

**Confirmed Minutes for Tē Rūnanga o Waihao Executive Meeting
On 13th May 2017, Commencing at 10:00am
Waihao Marae**

Present	Executives: Graeme Lane (Chairman), Ivy Johnston, Sara Bentley, Sue Eddington, Wendy Heath, Howard Marshall, Martyn Smith & Jennifer Thomas Also: Ron Donaldson (Marae Manager)		
LOA	Dardanelle McLean-Smith		
Nga Mate	Wayne Tipa and Murray Hamilton		
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 – 9 th April 2017		
		Sue moved that these minutes were true and correct. Howard seconded this. All in favour. Carried.	
	Matters Arising from Previous Meetings Minutes		
	Nil.		
	Amendment to March 2017 Minutes		
	A motion to GB.8 in the March minutes was amended after consultation with the office and examination of the minute book. It was noted that the person seconding the motion had not been included in the minutes. The amended motion, as approved at this meeting now reads as “Jennifer moved that a van be purchased up to the value of \$10,000 with preference to the van as in the paper circulated. Howard seconded. All in favour. Carried”.	Amendment moved by Howard and seconded by Jennifer. Carried.	
	Correspondence		
	Correspondence was read and reviewed.	Wendy moved and Ivy seconded that the Correspondence be accepted. All in favour. Carried.	
	Executive Actions		
	All open EA were discussed with no issues raised.		
	Nominations & Invitations		
	HSNO Ngāi Tahu Representative. Gerry Coates expression of interest for the position was endorsed by the Executive. Chairperson to complete nomination form on behalf of the rūnanga., and Ron to forward signed form to Gerry. TRONT Representative on Fish & Game. No expressions of interest were received.	Howard moved to endorse Gerry for HSNO position, Wendy seconded this. All in favour. Carried.	356
	Registration Applications		
	The following were endorsed to be added to the Waihao Registration Database: Veronica Raihania-Young Shane Heath Max Heath The following, on advice from the Ngāi Tahu Whakapapa Unit, were declined as the whakapa records show they do not affiliate to Waihao: Alverta Edwards Mason Vettori Michelle Lum Jessica Edwards		

	The Executive were informed that the declined applications had been submitted by Jane Edwards whom is currently recorded as a registered member within the database. Through the current process of registration, it was identified that Jane Edwards was an erroneous entry in the database. A letter is to be sent to Jane from the Rūnanga Secretary explaining that the applications were declined and that also, her name would be recorded as “entered in error” on the database. It was highlighted that Jane should be given every opportunity to discuss this outcome with the Chairperson. Further general discussion highlighted that other names may also be erroneously on the database. The outcome of this discussion was that in future, any whānau member applying for or receiving financial gain from the Runanga must have their names verified by the Ngāi Tahu Whakapapa unit. The office is to record this verification on the database.		357
	Reimbursements & Koha Given		
	Reimbursements were tabled as listed in the Agenda book. The Executive requested that in future the reimbursement and koha tables would identify which reimbursements were to come from funding that had been sourced. Koha payments were noted and endorsed. Howard thanked whānau for the tangi koha he had received. Secondary discussion arose around whānau travelling in marae vehicles. It was agreed by all Exec that all whānau must contact the office by the 30 th of the month if they require transportation to whānau meetings or other rūnanga events. Graeme to address this at the next whānau meeting.	Jennifer moved the listed reimbursements be endorsed for payment. Sara seconded. Carried.	
	Policy		
	The Executive Email Protocol Policy was reviewed by the Executive and endorsed with changes. Those changes being: That Section 7 include a new Subsection 7.5 “That Executive will ‘Reply All’ when responding.” Mary to provide copies of the Executive Email Protocol Policy for each Exec to update their policy manual folders.	Sue moved to endorse the Executive Email Protocol Policy with changes. Sara seconded. All in favour. Carried.	358 359
	External Funding Applications		
	The Executive were given an overview of the Corrective Services Funding Application by the Manager.		
	Executive Endorsed Events		
	Moving the Māori Nation (MMN7). Financial report was discussed including the current balance. Outcome from discussion was that some of the remaining funding could contribute to venue hire and a koha to the ringawera. Wendy to meet with Ron to discuss the last remaining wānanga. Discussion was then held around external funded events, and that moving forward all external funding applications should be accompanied by an Executive Endorsed Event Form and presented at Executive meeting for endorsement. Ron to work with Policy Committee to amend the Executive Endorsed Events Policy to reflect this.		360 380
	Motions/Voting Held Since Previous Meeting		
	a). Education Committee. This was endorsed as per the email vote, this being the endorsement of Sara Bentley, Samantha Sykes, Wendy Heath, Warren Beard. Wendy is to call the first meeting as soon as possible to elect a Chairperson. b). New van for Waihao. It was determined to discuss this item last on the agenda. General discussion around committee membership was held, and the authenticity of skill sets was raised. It was determined that when expressions of interest are called for on Google Groups, that a clear outline of skill sets and proof on how these are met will be required.	Education Committee members were moved by Sue for endorsement within the minutes. Seconded by Jennifer. Carried.	361
	Police Vetting		
GB.1	Following from discussion on Committee membership, the question of members being police vetted was raised. Ron informed the Executive that only checks that fell within our approved agency status would be conducted by the police. The executive agreed that each committee should approach this in an appropriate manner as required. It was also noted that certain rūnanga employment categories fell outside of the police vetting. Ron is to speak to the Chairperson of the Employment Committee about this.		362
	Reports		
	Secretary’s Report. Ivy summarised her report. No inward correspondence has been received. It was noted that Christine Thomas of Timaru should have her membership details updated, although Christine is whānau, she does not whakapapa to Waihao.	Howard moved to update Christine’s membership status to “Entered in Error”. Seconded Ivy. Carried.	
	Treasurer’s Report. Marty presented his report, and gave an outline on the Historical Balance which had been raised at previous meetings.	See notation below on reports carried.	

	Manager's Report. Ron tabled his report. Ron, on behalf of the Garden Committee, requested a draw-down of \$3,000 for the new garden shed. Ron to arrange transportation of garden shed. An overview of Takerei Norton's visit to the marae and the new archive room was given.	Marty moved the purchase of a \$3,000 shed, Wendy seconded. Carried.	363
	Sue's Meeting Summary Report. Presented as a late paper outside of the agenda book.	All reports were moved by Marty, Sue seconded this. All in favour. Carried.	
	Independent Minute Taker		
GB.2	The Chairperson provided clarification that Mary has stood down as the independent minute taker and that this position should be advertised in local papers. Whānau cannot apply for this position. Office to arrange advertising.	Moved by Jennifer, seconded by Wendy.	364
	Lunch 12:15 – 12:30pm		
	Agenda Items		
Agenda 9	<p>Holdings. Meeting was relocated to the Zoom room at 12.30. Present onsite were IncSoc Exec as listed and Juliette Stevenson, and in Christchurch via Zoom were Holdings board members Jeff Goldsmith, Lesley Te Maiharoa-Sykes and Jo McLean and Jacqui Brunton. The list of questions dated 4th may 2017 which had been previously sent out to the Holdings company and responded to by their Chairperson was addressed. Each question was clarified and both boards given the opportunity to expand on the written responses.</p> <p>The following was noted:</p> <ol style="list-style-type: none"> 1. Aimee Kaio is the new point of contact for any queries in this business/whānau advice space. 2. The INSOC to receive Quarterly Chair/Treasurer reports moving forward, and this report be included in the coinciding or next general (whānau) meeting agenda 3. That the Chair or Treasurer or nominated Holdings rep will address the AGM report at the next meeting 4. That any email address that refer to Holdings should be reserved for current Holdings board members only. Marty to suspend using the 'waihao.holdings' email address. 5. Lesley to forward Ron an updated Holdings members email address list. <p>Jeff addressed the Holdings Financial report and also asked that any formal instructions from IncSoc to Holdings be made via email moving forward so clear record keeping can be made.</p> <p>The office to send a copy of the minute notes (extract from the minutes) to Holdings outlining any actions or points from this Zoom conference.</p>		365
Agenda 11	<p>Resource Consent (KTKO) Position. Jo in attendance via Zoom. The late discussion paper from the Employment Committee Chairperson was tabled and discussed. Jo expanded on her final recommendations and the process that would be undertaken if recommendations were approved. Jo left the meeting. Executives carried out further discussion and this resulted in the Executive endorsing the recommendations and processes made by Jo. The following actions arose:</p> <p>Ron to contact Jo on the Executives decision.</p> <p>The Employment Committee to convene to complete the process.</p>	Wendy moved to accept the recommendations in the tabled document, Ivy seconded. Carried.	366 367
Agenda 10	<p>TRoNT Alt Rep Funding. As Juliette was present, the Exec asked her to speak on this agenda item. Juliette highlighted that the funding from TRoNT was close to being exhausted, and that she still wished to attend further TRoNT meetings for this current period. She requested that the Exec endorse reimbursements on her attendance for the following: \$200 meeting fee, standard travel, and where applicable, accommodation. The Exec agreed that Juliette's attendance at as many meetings as possible is of benefit to the rūnanga, as well as allowing her to observe the table and to stand in, in the absence of the TRoNT rep. Further to this discussion the Exec requested that a letter on behalf of the Exec is drafted and signed by the Chairperson requesting that TRoNT review funding of Alt positions. This letter is to be sent to Jo to table on behalf of the rūnanga.</p>	Wendy moved that the rūnanga fund all Juliette's attendance at TRoNT meetings which are not funded by TRoNT. Jennifer seconded this. Carried.	368
Agenda 1	Health & Safety. Done in Managers Report.		
Agenda 2	SCDHB Invitation to Meeting. Ron informed the Exec that he had received a phone call from SCDHB stating that Arowhenua had declined attending the scheduled meeting for 16 th May. It was agreed by Exec that it was important that Waihao still attend this meeting. Wendy, Sue and Jennifer said that they would attend on behalf of the rūnanga.		

GB.3	The Exec accepted in principal the KTKO recommendation, that a temporary shadow board member be appointed from Waihao to the KTKO Board for a period of 3 months. The Exec endorsed Jennifer to be this member until a permanent relationship is formed. The Exec were informed by Ron that no further action could be taken until papatipu rūnanga had agreed to this. In the interim, Ron to inform KTKO that the Exec have endorsed Jennifer to take up this role when appropriate.	Howard moved the Exec accept in principal KTKO's proposal and that Jennifer be appointed as the interim shadow board member. Seconded by Sue. Carried.	369
Agenda 3	Tangi Mat Project. The project plan was presented by Wendy and some questions around the schedule were raised, in particular to the harvest of the flax. Wendy agreed to look into this further and report back. The project was endorsed and the budget to the maximum of \$9,500 accepted with special note to the koha being a set cost and that the rest of the budget was on refurbishment of receipts.	Jennifer moved, Wendy seconded that the project proceed as per the budget presented within the project plan.	
Agenda 4	Rūnanga Archiving. Sue gave an overview of Takerei Norton's request that Waihao continue with collecting oral histories from kaumātua and the ways in which TRoNT can assist Waihao in doing this. Sue highlighted that a new oral history course was to be held this year and that Takerei would hold two positions on this for Waihao. Jennifer expressed interest in filling one of these positions. It was noted that Takerei and TRoNT archivists have scheduled to visit the marae on 22 of this month to further look at how they can help the rūnanga and the new archive room.		
Agenda 5	AWS Strategic Plan. Meeting moved In Committee at 3.40 – 3.45pm. Sue acknowledged the achievement of AWS in being nominated for the gala awards and suggested that they receive flowers from the rūnanga.	Sue moved flowers be sent to AWS, Seconded by Wendy. Carried.	
Agenda 6	Committee Review. Jennifer raised that the constitution identified that after every AGM or appointment of new members that there should be a review of all standing committees. This discussion lead to the decision by the Exec that the constitution needs a review and that a wānanga should be called to conduct this prior to the AGM. Ron, in conjunction with the Chairperson, is to organise a wānanga.		379
Agenda 7	Mid-Winter Christmas. A Mid-Winter lunch be set for 8 th July with a \$3,000 budget set for catering. It was identified that due to the relatively short notice the office will arrange this event.	Graeme moved a budget of \$3,000 be set for this event. Ivy seconded. Carried.	370
Agenda 8	Budget. The Treasurer proposed that an additional meeting be held on Saturday 3 rd June to conduct a budget meeting for the next financial year. Ron said that he will contact all of the Committee Chairs and Portfolio Leads and request that they submit by email any 2017-2018 budget requirements prior to meeting.		371
General Business			
GB 4	A response to a previous letter raised by Uncle Dave on the kaumātua Grant was requested. The Exec agreed that the grant should be the same for all kaumātua, and other ways of acknowledging work and effort by kaumātua to the rūnanga should be explored. Graeme and Ivy to look into this. Jennifer requested that the Exec consider cluster events for whānau based outside of Canterbury-Otago. Jennifer's request was based on the amount of kaumātua who she believed resided in the Invercargill district. The office to collate data on registration clusters and provide this detail to the Exec at the June meeting.		373 372
GB 5	It was raised that the current policy Section 8 Grants does not allow for payments to the applicant, but instead to the identified institution that the grant pertains to. Examples were given where this could be burdensome on the applicant and institution, and Ron is to work with the Policy Committee to amend this.		374
GB 6	Treasurer gave an overview on the requirement that rūnanga assets undergo a revaluation review, as per the FMG Policy. The Treasurer will identify a registered valuer to do this.		375
GB 7	HOP Funding. Exec were updated on the success of the funding application and a meeting with other papatipu rūnanga is tentatively set for 12 th July for Dardanelle to Chair.		
GB 8	Playground. Sara requested that the area where the clothes line had been, now be allocated to playground area. The Chair did advise Exec that this was possibly the coldest place on the marae and that if this was to go ahead that it should be a temporary solution.	Sara moved that the old clothes line area be allocated to playground. Jennifer seconded. Carried.	

GB 9	The Chairperson identified that Moeraki rūnanga were undergoing some major renovations to their marae and office, and that he had offered the use of the spare porticom to them as a temporary measure. Ron to get a quote on behalf of Moeraki for transportation from Headford Propagators.	Graeme moved that Moeraki be given use of the porticom at their expense to transport. Howard seconded. Carried.	376
GB.10	General discussion was held around Facebook and current rūnanga content on there. A new Social Media policy should be written to clarify the use of all social media. Ron to work with Policy Committee on this.		377
GB.11	The Chairperson requested a budget to take Kaumātua out for lunch this month.	Graeme moved that a budget of \$50 per person be set for kaumātua lunch. Seconded by Wendy. Carried.	
GB.12	After robust discussion the Chairperson rescinded his previous motion to purchase a new van for the marae (sent out via email that week). The Executive agreed to move forward on a motion made by Howard. Executive agreed that if a 12 seater van was purchased that it would not be suitable for all marae administrative or maintenance tasks. Examples of trips to Wainono Lagoon, native seed collection or resource consent site visits were given. This discussion led to the Executive agreeing that a small 4WD vehicle would be best suited as the secondary vehicle with the proviso that it could tow marae assets such as the kai cooker trailer.	Howard moved that the office provide information to the executive on a 12 seater van and another vehicle fit for purpose for marae administration and maintenance to the remaining balance of the vehicle budget. Graeme seconded this motion. Carried.	378
	Summary		
Karakia	Wendy		
Closed.	Meeting closed by the Chairperson at 5:20pm. The next scheduled meeting date for the Executive is Sunday 11 th June.		