simon Saunders	Southland, Zane Moss	10,000
<b>9</b>	Te Aroha Wetland Restoration	David Klee	Auck/Waik, Kevin Hutchinson	19,500 + 7,000 1BT
<b>10</b>	Rangiatea Wetland Project	Tim Gorton	Wellington, Matt Kavermann	Nil
<b>11</b>	Wairiri Wetland	Peter Gane	Taranaki, Allen Stancliff	2,000
<b>12</b>	Watson Wetland	Neil Watson	Taranaki, Allen Stancliff	Nil
<b>13</b>	Will Brown Kiwitea	William (Will) Brown	Wellington, Matt Kavermann	3,000

14	Wilson Wetland	Ben Wilson	Hawke's Bay, Tom Winlove	9,000
15	Everglades Trust Dam Retirement and Wetland Construction	Colin Tyler	Hawke's Bay, Nathan Burkepile	3,000
16	Te Tohe Swamp Dam	Mike Davidson	Hawke's Bay, Nathan Burkepile	7,000
17	Maraetuna Pond #2 Enhancement	Ken Miller	Hawke's Bay, Nathan Burkepile	4,000

For full details see the Spreadsheet (2022 Grant application Matrix) completed during the meeting.

Resolved: (Chantal Whitby/John Cheyne)

1. **That the Game Bird Habitat Trust Board approves 15 grants for 2022 totalling \$81,000 as summarised in the table of these minutes above.**

2. **That these grants were excluding GST.**

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

Projects reviewed by the Board this year are those successful projects that received grants in 2016. Unfortunately, no review was received for four of these nine projects. The Board registered its disappointment in not getting this information and questioned whether it was due to field staff time constraints? The Board asked if there should be a threshold placed on projects to be reviewed to prevent additional time being put into smaller grants being seen perhaps as not worth the extra effort? It was proposed that future reviews could be limited to say, those with grants over \$10,000?

Those projects for five-year review in 2023 will be grants approved in 2017.

Resolved: (John Cheyne/Chantal Whitby)

#### **That the Trust Board:**

1. **Acknowledge its appreciation to those who responded with photographs and comments.**
2. **Agree that projects for review in 2023 will be grants approved in 2017 with grants over \$10,000.**

#### **9. Major projects programme**

The Trust Board's major projects include the North Island's Underwood Wetland in Northland and the JK Donald Wetland in Wellington with those in the South Island being the Para Wetland in Marlborough and Takitakitoa Wetland in Otago.

All but the JK Donald Wetland have been progressed with grant funding. The Board wants to keep the allocation set aside for the JK Donald project for a further year to show its ongoing support with grants of \$18,000 in 2012 and \$82,000 in 2020 (these to be recorded in future in financial statements as \$100,000).

After further discussion it was accepted that the Board's priority should be to progress existing commitments but not discount support for new major projects in the future.

Resolved: (Chantal Whitby/Neil Candy)

**That the Trust Board agree to retain the funding approved in 2020 of \$100,000 for the JK Donald project on a 12-month review.**

## **10 Te Uru Rākau One Billion Tree Programme**

### ***10.1 Consideration of 1 BT Applications***

The Funding Agreement of 2021 with Te Uru Rākau – NZ Forest Service (part of MPI) 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 4m+ at maturity. The agreement runs for three years, ending in 2023.

It was encouraging to receive an amendment to the Funding Agreement, recognising the contribution of in-kind support where no Habitat Grant had previously been issued. This allows additional projects to be considered without limiting it merely to projects that had previously received habitat grant support.

Twenty-six applications have been received to date, requesting a total sum of \$284,480. This is to plant 59,826 trees over 38.2 hectares. This falls somewhat short of the agreed 30 ha per annum target, in part due to rising plant costs. Of these twenty-six projects, ten have progressed as far as trees planted and inspected by referees, with invoices paid out for 75% of the requested value amounting to \$67,607.18.

Two further 1 BT projects were identified through the 2022 Habitat Grant application process. These were Te Aroha with a 1 BT application included and approved for \$7,000, and Stag Valley where the Board judged part of the habitat grant application would be better suited to a 1 BT funding of \$18,350. The Stag Valley applicant is to be asked to submit a 1 BT fund application for this amount.

Emails proposing two additional 1 BT applications had been received prior to this Board meeting (one from Hawke's Bay and one from Taranaki) and were recognised as eligible for funding subject to completion of the required application forms. Allocation of further 1 BT funds will need to be mindful of the residual funds remaining and to not over commit its availability.

Resolved: (Chantal Whitby/Neil Candy)

**That the Trust Board note that 25 applications have been accepted totalling \$284,480.**

Resolved: (John Cheyne/Neil Candy)

**Support the Te Aroha 1BT application of \$7,000.**

Resolved: (Neil Candy/Chantal Whitby)

**Agree to hold funding for three further projects, being Stag Valley, one from Hawke's Bay & one from Taranaki, subjects to their applications be accepted.**

At this point in the proceedings the Chairperson paused the meeting to allow the Board to observe one minute silence for Jan Riddell to coincide with the beginning of her memorial service at 12.30 pm in Winton. Following the one-minute silence the Chairperson read out some of the acknowledgements and achievements of Jan's past.

## **11. Financial Reporting**

### **11.1 2020/21 Draft Annual Account & Performance Report**

A set of draft accounts have been included in this agenda. The draft surplus for the year ended 31 August 2022 is \$52,925. Net Assets are shown at \$1,095,562.

Before the Accounts are signed by the Chairperson for auditing, a final copy will be sent out to the Board.

Resolved (John Cheyne/Neil Candy)

- 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 2021/22 Performance Reports on behalf of the Board.**
- b. That the Draft Financial report as at 31 August 2022 be received.**

### **11.3 Update on Grants Paid and those Outstanding**

There are currently 24 outstanding grants totalling \$225,751, with 7 yet to be uplifted within the required two year period. These 7 grants total \$48,131. It was noted, with the exception of the \$18,000 for the JK Donald project, the two-year period expires in 2022. Therefore, if not claimed they will be recommended at the next meeting to be returned to the grant pool.

It was noted that a request has been received for the Underwood grant to the Northland Fish and Game Council to be paid in part to assist the Council with its cash flow. This amount represents 50% of the amount Northland have spent on this stage of the project to date.

Acceptance by Board members of 1 BT applications has followed email exchanges with each application rather than dealt with collectively at Board meetings. Payment follows once the plants are in the ground and have been inspected by the referees. Therefore, retrospective approval of these sums at this meeting formalises this process.

Resolved (Chantal Whitby/John Cheyne)

#### **That**

- 1. Outstanding Grants Schedule of \$225,751 be received as at 31 August 2022.**
- 2. Approval of payments of 6 Grants totalling \$71,932 be accepted.**
- 3. Approval of 1 Billion Tree Payments totalling \$77,748**
- 4. Combine the two figures for JK Donald of \$18,000 and \$82,000 to simplify accounting.**

## **12. New Financial Year 2022/23**

### **12.1 2022/23 Budget**

For the 2022/23 financial year, a draft deficit is showing of \$29,431. No further changes to the budget occurred following discussion at the meeting.

Resolved: (Neil Candy/Chantal Whitby)

**That the Trust Board Budget for the 2022/23 with a deficit of \$29,431 year be approved.**

### **12.2 2023 Meeting Schedule**

It was suggested the Board considers its annual meeting in 2023 be held in Hawke's Bay in August. From a financial year perspective this meant two meetings (the October 2022 Christchurch meeting and August 2023 Hawke's Bay meeting) would be budgeted in the same year.

Although no decision was made at this meeting, it was acknowledged that a field trip on the Friday and meeting on the Saturday as occurred in Christchurch worked well. It allowed Fish and Game staff to participate on the field trip during normal working week hours and it also gave board members a chance to socialise together before the meeting on the Saturday.

Resolved: (Chantal Whitby/Neil Candy)

**That the meeting schedule for 2023 will be:**

- a. 30 June for close off of all habitat grant applications**
- b. Wednesday 26 July 2023 11.00 am meeting by Zoom to consider need for further application information.**
- c. Friday 25 and Saturday 26 August meeting in Hawke's Bay.**

## **13 Habitat Stamp**

### **13.1 Game Bird Habitat Stamp Photo Competition**

Selection of the game bird species for 2025 is recommended to follow a similar process to that for the 2024 image, with three monthly prizes during May, July and July sponsored by Kilwell with a \$250 voucher and a final prize of \$1,000 from the Trust Board and \$1,000 voucher from Kilwell going to the overall winner in August. This makes the prize pool \$2,750.

It is recommended that Instagram also be used along with Facebook to promote the winner. The Board also supported the promotion of the competition to photographers and other groups outside normal fish and game social media.

Resolved: (John Cheyne/Neil Candy)

**That the Trust Board:**

- a. Note the photographic competition to select a winning image for the 2025 habitat stamp is chosen from monthly competitions and voted on by the public.**
- b. Note Judges will endorse the winning shot and contact the winner privately. The public will not be informed of the winner until the Game**

**Bird Habitat Stamp is launched on World Wetland's Day, 2 February 2025.**

- c. **Write to Kilwell and thank them for its sponsorship.**

**13.2 Species to appear on the 2025 Habitat Stamp**

Species to be depicted on next season's 2023 game bird hunting licence will be the California Quail. In 2024 the winning entry was a Mallard Drake. Both images resulted from a competition to select from any game bird species.

It was agreed that the Trust Board recommends the NZ Fish and Game Council continues to endorse "**any game bird species**" for depiction on the 2025 habitat stamp.

Resolved: (Chantal Whitby/John Cheyne)

**That the NZ Game Bird Habitat Trust Board recommends the NZ Fish and Game Council endorses the best photo competition image of any game bird species to be depicted on the 2025 habitat stamp.**

**13.3 Habitat Stamp fee recommendation on 2023 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. After three years at this fee, it was increased on the recommendation of the Trust Board to \$5.00 for 2023. The Board thanked the NZ Fish and Game Council for support of this recommendation and accepted there was no wish to propose a further increase in the fee at this time.

Resolved: (Neil Candy/John Cheyne)

**To recommend that the NZ Fish and Game Council maintains the Game Bird Habitat Stamp fee contribution made by hunters in 2024 at \$5.00.**

**14. Grant application process and forms**

Discussion started with the Habitat Agreement. It was accepted the amount of the grant requiring a habitat agreement needed to be reviewed, proposing making it \$10,000 before an agreement is required. Similarly, projects reviewed after five years should be limited to projects with a grant greater than \$10,000.

After discussing suggestions contained in the agenda from Chantal Whitby, Mark Sutton, David Klee and John Meikle it was recognised the form and content of applications needed reviewing. Robert Sowman was asked to commence this review by drafting a new set of questions for comment by Board members. It was suggested Robert do this with consultation from those who submitted on this subject.

Agreed

- a. **To thank the recipients for their comments received on how effective the Trust's form and processes are operating.**
- b. **Agree to review the Trust's forms and processes on the basis of the resulting discussion.**

There being no further business, the Chairperson thanked those present before declaring the meeting closed at 2.40 pm on Saturday 24 September 2022.

Confirmed: \_\_\_\_\_

Date: \_\_\_\_\_