

# AGENDA

## WINDSOR FOREST PARTNERSHIP

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### NOTICE OF MEETING AND FOREST VISIT

The meeting and forest visit of Windsor Forest Partnership will be held at the Patutahi Community Hall on Sunday 23<sup>rd</sup> April 2017 commencing at 8.30am.

This is held in conjunction with Chatswood, Heywood, Eastwood, Woodside, Portobello, Monterey, Eagle, Fairway, Fleetwood, Glen Alvon, Greens, Links, Pine Ridge, Stableford, Young Nicks Forest Partnerships & Greenwood Forest LP.

### PROGRAMME

|                |                                            |
|----------------|--------------------------------------------|
| 8.30 - 8.45am  | Registration and morning tea               |
| 8.45 - 9.00am  | Welcome & opening of meeting               |
| 9.00 - 12.30pm | Forest visit – meeting continues.          |
| 12.30 - 1.00pm | Lunch at the Club Rooms                    |
| 1.00 - 3.00pm  | Afternoon session of the meeting continues |

Times are approximate and the tour of the forests will proceed regardless of the weather, so please bring warm clothing, wet weather gear and suitable footwear that will handle mud and wet grass.

### AGENDA

1. Welcome & Opening
2. Appointment of Chairperson
3. Apologies and Proxies
4. Presentation of Minutes from previous meeting
5. Matters arising from Minutes
6. Reports and Financial Statements - To receive and adopt the Roger Dickie Report and Forest Management New Zealand Ltd Report.
7. To receive the draft Financial Statements for the Year ending 28 February 2017 – To be approved by online voting once audited. (see note )
8. To consider and adopt the Public Liability Insurance
9. To receive and adopt the 2017-2018 Budget Cashflow
10. Consideration of the Resolutions
11. General Business

### RESOLUTION

To consider and if thought appropriate, pass the following resolutions:

Resolution 1:

***That the manager have authority to sell liability free New Zealand Units as deemed appropriate.***

Background to resolution:

Since we secured liability free NZUs for your forest we have sold sufficient each year to cover the annual cost of running your forest, thus eliminating share calls.

The price of NZUs has fluctuated from an introductory price of \$20 to a low of \$1.55 following the GFC. NZUs are currently trading at around \$17-\$18. No one really knows what is going to happen to the price of carbon in the future.

It has been suggested by some that the government may re-introduce foreign carbon units which would lower the cost of the New Zealand units. The contrary to this is that New Zealand has emissions targets to meet as part of the Paris Accord on climate change so the NZU price may rise as New Zealand implements rules to achieve this.

The reality is that no one knows what is going to happen to the NZU price moving forward. Given the history of the ETS it would seem the greatest risk to the price of NZUs is political risk, be it international or local.

The updating of this resolution allows us the option to sell down more NZUs as appropriate.

Our thinking at this stage is that we lock in at the present NZU prices and sell down enough NZUs to cover the estimated running costs through to harvest. If we receive more market information implying that NZU prices will fall then this resolution allows us to sell further NZU's, hopefully before the price falls.

The sale of NZUs to cover forest costs through to harvest would incur a tax liability. We propose to sell enough NZU's to cover partners' tax costs and this portion of the proceeds would be paid out to partners.

It should be noted that the New Zealand NZU market is quite thin, large volumes of NZU's if traded can move the market quite significantly.

Resolution 2:

***Funds earned from sale of NZUs be held in an interest bearing account and be used to meet future partnership operating expenses as required.***

## **PROXY VOTING**

Please complete the Proxy Form and return to our office by Wednesday 19<sup>th</sup> April:

- **Vote on-line** via the link to the Proxy (as sent to you via email); or
- **Scan and email** to [abbey@rogerdickie.co.nz](mailto:abbey@rogerdickie.co.nz); or
- **Fax** to 06 346 5369; or
- **Mail** to Roger Dickie (NZ) Ltd, PO Box 43, WAVERLEY 4544.
- Partners are advised the budget is included with the Agenda and Proxy; however you may wish to wait for the Financial Statements and Reports before voting. These will be distributed shortly.
- **NOTE:** Previously, financial statements were passed 'subject to audit' however, under new FMCA rules only audited accounts can be approved. As audits will not be completed prior to the AGM, draft accounts will be distributed and discussed.  
Audited accounts will then be distributed at a later date and partners will be asked to approve the accounts via online voting. In the unlikely event there is any change from the draft accounts partners will be advised.

## **DOCUMENTS**

The following documents are included with the Agenda:

- Proxy Form (*can be completed online*)
- Budget Cashflow Statement for the Year Ending 28 February 2018

## **ATTENDANCE/CATERING**

If you are attending the AGM please assist by advising the office as soon as possible. It is important we have accurate numbers for catering purposes.

Please advise if you are flying into Napier from Wellington or Auckland, we can arrange to collect you.

## **DIRECTIONS TO PATUTAHU COMMUNITY HALL**

The Patutahi Hall is located on Biggs St in the Patutahi Township. Those travelling from Awapuni Rd, Gisborne, turn onto Wharerata Rd (SH2) and at the roundabout take the 3rd exit onto Wharekopae Rd. Turn right onto Patutahi Rd, then left at Atkins Rd. Turn right into Biggs St.

I look forward to seeing you all at the AGM

Regards

A handwritten signature in black ink, appearing to read 'Roger Dickie', with a stylized, cursive script.

Roger Dickie

# Windsor Forest Partnership

## Budget Cash flow Statement

### Year Ending 28 February 2018

|                                         | Cash flow is in NZ\$ and GST Exclusive |                |               |               |               |              |              |               |               |               |              |              |              |
|-----------------------------------------|----------------------------------------|----------------|---------------|---------------|---------------|--------------|--------------|---------------|---------------|---------------|--------------|--------------|--------------|
|                                         | TOTAL                                  | MAR            | APR           | MAY           | JUN           | JUL          | AUG          | SEP           | OCT           | NOV           | DEC          | JAN          | FEB          |
| <b>OPENING BALANCE</b>                  | <b>3,913</b>                           |                |               |               |               |              |              |               |               |               |              |              |              |
| <b>INCOME</b>                           |                                        |                |               |               |               |              |              |               |               |               |              |              |              |
| Credit Interest                         | 60                                     | 5              | 5             | 5             | 5             | 5            | 5            | 5             | 5             | 5             | 5            | 5            | 5            |
| Investment Fund                         | 15,820                                 |                |               |               |               |              |              |               | 15,820        |               |              |              |              |
| Sale of NZU's                           | 55,500                                 |                | 33,000        |               |               |              |              | 22,500        |               |               |              |              |              |
| <b>TOTAL INCOME</b>                     | <b>71,380</b>                          | <b>5</b>       | <b>33,005</b> | <b>5</b>      | <b>5</b>      | <b>5</b>     | <b>5</b>     | <b>22,505</b> | <b>15,825</b> | <b>5</b>      | <b>5</b>     | <b>5</b>     | <b>5</b>     |
| <b>EXPENDITURE</b>                      |                                        |                |               |               |               |              |              |               |               |               |              |              |              |
| <b>Forest Expenses</b>                  |                                        |                |               |               |               |              |              |               |               |               |              |              |              |
| ETS Return                              | 300                                    |                |               |               |               |              |              |               |               |               |              | 300          |              |
| Forest Management                       | 11,405                                 | 1,600          | 600           | 835           | 2,280         | 600          | 600          | 600           | 660           | 1,770         | 600          | 660          | 600          |
| PSPs x 3                                | 1,500                                  |                |               | 750           |               |              |              |               |               | 750           |              |              |              |
| FMA Plots                               | 8,400                                  |                |               |               | 8,400         |              |              |               |               |               |              |              |              |
| <b>Operation Expenses</b>               |                                        |                |               |               |               |              |              |               |               |               |              |              |              |
| Fire Protection/Training/Levy           | 300                                    |                |               |               |               |              |              |               | 300           |               |              |              |              |
| Health and Safety                       | 75                                     |                |               | 75            |               |              |              |               |               |               |              |              |              |
| Pest Control                            | 2,500                                  |                |               |               |               |              |              |               |               | 2,500         |              |              |              |
| R&M Fences/Gates/Yards                  | 2,000                                  |                |               |               |               |              |              |               |               | 2,000         |              |              |              |
| R&M Tracks                              | 5,350                                  | 5,000          |               | 350           |               |              |              |               |               |               |              |              |              |
| Weed Control                            | 600                                    |                |               |               |               |              |              |               |               | 600           |              |              |              |
| <b>Administration Expenses</b>          |                                        |                |               |               |               |              |              |               |               |               |              |              |              |
| Accountancy Fees                        | 2,958                                  |                |               | 2,735         | 223           |              |              |               |               |               |              |              |              |
| Administration                          | 4,440                                  | 370            | 370           | 370           | 370           | 370          | 370          | 370           | 370           | 370           | 370          | 370          | 370          |
| Audit Fees                              | 1,575                                  |                |               |               |               | 1575         |              |               |               |               |              |              |              |
| Bank Fees                               | 60                                     | 5              | 5             | 5             | 5             | 5            | 5            | 5             | 5             | 5             | 5            | 5            | 5            |
| Contingencies                           | 2,000                                  |                |               | 1,000         |               |              |              |               |               | 1,000         |              |              |              |
| Meeting Costs                           | 350                                    |                |               |               | 350           |              |              |               |               |               |              |              |              |
| Statutory Supervisor                    | 1,500                                  |                | 375           |               |               | 375          |              |               | 375           |               |              | 375          |              |
| Subscriptions                           | 470                                    | 470            |               |               |               |              |              |               |               |               |              |              |              |
| Compliance                              | 2,239                                  |                | 1,000         |               |               |              |              | 1,000         |               | 239           |              |              |              |
| <b>Financial &amp; Standing Charges</b> |                                        |                |               |               |               |              |              |               |               |               |              |              |              |
| Insurance - Fire & Public Liability     | 15,820                                 |                |               |               |               |              |              |               | 15,820        |               |              |              |              |
| Legal Fees                              | 600                                    |                |               |               |               | 600          |              |               |               |               |              |              |              |
| Rates                                   | 7,212                                  |                |               | 1,803         |               |              | 1,803        |               |               | 1,803         |              |              | 1,803        |
| Valuation                               | 580                                    |                | 580           |               |               |              |              |               |               |               |              |              |              |
| <b>Other Expenses</b>                   |                                        |                |               |               |               |              |              |               |               |               |              |              |              |
| GST (refund)                            | 0                                      |                |               |               |               |              |              |               |               |               |              |              |              |
| <b>TOTAL EXPENDITURE</b>                | <b>72,234</b>                          | <b>7,445</b>   | <b>2,930</b>  | <b>7,923</b>  | <b>11,628</b> | <b>3,525</b> | <b>2,778</b> | <b>1,975</b>  | <b>17,530</b> | <b>11,037</b> | <b>975</b>   | <b>1,710</b> | <b>2,778</b> |
| <b>BALANCE</b>                          | <b>3,059</b>                           | <b>(3,527)</b> | <b>26,548</b> | <b>18,630</b> | <b>7,007</b>  | <b>3,487</b> | <b>714</b>   | <b>21,244</b> | <b>19,539</b> | <b>8,507</b>  | <b>7,537</b> | <b>5,832</b> | <b>3,059</b> |

#### Notes to the Budget

PSP: 91 and 93  
 Fencing: R&M on fence between road and logged trees on Dan Hood boundary  
 Weeds: Varigated thistles on Dan Hoods boundary - Cdax for 2-3 hours along with the Blackberry  
 FMA Plotting: 42 plots @ \$200  
 Tracking not completed last financial year - carried over  
 NZU Sale: 2,200 to sell in April, 1,500 to sell September at \$15.00  
 Liability Free NZU Balance at 1 March 2017 - 54,346