

**Minutes for Tē Rūnanga o Waihao Executive Meeting
On 12th March 2017, Commencing at 10:50am
Waihao Marae**

Present	Executives: Graeme Lane (Chairman), Ivy Johnston, Sara Bentley, Sue Eddington, Wendy Heath, Howard Marshall, Dardanelle McLean-Smith, Martyn Smith & Jennifer Thomas Also: Ron Donaldson (Marae Manager) and Mary Oughton (Admin). <i>Howard and Marty noted that they wanted to leave at 3pm.</i>		
Nga Mate	Victor Manawatu Tim Kawana		
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.		
	Guest: Chris Rosenbrock of KTKO 10.50am – 11.25am		
	Chris Rosenbrock, Manager of KTKO addressed the meeting to discuss the current relationship between Waihao and KTKO, their staff and their roles. Sara provided feedback that from her point of view, as the first point of contact with KTKO, she was very happy with the current systems and found that the support she was getting from KTKO was excellent. Chris explained that they are mainly working through non-notified resource consents with us, plan changes for councils etc. Ngāi Tahu want reports back on funding usage (this is \$28,000 if we are joined into KTKO as an environmental entity, or \$16,000 if we are not joined). This report can also be available for Waihao Exec meetings so it can be viewed how this funding is being used. KTKO are happy with the way everything is currently working and would like to move forward with either carrying on with a SLA or MOU or have a director on their board. The next step is to set up meeting with Directors to decide on which option to go with, being Directorship or a SLA/MOU. To achieve this Chris will email the Chairman Edward Ellison and request a meeting. Chris to give next scheduled meeting date.		329
	Minutes of the Previous Meeting – 8 th February 2017		
	Executive members had read these minutes as documented in the Agenda book.	Wendy moved that these minutes were true and correct. Jennifer seconded this. All in favor. Carried.	
Matters Arising from Previous Meetings Minutes			
	Tree Trunk. Graeme to remove the trunk from the roots, then take the remainder in to Wayne Hawkins to have cut into 3" slabs. This should cost under \$5,000 which can be approved by Marty and Graeme in the DFA. Will keep the off-cuts for other possible projects. Meetings. Pencil in Takerei Norton to attend the next available whānau meeting (August?). April and June whānau meetings have applicants for the kaiwhakahaere position speaking to whānau. Holdings. Jennifer asked to send a letter to Holdings reminding them that they need to attend meetings when requested. On this point, Howard requested Marty to explain the current situation. Marty informed the Exec that currently he and Jerry Coates are still the signatories and that Jeff Goldsmith is using Marty's key-code to approve payments because they haven't completed the signatory change over with the bank yet. Furthermore, Marty sent Holdings an invoice at the start of the month for SLA, this being in the form of two invoices to keep the sums under \$50,000 which is the transfer limit. Jeff combined the two invoices into one payment of \$50,000, so the payment bounced back and the result of this is that there were not enough funds in the Rūnanga account to pay the accounts and wages scheduled. The Auditor has told Marty that Jeff only sent an Excel spreadsheet to him, rather than full accounts as would normally be sent. In addition to this, the SLA which was due June last year still hasn't been presented for signing off. Ron to draft a letter of concern for the Chairperson to sign, this is to be sent to Holdings stating that they need to meet with Waihao urgently. Conversation around the requirements of having a Holdings Company was raised. Ron to investigate other rūnanga structure and their investment companies. Wendy suggested that a baseline amount be kept in the Rūnanga bank account at all times. Graeme to raise this at his meeting with Treasurer, Holdings and Accountant on 23 rd March. Weaving. Jennifer hasn't contacted the weavers in Dunedin as yet.		326 330
	Minutes of the Previous Meeting – 12 th February 2017		
	Executive members had read these minutes as documented in the Agenda book.	Sue moved that these	

	Amend spelling error on page 5 to Ōtākou.	minutes were true and correct. Wendy seconded this. All in favor. Carried.	
Matters Arising from Previous Meetings Minutes			
	<p>Policy. Kitchen/Marae Facilities policy is not yet formed.</p> <p>Septic System. Graeme is meeting with both the plumber and the septic tank guy.</p> <p>Kaumātua Gathering. Not yet arranged.</p> <p>Sports Challenge. Hold this funding over to when event is rescheduled.</p> <p>Merchandise. Put up options on Google Groups for expressions of interest to see where demand is.</p> <p>Marae Open Day. The option of holding a Marae Open day was discussed, however at this stage the Exec do not wish to move forward with this.</p>		331
Correspondence			
	All queries against correspondence items were addressed by the marae manager to the satisfaction of the Executive.	Howard moved and Ivy seconded that the Correspondence be accepted. All in favour. Carried.	
Executive Actions			
	313. AWS. Ron sent the letter to Arowhenua as requested, however this has not been tabled at their meeting as yet therefor there is no formal response. Ron suggested contacting SCDHB and schedule a meeting for Sue and Wendy to find out about our options moving forward. Howard asked that Ron would attend this meeting also.	Howard moved. Jennifer seconded this. All in favour. Carried.	327
Authority To Drive			
	Authority to Drive application from Thomas Williams was tabled.	Marty moved to endorse this application by Thomo, Ivy seconded this. All in favour. Carried.	
Nominations & Invitations			
	Meridian Governance Group. Ron informed the meeting that Lex had resigned from this board, and therefor there were two vacant positions now, not one as initially thought. The office had received two Expressions of Interest for this position, one from Barry Reid and the other from Tewera King. After deliberation the Executive endorsed Tewera King, and it was decided that the other vacant position should go to a younger whānau member, as an understudy role. The Executive appointed the advertised position to Tewera King, and for further advertising to commence for the second position on Facebook.	Howard moved to endorse Tewera in this position, Marty seconded this. All in favour. Carried.	328
Registrations			
	Applications from the following were tabled and accepted: Eden Rose King-Turner, Savannah McCallum, Matthew Brown, Dalice Pinnell and Jesse Pinnell.	Wendy moved and Sue seconded that the listed applications be accepted. All in favour. Carried.	
LUNCH 12.31 – 1.12			
Reimbursements & Koha Given			
	Reimbursements were tabled as in the Agenda book, plus three late papers of reimbursements for Dardanelle (0317DMS1), Jennifer (0317JT2) and Sue (0317SUE1).	Wendy moved the listed reimbursements plus late papers be endorsed for payment. Sue seconded. Majority in favor. Carried. Noted that Howard was against this motion and requested this be recorded in the minutes.	

	Executive Endorsed Events		
	<p>Add the title External Funding Applications, to the agenda book prior to Exec Endorsed Events. So that the Exec are aware of any external applications being sought, this will be a standing agenda item.</p> <p>Pipi Mā. These have changed price and are now \$69.00 each, costing a total of \$1,104 for 16 dolls. Wendy offered to prepare a letter to accompany the dolls when they are sent out from the office.</p> <p>Whaia Te Hauora. Dardanelle had 10 whānau attend this pilot hui in Christchurch. Was a successful day all round.</p> <p>Kapa Haka Wānanga. Wendy would like to have the Education Committee up and running before any other wananga are arranged. She support that this could be a good idea, but she felt the timing was wrong. Dardanelle clarified that while she was presenting this proposal, ultimately this is the proposal of Timua Brennan. Further discussion was held with Wendy speaking against the proposal and Sara speaking for it.</p> <p><i>Jennifer motioned to move the meeting to In Committee at 1.37pm</i></p> <p><i>Sara moved and Dardanelle seconded the end of In Committee at 1.51pm.</i></p> <p>Dardanelle required police vetting forms for wananga facilitators, these are available online. Sara moved that the wānanga proposal progress and Dardanelle to get further information by the end of the week.</p>	<p>Jennifer moved to purchase 16 Pipi Mā dolls to be held at the marae office. Wendy seconded this motion. All in favour. Carried.</p>	332
	Reports		
	Secretary's Report. Ivy notes that in addition to the correspondence she has listed, she had also received 2 emails, 1 phone call and 1 card of thanks. Howard commented on how nice the cards are.		
	Treasurer's. Marty presented his report	Marty moved his report, Jennifer seconded. All in favour. Carried.	
	Manager's Report. Ron tabled his report.	Jennifer moved.	
	Pūtaiao Report. Sara provided a verbal report. Sara informed the Exec that there is a river health warning on the Waihao River. Exec gave permission for Sara to enquire into this to see as to why we haven't yet been formally advised of the warning, rather than finding out on Facebook.		
	Agenda Items		
Agenda 1	Health & Safety. Done in Managers Report.		
Agenda 2	Police Vetting. Exec members asked to hand in their completed Police Vetting forms before leaving the meeting today.		
Agenda 3	Preferred Vendors List. Transfer to April Exec meeting.		333
Agenda 4	Kōhanga Reo. Wendy is in talks with kōhanga reo, will keep Exec updated.		
Agenda 5	TUIA Fund. Waihao to apply this round for Garden funding, and if there is a second round then Sara to apply for Environmental funding.		
Agenda 6	Kapa Haka Wānanga. Discussed above.		
Agenda 7	Kaumātua Christmas Gift (Uncle Dave's Letter). Check that reply was sent to Uncle Dave.		334
Agenda 8	Tā Mark's Farewell. This is scheduled for 2 nd April and will be held here at Waihao. Catering will be by way of a BBQ lunch for 50 people. Exec endorsed that a budget of up to \$1,000.00 be set for a gift for Mark.		
Agenda 9	Quote for Bain-marie and Waka covers. Exec agreed to buy the bain-marie cover as quoted, and to get a caravan cover or tarpaulin for covering the waka.		
Agenda 10	Matariki Funding. The office to facilitate two cheques be written, for Waimate High and Waimate Main School for use of their venue at the 2016 Matariki celebrations.		
Agenda 11	Kaiwhakahaere Visits. Already discussed above.		
Agenda 12	Executive Photo. To be taken following meeting.		
Agenda 13	CID.1310 Quote for Air Conditioning. Waiting on the completion of the verandah project before commencing this.		
	General Business		
GB 1	Whaia Te Hauora. Dardanelle requested that a \$100 koha be made for the use of venue for this event. Dardanelle will make enquiries to find out where this should be paid to.		
GB 2	Rangitahi Summit. Dardanelle recommended that we offer Waihao Marae as a possible venue for any upcoming Rangitahi Summit to be arranged by the Tamariki Working Party.		
GB 3	Playground Sub-Committee. It was confirmed that the playground committee consists of Dardanelle, Sara and Wendy and Terms of Reference have been endorsed.		
GB 4	Sustainability. Jennifer asked that the Marae consider recycling and composting and that in the short term, using the Morven Domain recycling station.		

GB 5	<p>Building Committee. Graeme explained that the building committee had a meeting this morning, and resulting from that the following:</p> <ol style="list-style-type: none"> New Buildings. The new mattress room and the walkway will be tasked first. Will get plans to an engineer for completions, and will also employ a Project Manager for these upcoming projects. Once these projects are completed, the next will be the front and the waka shed. Garage. The existing door will be replaced with a new automated sectional doors. Ablution Block. The existing dividing panels are to be replaced, as are the toilets cisterns which would no longer be in-wall type units. The committee are currently getting information on materials, but hope to progress this project quickly. 	<p>Howard moved to accept the quote provided by Windsor Doors, Marty seconded this. All in favour. Carried.</p> <p>Graeme moved that a quote for the ablution block works be sourced and that this work be carried out without delay. Howard seconded this. All in favour. Carried.</p>	
GB 6	Goods & Services Policy. Will be sent out to the Executives and will go onto the Agenda for endorsement at the April meeting.		335
GB 7	Ramari. Ramari will be coming to assess the whale bones on Thursday and Graeme will update the Exec at the next meeting.	Wendy moved that we pay Ramari \$750.00 for this visit, Jennifer seconded. All in favour. Carried.	
GB 8	Christchurch Van. Marty presented an option to purchase a new van for under \$10,000 and to sell the existing Christchurch van as per the disposal of assets policy.	Jennifer moved that a van be purchased up to the value of \$10,000 with preference to the van as in the paper circulated.	
GB 9	Dardanelle provided further information from Timua Brennan that she had received during the meeting. The Executives held further discussion and agreed that for the event to proceed, that Dardanelle will forward and email to the office for dissemination to the Exec.		336
GB 10	OTOP Committee. Sue attending as we had no rep.		
GB 11	Reminder to Executives to have all papers in by the 30 th of the month if they are to be included in the agenda.		
	Summary		
Karakia	Wendy		
Closed.	Meeting closed by the Chairperson at 3:27pm. The next scheduled meeting date for the Executive is Sunday 9 th April.		