

**Confirmed Minutes for Tē Rūnanga o Waihao Executive Meeting
On 11th June 2017, Commencing at 1:00pm
Waihao Marae**

Present	Executives: Ivy Johnston, Sara Bentley, Sue Eddington, Wendy Heath, , Martyn Smith (Acting Chairperson) & Jennifer Thomas Dardanelle McLean-Smith Also: Ron Donaldson (Marae Manager) By Zoom - Graeme Lane , Howard Marshall		
LOA	Nil		
Nga Mate	Kenneth Malcom and Trevor Howse		
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		
	The minutes were approved with the following amendments: 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 and maintenance to the remaining balance of the vehicle budget. Graeme seconded this motion. Carried.	Wendy moved that these minutes were true and correct. Jennifer seconded this. All in favour. Carried.	
	Matters Arising from Previous Meetings Minutes		
	Wendy informed the meeting that the Move the Māori Nation wānanga 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. Dardanelle asked for clarification on the outcomes recorded in the minute against Agenda 9 (Holdings/Inc Soc Meeting). Ron was requested to contact 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		382 383
	Correspondence		
	Correspondence was read and reviewed.	Wendy moved and Ivy 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 agenda (believed to be a typo): a) Lila Young b) Raymond Millard c) Joseph Millard The following, on advice from the Ngāi Tahu Whakapapa Unit, were declined as the whakapa records show they do not affiliate to Waihao: d) Pearl Boladuadua e) Dayton-Peter Boladuadua f) Estienne-Jane Boladuadua	Wendy moved that Lila Young, Raymond Millard and Joseph Millard be endorsed and added to the whānau database. Ivy seconded. All in favour. Carried.	

Reports			
	Secretary's Report - Ivy summarised her report. Manager Reports – Ron summarised his report 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	Wendy moved that the reports be accepted. 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	Jennifer asked if the shoe grant would be rolled over into 2018, Martyn explained that it would be budgeted for.		
GB.7	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 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 rūnanga 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 9 th July.		