

**Confirmed Minutes for Tē Rūnanga o Waihao Executive Meeting
On 8th February 2017, Commencing at 6:00pm
Waihao Marae And Via Zoom.**

Present	Executives: Graeme Lane (Chairman), Ivy Johnston, Sue Eddington, Wendy Heath & Jennifer Thomas Via Zoom: Howard Marshall, Dardanelle McLean-Smith & Martyn Smith Also: Ron Donaldson (Marae Manager)		
Nga Mate	Ivy McGaughey		
LOA	Sara Bentley		
Reference	Discussion	Motion	E.A.
Karakia	Wendy		
	Health & Safety Brief		
	The Chairperson gave an overview of procedure in place for any emergency at this venue.		
	Minutes of the Previous Meeting – 11 th December 2016		
	Executive members had read these minutes as documented in the Agenda book.	Sue moved that these minutes were true and correct. Wendy seconded this. All in favor. Carried.	
	Matters Arising from Previous Meetings Minutes		
	Birthday Vouchers. Ivy requested that the Executive rescind the motion to pay the birthday vouchers by direct payment to bank account, and that vouchers continue to be used.	Jennifer moved to continue to send birthday vouchers. Howard seconded this motion. All in favour carried.	
	Correspondence		
	All queries against correspondence items were addressed by the marae manager to the satisfaction of the Executive.	Wendy moved and Ivy seconded that the Correspondence be accepted. All in favour. Carried.	
	CID.1241 Mary to contact, and inform that the retrospective kaumātua Christmas deposits will not be made.		312
	Executive Actions		
	Close: EA.224, 194 Updates were given on the following: 217. This will not take place until the shed is cleaned out and finalised. 259. As per the email sent out by the office, the Exec endorsed option 3 – commission group to make mat. Ron to inform Paula Rigby and request quote. Jennifer to contact weavers in Dunedin and get a quote from them also. 282. Graeme will get Waimate Sawmill to come and look at the stump. 283. Sue to liaise with Takerei Norton and advise Ron of outcome. Ron to send link of carving on behalf of Wendy, to the Exec for consideration. 297. Ron informed the Exec that Jeff had contacted him, to say that they were understaffed and he could not complete the task currently. Further to this, the Holdings Secretary had requested confirmation of meeting dates. Exec approved to meet with Holdings at the Scheduled Exec meetings in March and Sept 2017. It was suggested by the Exec that a Zoom conference could be considered for these.	Dardanelle moved that option 3 be accepted and a quote be received. Ivy seconded this. All in favour. Carried.	316
	Registrations		
	Applications from the following were tabled and accepted: Patrick Melville- Carroll, Kieran Melville-Carroll, Barbara Woods & Keefe Robinson-Gore. Applications from the following were tabled and require further information: Savannah McCallum & Matthew Brown	Wendy moved and Ivy seconded. All in favour. Carried.	
	Grants		

	Ivy provided an update. One hardship grant was processed and approved.		
	Reimbursements		
	Discussion was held regarding a letter received by the treasurer from a whānau member requesting that reimbursements be presented at whānau meetings. The Exec endorsed that the list of endorsed reimbursements by included in the whānau financial report.	Jennifer moved these for payment and Wendy seconded. All in favor. Carried. Wendy moved to include endorsed reimbursements in the whānau agenda. Jennifer seconded. All in favour. Carried.	
	Reports		
	Secretary's Report. Jennifer thanked Ivy for her work in sending out the birthday cards. Ivy informed the Exec that the office has supplied her with stickers to place in the kaumātua birthday cards of those we do not hold bank account details for.		
	Treasurer's. Marty presented his report Ron requested that the reference to Plunket be changed to Plunket Electrical moving forward. Ron clarified that any payments/invoices that relate to the garden fund, are identified to the Treasurer when accounts are forwarded to him. It was asked that Sara provide information and clarification around payments to KTKO. Marty informed the Exec that he will address the questions he has received from whānau, both directly to the individual, and to the whānau as a whole.	Wendy moved the accounts for payment and Dardanelle seconded. All in favour. Carried.	
	Agenda Items		
Agenda 1	Occupational Health & Safety. Ron informed the Exec that during the asset clean up, he had cut the cords off various electric cords of appliances he tested to be faulty.		
Agenda 2	AWS. Discussion was held around the Teleconference earlier this day with the AWS Trust Chairperson. The Exec agreed the best course of action was to organise a meeting with Arowhenua Inc Soc Exec. Ron to arrange this.		313
Agenda 3	Koha to Arowhenua. After some discussion it was agreed for the whānau to address this at the next whānau meeting.		
Agenda 4	Benmore Irrigation Co. Sara to address this at Exec meeting on 12 th February 2017.		
Agenda 5	Living the Dream. Reminder to promote the philosophy.		
Agenda 6	Brainwave Trust/Wellbeing Seminar. New scheduled date is 26 th February. Venue is now at Canterbury University. Further details to come.		
Agenda 7	Sports Challenge. Dardanelle updated that she had a good response from whānau to attend this. Dardanelle requested that the Exec consider the following: transportation to the event, overnight accommodation on the evening prior, and supply of team t-shirts. Ron suggested that this come by way of an event proposal because this is a rūnanga funded event for this team. Dardanelle agreed to forward this form to the office asap.		
Agenda 8	Policy. Exec thanked the policy committee for completing this task and the committee thanked the office for their hard work on this project. Policies to be discussed at Exec meeting on 12 th February 2017		
Agenda 9	CID.1241 Addressed in correspondence.		
	General Business		
GB 1	Pēpi Dolls. Wendy gave an update on the pēpi dolls. After some discussion the Exec agreed that one doll per whānau household per year was appropriate. An application process is to be set up if this proposal is endorsed. Dardanelle to present an event proposal outlining the budget and numbers required. Mary to supply Dardanelle with numbers of whānau children who qualify.		314
GB 2	KTKO Survey. Ron reminded the Exec that he had sent out a survey from KTKO to be completed as the trial period had reached completion, to date there has been no response. Ron will re-send the survey and also, request that KTKO meet with Exec at the scheduled March meeting to determine the outcome of the trial.		315
GB 3	Air Conditioning. Graeme raised concerns about the temperature within the main building and informed the Exec that he would pursue getting a quote for air conditioning. Jennifer also elaborated that three persons encountered health issues at a previous Waitangi Day due to overheating.		
	Summary		
Karakia	Wendy		
Closed.	Meeting closed by the Chairperson at 8:30pm. The next scheduled meeting date for the Executive is Sunday 12 th February.		

Confirmed Minutes for Tē Rūnanga o Waihao Executive Meeting

On 12th February 2017, Commencing at 2:05pm

Waihao Marae

Present	Executives: Graeme Lane (Chairman), Ivy Johnston, Sara Bentley, Wendy Heath, Howard Marshall, Dardanelle McLean-Smith, Martyn Smith & Jennifer Thomas Also: Ron Donaldson (Marae Manager) and Mary Oughton (Admin).		
Nga Mate	Ivy McGaughey		
Apologies	Sue Eddington		
Reference	Discussion	Motion	E.A.
Karakia	Jennifer		
	Health & Safety Brief		
	The Chairperson gave an overview of procedure in place for any emergency at this venue.		
	Agenda Items		
Agenda 4	Benmore Irrigation Co. Sara informed the Executive that Benmore is appealing the result of the consent being denied and that Waihao is challenging their appeal through KTKO.	Wendy moved and Jennifer seconded to support Sara in continuing to oppose this consent. All in favour. Carried.	
	General Business		
GB 1	Hunter Downs Board Vacancy. As suggested by Quentin Hix at the whānau meeting, the Executive agreed to write a letter of support for Tewera King to represent the three rūnanga (Arowhenua, Waihao and Moeraki) in filling the vacancy on the Hunter Downs Water Board and also become a Trustee on Hunter Downs Irrigation if he chose. Ron to draft a letter for the Chairperson and distribute to Quentin Hix.	Jennifer moved to nominate Tewera, Ivy seconded this. All in favour. Carried. Wendy abstained from voting.	318
	Agenda Items		
Agenda 10	Meridian Governance Group. The meeting discussed the fact that currently we only have one Rep on this group, when others have 2 Reps. On advice from Meridian, it would be appropriate for us to have 2 Reps on this group. The Executive endorsed Ron to advertise this position.		319
Agenda 11	Meridian Dam Excursion. Ron requested endorsement to organise this excursion and will put together an Event Proposal accordingly.		320
Agenda 12	Table Cloths. Meeting discussed the quote received from Southern Hospitality for 44 x tablecloths. The Executive endorsed \$1500 + gst for this purchase.		
	General Business		
GB 2	Tā Mark Solomon. Was suggested that we join and attend the farewell at Otakou. Ron to find out details/dates or alternatively, that Waihao holds its own farewell.		322
GB 3	KTKO. Chris from KTKO will attend the next meeting in March.		
GB 4	Tangi Mat. Amend the minutes of 08/02/2017 from Option 3 (as written currently) to Option 4.		
GB 5	Holdings have been provided with March and September Executive meeting dates and invited to attend.		
GB 6	Water Cooler. Mary to get prices and options for one at the marae.		321
GB 7	Kaumātua Christmas Gift. Executive requested that this be listed on the Exec agenda for the March meeting.		
GB 8	Mokihi. Jennifer raised concerns over the state of the cover of the mokihi and suggested that a better cover be sourced to preserve this taonga. Ron to get quotes.		323
GB 9	Policy. It was requested that a Kitchen/Marae Facilities Policy be formed to meet the needs of workplace health and safety and food handling.		324
GB 10	Mileage. Dardanelle noted that she will be submitting a \$100 travel reimbursement for her drive to this meeting as she was required to bring her own vehicle.		
GB 11	Te Reo. Classes for 2017 will commence on Feb 22 nd .		
GB 12	HOP Funding. This application is going well and now require confirmation from Arowhenua, Moeraki and Puketeraki on their involvement.		
GB 13	Dardanelle advised the Executive that she is setting up a Waihao Rangitahi Facebook page.		
GB 14	Webpage. Wendy scheduled to see Ron on Wednesday to work on the Te Reo.		

GB 15	AGM Report. The Chairperson asked Sara why it was that she submitted such a negative report for the AGM book. Sara informed the Exec that she felt her report was frank and honest and requested that those that have questions should contact her directly. Dardanelle thanked Sara for being so courageous as to write such an upfront report. Moving forward, all AGM Reports will go to the Policy Committee.		
GB 16	Air Conditioning. The Chairperson has received a quote to install air conditioning units in the wharenuui and dining room, and suggested that when doing this project we could move the existing heater from the wharenuui to the big shed. Ron to source another quote and disseminate both of these to the Executive for consideration.		325
GB 17	Shed. Dardanelle suggested that a kitchenette be installed in the big shed, with hand washing facilities. Graeme informed the Exec of the current issues with our septic tank and the possibility of needing this replaced and that this issue should be resolved prior to any kitchenette going in that area. Although all present agreed that hand washing facilities should be looked into.		
GB 18	Kaumātua Gathering. Graeme suggested that the kaumātua all meet in Ashburton, at Robbie's, or somewhere similar, for a lunch. **Sara excused from the meeting**		
	Agenda Items		
Agenda 8	<p>Policy. Since sending copies of these policies out to the Executive for reading. Resulting in feedback, the Dog Policy now includes reference to an excerpt from SPCA about leaving dogs in vehicles. Executive discussed the Grants policy and if retrospective payment grants should need application within 30 or 14 days of payment. Executive endorsed that this be changed to 21 days, with all in favour except Marty who noted that he felt it should be 30 days.</p> <p>Endorsed documents are as follows:</p> <ul style="list-style-type: none"> • Event Proposal Form • General Reimbursement Form • Grant Application Form • Koha Form • Travel Reimbursement Form • Committee Establishment Standard Operating Procedure • Executive Endorsed Events Standard Operating Procedure • Purchasing Goods or Services Standard Operating Procedure • Recording/Archiving In Committee Minutes • Reimbursement Standard Operating Procedure • Requesting To View In Committee Minutes Standard Operating Procedure • Building Committee Terms of Reference • Education Committee Terms of Reference • Grants Committee Terms of Reference • Playground Sub Committee Terms of Reference • Policy Committee Terms of Reference • Te Mara o Rongo – mā – tāne Project Steering Group Terms of Reference • Alcohol, Drugs and Other Substances Policy • Appointment of Portfolio Holders and External Representatives Policy • Asset Policy • Child Protection Policy • Complaints Policy • Cultural Mapping Policy • Disposal of Surplus Assets Policy • Dogs on the Marae Policy • Executive Endorsed Events Policy • Executive Leave of Absence Policy • Executive Monthly Payment Policy • Grants Policy • Information Gathering & Privacy Policy • Koha, Donations and External Funding Policy • Lost or Found Property Policy • Offensive Weapons, Firearms and Hazardous Substances Policy • Reimbursement Policy • Rūnanga Registration Policy • Safe Driving Policy 	Jennifer moved that the policies be endorsed, seconded by Ivy. All in favour. Carried.	
	General Business		
GB 19	Sports Challenge. A budget of a maximum of \$2,000 for accommodation, uniform and travel expenses was endorsed by the Executive.	Dardanelle moved a budget of \$2,000.00 for the sport challenge be set, Wendy seconded. All in favour. Carried.	
GB 20	Merchandise. Wendy suggested that we think about sourcing apparel such as tops, jackets, vests, scarves etc to promote Waihao.		
GB 21	It was raised by Executive that Aerine has suggested that we think about holding an open day here at the marae.		
	Summary		
Karakia	Wendy		
Closed.	Meeting closed by the Chairperson at 3:55pm. The next scheduled meeting date for the Executive is Sunday 12 th March.		