

**Confirmed Minutes for Tē Rūnanga o Waihao Executive Meeting
On 9th April 2017, Commencing at 1:45pm
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)		
Nga Mate	Dawn Cottier and Nicky Moore		
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 – 12 th March 2017		
	Executive members had read these minutes as documented in the Agenda book. Amendment: Jeff combined the two invoices into one payment of \$400,000 \$50,000.	Sue moved that these minutes were true and correct. Marty seconded this. All in favor. Carried.	
	Matters Arising from Previous Meetings Minutes		
	Weaving. Wendy has spoken to Sally Reihana of Waimate who has offered to weave the tangi mat and also be involved when schools visit. Wendy to update the office with more details on this, and to inform Sally to commence this project. Jennifer asked that all amendments and matters arising be sent to the office for dissemination to exec prior to meeting, to assist in reducing meeting length. All in favour.	Jennifer tabled a motion that we take up Sally's offer. Ivy seconded. Carried.	337
	Correspondence		
	All queries against correspondence items were addressed by the marae manager to the satisfaction of the Executive with the following points noted: CID.1345 and CID.1336 both being overdue accounts. That Marty look at automatic/direct debit payments be set up for both of these accounts (Nova and Vodafone) so that the rūnanga can maximize on any prompt payment discounts.	Wendy moved and Jennifer seconded that the Correspondence be accepted. All in favour. Carried.	338
	Executive Actions		
	The following EA were closed: 217, 281, 259, 321. All other open EA were discussed with no issues raised.		
	Nominations & Invitations		
	Māori Health Advisory Board. Sue Eddington was the only expression of interest received by the office. Meridian Governance Group. Sue Eddington was the only expression of interest received by the office. Howard requested that, for support of his vote, that Sue confirm that she would submit reports and complete the Position Description paperwork as per the External Rep policy. Sue confirmed this. Ron to advise both organisations of Sue's appointment. Sue to complete a Position Description contract form for both MHAC and the Waitaki Governance Group.	Dardanelle moved to endorse Sue in both these positions, Howard seconded this. All in favour. Carried.	349 340
	Reimbursements & Koha Given		
	Reimbursements were tabled as in the Agenda book, plus three late papers of reimbursements for Wendy (0417WH1), Sara (0417SB2 and 0417SB3). Resulting from the reimbursements, was the following: <ul style="list-style-type: none"> ➤ The Chairperson informed Executives that he has instructed the office that any reimbursement received by the office after the 30th of each month will not be included in the agenda or tabled as a late paper. Any submitted late reimbursements will be held over to the next scheduled exec meeting. ➤ Loss of wages reimbursements for work relating to KTKO on resource consents should be revisited by the Employment Committee with a view to an employment contract as opposed to reimbursements being submitted. It was also noted that if this avenue was taken, the job would be advertised. Ron to contact Employment Committee to commence process. ➤ The office to explore having electronic reimbursement forms on the website where they can be submitted on an electronic signature. 	Marty moved the listed reimbursements plus late papers be endorsed for payment. Ivy seconded. Carried.	339 341

	Policy		
	The Purchasing Goods and Services Policy was reviewed by the Executive and endorsed. Mary to provide copies of the Purchasing Goods and Services Policy for each Exec to update their policy manual folders. Koha to Ramari & Sophie was acknowledged and accepted by the Exec. Graeme also made mention of Allan Maitland (from Fonterra Studholme) sourcing a stainless steel container for bathing the whale bones.	Marty moved to endorse the Purchasing Goods and Services Policy. Ivy seconded. All in favour. Carried.	350
	External Funding Applications		
	Ron informed the Exec of applications signed by the office and added the TUIA fund to the list. Wendy informed the Exec that the Matariki funding for 2017 has also been completed.		
	Reports		
	Secretary's Report. Ivy summarized her report. No issues raised.		
	Treasurer's Report. Marty presented his report. No issues raised.	Marty moved his report, Dardanelle seconded. All in favour. Carried.	
	Manager's Report. Ron tabled his report. No issues raised.		
	Rock Art Report. Wendy spoke to her report. No issues raised.		
	AWS Report. Jennifer spoke to her report. Resulting from this report was a request from Jennifer to allow mileage for her to attend the next AWS meeting.	Howard moved that Jennifer be endorsed for mileage to attend the next AWS Strategy meeting. Seconded by Marty. All in favour. Carried.	
	Agenda Items		
Agenda 1	Health & Safety. Done in Managers Report.		
Agenda 2	Preferred Vendors List. Ron to work with Marty and Graeme on this list as per policy.		
Agenda 3	KTKO. Video conference meeting with KTKO Board is now set for 11am on Tuesday 11 th April. Sara to draft questions to be sent to office for dissemination.	Sara moved that Marty take the lead in presenting the questions at this meeting. Seconded by Dardanelle. Carried.	343
Agenda 4	Holdings Meeting with Chairperson, Treasurer and Accountant. Graeme gave an overview of the meeting and although solutions had been forthcoming at that time, the Treasurer would now like to review those solutions with a following meeting which should include all members of Exec and Holdings. Ron to schedule the next meeting for 1pm on May 13 th as per email with Holdings Secretary.	Jennifer moved that Ron request that a draft copy of the SLA be sent to the office by Jeff for dissemination to Exec. Wendy seconded. Carried.	351 342
Agenda 5	CID.1360 Joint ECAN Hui. Ron explained to the Exec that ECAN had sent the letter to Graeme's personal postal address and has informed ECAN that in future all correspondence should come via the rünanga email. The letter requested a meeting with the Rünanga and the commissioners. ECAN highlighted that a joint Rünanga meeting would be preferable. The Exec agreed that a joint meeting was favorable. Ron to contact Arowhenua and Moeraki to advise. The Exec asked that Waihao host this meeting.		346
	General Business		
GB 1	South Coast Marine Forum. Jennifer has contacted Edward Ellsion about attending these meetings on behalf of the rünanga, but was informed that the meetings were now at In Committee stage and this would not be practical.		

GB 2	<p>Carving. Jennifer presented some ideas/sketches around possible carvings in relation to the totara log. From this discussion the Exec discussed forming a cultural committee. It was recommended that if such a committee was formed, Tewera King (upoko) should chair such a committee, with other members being drawn from whānau.</p> <p>Tewera and Ron to work on Terms of Reference for this Cultural Identity Committee.</p>	<p>Jennifer moved that a cultural identity committee be established, which Tewera King would Chair. Also, that expressions of interest be advertised on Google Groups as per normal procedure. Sara seconded. All in favour. Carried.</p>	352
GB 3	<p>Ngāi Tahu Māori Rock Art Trust (NTMRAT) Koha. Sara requested that a koha of \$500 be given to NTMRAT who are currently undertaking a re-vegetation program at various Rock Art sites. This koha would assist them in reaching this goal.</p> <p>Ron to contact Amanda to find payment details and inform Marty of these details for payment to be made.</p>	<p>Sara moved a \$500 koha be given to Ngāi Tahu Maori Rock Art Trust. Seconded by Wendy. All in favour. Carried.</p>	353
Summary			
Karakia	Wendy		
Closed.	Meeting closed by the Chairperson at 3:45pm. The next scheduled meeting date for the Executive is Saturday 13 th May.		