Confirmed Minutes for Te Runanga o Waihao Executive Meeting On 11th June 2017, Commencing at 1:00pm Waihao Marae Executives: Ivy Johnston, Sara Bentley, Sue Eddington, Wendy Heath, , Martyn Smith (Acting Chairperson) & Jennifer Thomas Dardanelle McLean-Smith Present Also: Ron Donaldson (Marae Manager) By Zoom - Graeme Lane, Howard Marshall LOA Nil Nga Mate Kenneth Malcom and Trevor Howse Discussion Reference Motion Karakia Wendy Health & Safety Brief The Chairperson gave on overview of procedure in place for any emergency at this venue. Minutes of the Previous Meeting – 9th April 2017 The minutes were approved with the following amendments: Wendy moved that these GB12 Howard moved that the office provide information to the executive on a 12 seater van and another vehicle fit for purpose for marae administration minutes were true and and maintenance to the remaining balance of the vehicle budget. Graeme seconded this motion. Carried. correct. Jennifer seconded this. All in favour, Carried. Matters Arising from Previous Meetings Minutes Wendy informed the meeting that the Move the Maori Nation wananga had been completed and Wendy will complete a Funding Report for TPK. Wendy gave an overview of the first Education Committee meeting and one of the first tasks would be to set some KPI's for Irai. Ron informed the meeting that the office had not advertised for a minute taker and that he was happy to take the meeting minutes on a trial period. Jennifer asked if a date has been set for Agenda 6, Ron informed the meeting that until the Chairperson had completed harvest a date would not be set. GB9. Moeraki no longer require the portacom as they need a building with toilet facilities. 382 Dardanelle asked for clarification on the outcomes recorded in the minute against Agenda 9 (Holdings/Inc Soc Meeting). Ron was requested to contact 383 Jeff and inform him of the AGM dates and for the Executives to submit any question for the next Holding/INSOC meeting to Ron prior to the meeting Correspondence Correspondence was read and reviewed. Wendy moved and seconded that all inward and outward Correspondence be accepted. All in favour. Carried. **Executive Actions** All open EA were discussed with no issues raised. Nominations & Invitations Nil Raised Registration Applications The following were endorsed to be added to the Waihao Registration Database after the word not was requested by the executive to be struck out of the Wendy moved that Lila Young, Raymond Millard and agenda (believed to be a typo): a) Lila Young Joseph Millard be endorsed Raymond Millard b) and added to the whanau Joseph Millard database. Ivy seconded. All in favour. Carried. The following, on advice from the Ngãi Tahu Whakapapa Unit, were declined as the whakapa records show they do not affiliate to Waihao: d) Pearl Boladuadua e) Dayton-Peter Boladuadua Estienne-Jane Boladuadua

Grants		
The grants committee had endorsed 1 sports grant		
Reimbursements & Koha Given		
Reimbursements were tabled as listed in the Agenda book.	Wendy moved the listed	
The reimbursements were accepted with the following amendments:	reimbursements be endorsed	
Change 0617JT5 to read Policy Meeting	for payment with	
Change 0617SB1 to read 16 hours.	amendments. Ivy seconded.	
	Carried.	
The Executive asked that the Reimbursement Policy be reviewed so that those not working could claim financial reimbursement against time spent on		394
Rūnanga representation/committees.		
Policy		
The Grants Policy amendments were reviewed by the Executive and endorsed with the following amendment:	Jennifer moved to endorse	005
8.8 Section 8 grants will not be paid to the applicant but only into the organisation (e.g. school, health vendor, certified sports organisation) bank account, either by direct deposit or by a non-negotiable cheque.	the amendments to the Grants policy. Ivy seconded. All in favour. Carried.	395
8.9 Notwithstanding sub sect 8.8, monies may be paid directly to the applicant in the following circumstances:	7 ii iii lavoai. Gairioa.	
8.9.1 Sect 8 grants can be paid retrospective on receiving an application within twenty one (21) days of initial payment. The applicant must attach all receipts with the grant application. As per this sub section if the grant is approved the applicant can receive the grant directly into their bank account or by non-negotiable cheque on proof on payment.		
8.9.2 Where an organisation, as per Sect 8.8, submit in writing the necessity for the applicant to raise their own funding to meet expenditure, the author of the letter must include either phone or email contact and outline what the funding will/should cover.		
Wendy talked on external funding and the requirement for a separate policy to cover this. Ron to draft an External funds policy for the Policy Committee to consider.		384
External Funding Applications		
Nil		
Executive Endorsed Events (EEE)		
 The meeting was presented with the following E.E.E HOP – Funding had been received and a meeting with the other Rūnanga reps was being planned – Dardanelle Timua Brennan Kapa Haka Wananga – The EEE was accepted with Funding Requested \$5,250 = \$1,312.50 per wānanga – Dardanelle Manu Tukutuku E.E.E - The E.E.E was accepted with Funding Requested \$488 – Ron Mā Dolls - Discussion was held around the distribution of the pēpi mā dolls. It was identified that the dolls were originally only to be provided to those under 5 years of age. The Executive agreed that the dolls should also be given to those over this age that attend the marae. Ron asked for a distribution list to be created so that the office new who to send the dolls to. Ron also informed the meeting that there was going to be an unknown cost associated to sending out the dolls. It was agreed that Dardanelle in conjunction with Sara would create a distribution list and send it to the office. 	Dardanelle moved that the Timua Brennan Kapa Haka Wānanga EEE be endorsed by the Executive Sue seconded, All in favour Carried Wendy moved that the Manu Tukutuku EEE be endorsed by the Executive Sue seconded, All in favour Carried	385
Motions/Voting Held Since Previous Meeting	Carriou	
Nil		

	Reports		
	Secretary's Report - Ivy summarised her report. Manager Reports – Ron summarised his report	Wendy moved that the reports be accepted.	
	Sue gave a verbal report on her meetings attended Jennifer tabled and summarised a late report on her attendance at the KTKO board Sara gave a verbal report on works being carried out by ECAN on the Waihao river Dardanelle gave a verbal report on Ngāi Tahu Facebook initiatives	Seconded by Martyn all in favour, Carried	
	Treasurer's Report. Marty presented his report, and responded to all questions posed.	Martyn moved that the Treasurers reports be accepted. Seconded by Wendy all in favour, Carried	
	Agenda Items		
Agenda 1	OHS – Ron informed the meeting that it had been identified that the disability ramp leading to the toilets was extremely slippery first thing in the morning as water was freezing on the ramps after collecting in the grooves. Ron to explore a temporary fix to eliminate this hazard until a more permanent solution can be found		386
Agenda 2	Jennifer informed the Executive that once meeting dates are set then only the Chairperson has the authority to cancelled them, this was in reference to the recently cancelled budget planning meeting. The executive agreed that budget meetings should be included in the yearly calendar General Business		
GB 1	Wendy identified that there was a whakapapa issue with the Pakanui line and that this should be addressed and changed to include this tupuna. Ron informed the meeting that the Ngāi Tahu Whakapapa Unit had been in contact with the office and would be willing to speak on this matter at a whānau meeting. Ron also advised the meeting that the Ngāi Tahu Whakapapa Unit had stated that this require a change to Waihao current constitution. The office was requested to invite members of the Ngāi Tahu whakapapa to the august whānau meeting		387
GB 2	The meeting went in committee 2.45pm to discuss AWS The meeting came out of in committee at 3.00pm	Sue moved that the meeting be held in committee. Seconded by Howard all in favour Carried Ivy moved that the meeting come out of in committee. Seconded by Jennifer all in favour, Carried	388
GB 3	Kaimahi Kaupapa Taiao job description tabled by the Employment Committee. Robust discussion was held on the job description (JD). Sara highlighted that she did not believe the JD detailed nor captured the full extent of the work in particular the need for that person to attend all meetings and site visits. As well, concerns were expressed by some Executives on how long this task has taken to resolve as it has been raised a many meetings. Resulting from this discussion it was decided that a meeting should be initiated by Ron with all of the stakeholders including - Sara, John Wilkie, Sue the Employment Committee and KTKO so that the JD could be reexamined. In the interim till the position is filled Sara should take up a part time interim position based on 25 hours per week funded by the Executive. This position would work from the Marae and be managed by the Marae Manager with the job contract being created by the Employment Committee.	Wendy moved that a 25 hour per week part time interim position be created to be filled by Sara until the KTKO position is finalised and filled. Seconded by Ivy all in favour, Carried — Recorded in minutes Sue abstained.	389 390
GB 4	Ron asked the meeting to set the date for the end of year XMAS party – date was set to 2 nd Dec 2017. Office to raise an event proposal form		391
GB 5	Dardanelle gave an overview of the Pūtahitanga Symposium. It was identified that due to short notice it was not practical to advertise for expressions of interest. The Executive agreed that Dardanelle should produce a list of possible people to be asked if they would like to attend. This list would be forwarded to the office and they would be contacted. The cost of the Symposium was \$150 for the weekend and that last year a budget of \$1,500 dollars had be set.		392

GB 6 GB.7	Jennifer asked if the shoe grant would be rolled over into 2018, Martyn explained that it would be budgeted for. Treasurer present the draft budget, an additional request for the education budget \$2,000 was sought by Wendy to allow for a planned trip to Aoraki as	
GB.7	part of the Education wānanga.	
GB.8	Dardanelle asked for clarification on the Well-Being Portfolio as this has been incorporated into the health portfolio. The meeting decided that instead of a portfolio that a Well-Being Committee should be form to spread the work load. Ron to advertise for expression of interest on Google Groups for committee members. Ron asked if Dardanelle could send him a brief role description.	393
GB.9	A brief discussion was held over the need of a 12 seater van for the runanga. Discussion was also held on a four wheel drive being brought for the use of the runanga and site visits. The meeting asked that the discussion be carried over to the next meeting and that more details on a van requirement's be sought. The treasurer said he would contact the chairperson to discuss more on the four wheel drive requirement's.	378
	Summary	
Karakia	Wendy	
Closed.	Meeting closed by the Chairperson at 4.15pm. The next scheduled meeting date for the Executive is Sunday 9th July.	