

**Confirmed Minutes for Tē Rūnanga o Waihao Executive Meeting
On 9th July 2017, Commencing at 10.00am
Waihao Marae**

Present	Executives: Graeme Lane (Chairperson), Ivy Johnston, Sara Bentley, Sue Eddington, Wendy Heath, Howard Marshall, Martyn Smith & Jennifer Thomas. Also: Ron Donaldson (Marae Manager and Minutes) and Judith Watson (whānau member)		
LOA	Dardanelle McLean-Smith		
Nga Mate			
Reference	Discussion	Motion	E.A.
Karakia	Wendy	Moved to accept Jennifer Sue seconded this. All in favour. Carried.	
	Health & Safety Brief		
	The Chairperson gave an overview of procedure in place for any emergency at this venue.		
	Minutes of the Previous Meeting – 11 th June 2017		
	The minutes were approved with the following amendments: Amendments: Nga Mate. Kenneth Malcom and Trevor Howse. Agenda 2. Jennifer informed the Executive that once meeting dates are set then only the Chairperson has the authority to cancel them, this was in reference to the recently cancelled budget planning meeting.		Jennifer moved to accept the minutes (including In Committee) with listed amendments. Wendy seconded this. All in favour. Carried.
	Matters Arising from Previous Meetings Minutes		
	Howard asked where it was written that only the Chairperson had the delegation to cancel meetings. Jennifer raised that this was accepted practice. Resulting from this discussion it was moved that policy committee look at incorporating into existing policy or the constitution firm guidance on who has the delegation to cancel meetings. Lengthy discussion was held on previous motion GB3, this discussion primarily focused on if the motion should stand. Ron gave a time line of events leading up to GB3 being moved. Other key points from the discussion were:		Jennifer moved that the policy committee meet and work with Ron to present guidelines and policy on meeting cancellations. Ivy seconded this. All in favour. Carried
	<ul style="list-style-type: none"> • Should previous carried motions be changed or rescinded • Should executive appoint other executives into paid positions • Should executive who take up paid position resign from the executive • Who managers executive who are paid employees of the Rūnanga • Should work be completed at the Marae • What pay rate is being paid • All reports should be in writing not verbal • What if no one fills the position does the interim position remain • What does KTKO do for us and what work outside of consents is required for the Rūnanga to fulfill its environmental obligations • That an environmental hui needed to be called with the required stakeholders invited to attend to map out Rūnanga needs 		Howard moved that GB 3 is upheld with the following amendment “that Sara be managed and report in writing to the Chairperson and complete the work at the marae” and the tabled Job Description signed by the Chairperson is advertised on Google Groups. Wendy seconded this. All in favour. Carried
	Resulting from this discussion the motion stood with Sara being compensated up to 25 hours per week as an interim. Ron tabled the Job Advertisement previously sent from Jo McLean and asked the Executive to endorse it prior to the office placing it on Google Groups Ron to organise the Hui as per GB3		
	Jennifer asked that the review of all committees and membership be carried over till after the AGM		Noted in minutes Sue abstained

	Correspondence		
	Correspondence was read and reviewed. Ron was requested to resend CID 1512 and Ron's response to completing EA 394	Jennifer moved and Sue seconded that all inward and outward Correspondence be accepted. All in favour. Carried.	399
	Executive Actions		
	All open EA were discussed Ron raised that he would like EA.394 discussed at the next meeting once he had resent his original email out again		399 as above
	Nominations & Invitations		
	Registration Applications		
	The following new registration were endorsed to be entered onto the TRoW database d) Brooklyn Dempsey e) Lucy Carline f) Olivia Carline g) Phoebe Carline h) Tāne-Mahuta Carney-Stirling The following was requested to be carried over until required details are completed a) Lila Young b) Raymond Millard c) Joseph Millard	Wendy moved that Brooklyn Dempsey; Lucy Carline, Olivia Carline Phoebe Carline, Tāne-Mahuta Carney-Stirling Marty seconded. All in favour. Carried.	
	Grants		
	No grants tabled		
	Reimbursements & Koha Given		
	Reimbursements were tabled as listed in the Agenda book.	Sue moved the listed reimbursements be endorsed for payment Marty seconded. Carried.	
	Policy		
	Ron asked if all the Executive had read the External Funding Policy, as all Executive had not read it Ron asked if they could do so over the following week and either endorse or send any comment back to the office by the following Friday. If endorsed Ron will get Jennifer and Graeme to sign off on it as per standard operational procedure		420
	External Funding Applications		
	Nil		
	Executive Endorsed Events (EEE)		
	The meeting was presented with the following E.E.E 1. Aoraki Wānanga Ron presented the EEE submitted by Samantha Sykes as a late paper and highlighted the budget and WPHS requirements, Jennifer asked Ron to follow up on the following <ul style="list-style-type: none"> • mobile first aid kits and • if any of those supervising had First Aid Cert • Ron also asked the Executive if they would endorse Irai Weepu as an Authorised Vehicle Driver if the paper work he was submitting meet the policy.	Wendy moved that the Aoraki Wananga EEE be endorsed by the Executive Jennifer seconded , All in favour Carried Wendy moved that Irai Weepu authority to drive be endorsed by the Executive	

		on completion of the required paperwork Sue seconded , All in favour Carried	400
	Motions/Voting Held Since Previous Meeting		
	Nil		
	Reports		
	Secretary's Report - Ivy summarised her report. And gave an overview of the Kaumātua lunch held at Riverstone Manager Reports – Ron summarised his report the following was highlighted <ul style="list-style-type: none"> • Sample of the non –slip matting was present and and Ron asked for endorsement to purchased. The executive agreed that Ron purchase the matting as per the information in the report • Ron explain to the executive that he was aware that Marty would also like additional quotes for the kia cook trailer but due to the nature of the work (jobbing) some of which would require input and design considerations as completed that he would prefer it to be done at a location where he can have maximum input with the fabricators. Ron showed a sample of the green fiberglass tread grill he was looking at using. • Ron informed the Executive that the small shed door would be fitted late August, Howard suggested that no monies be paid till it had been completed <p>Sue gave a verbal report on her meetings attended raising the NEXT Foundation and Consumer Council – Sue stated that she did not have the time to be on that council or if the council represented the Rūnanga. Sue asked if anyone else was in interested to which there was no positive response. Sue also explained that she had been representing the Rūnanga on the OTOP meetings and would like the Executive to endorse her to continue to be the rep. If the endorsement was forthcoming that Ron would need to write a letter to Peter Ramsden confirming this.</p>	Wendy moved that the reports be accepted. Seconded by Martyn all in favour, Carried	421
	Treasurer's Report. Marty presented his report, and responded to all questions posed.	Jennifer moved that the Executive endorse Sue as the OTOP rep for Waihao, Ivy seconded , All in favour Carried	401
	12.30PM Arapata Reuben (Whakapapa Manager) To Conference Call Regarding Pakinui	Martyn moved that the Treasurers reports be accepted. Seconded by Howard all in favour, Carried	
	Ref GB1 from the 11 June - Arapata Reuben phoned in and explained questions regarding Pakinui whakapapa and how other Rūnanga are correcting their 1848 Kaumātua list. Which he explain is best done through a constitutional change by putting all 1848 Kaumātua as an annexure to the constitution. The executive agreed that this whakapapa needs to be included, and that the change should be taken to the next AGM as part of a constitutional review. It was agreed that Tewera/Wendy should work with the office and TRoNT whakapapa unit to identify the current list to assist in this task		402
	Agenda Items		
Agenda 1	Occupational Health & Safety • Ron asked the Executive to endorse that he be able to advertise as per standard procedure for expressions of interest for a Work Place Health and Safety Committee on GG	Marty moved that the Executive endorse the forming of a WPHS committee Seconded by Sue all in favour, Carried	403
Agenda 2	Purchase 12 seater Van – After some discussion /questions the executive unanimously agreed to purchase the 2017 LDV 12 Seater Amt Mini Bus (purchase price \$48,260.87 + gst after trade in on the white van - as per the tabled paper. And that the chairperson could order the van on the Monday following the meeting. Main points raised <ul style="list-style-type: none"> • That kaumātua had been taken to look and go for a test ride in the van to test comfort and access for those with mobility issues • Various options had been explored • That the GST portion of a purchase should not be considered within the delegation (email tabled from Jeff Goldsmith advising on this) • That the van wasn't Waihao but for the whole Rūnanga and interchangeable with the vehicle in Christchurch 	Sue moved that the Executive endorse the purchase of the Van as per the tabled document Seconded by Ivy all in favour, Carried	

	<ul style="list-style-type: none"> The vehicle purchased was within the delegation of the Executive 		
Agenda 3	Executive Boundaries –Jennifer asked that boundaries needed to be set on what Executive can do without endorsement from the board. The example of the housing survey was given and although the survey was very good it may provide false hope to some whānau, it was agreed that identifying boundaries was a task for the policy committee to consider and present back to the Executive		
Correspondence	Ron advised the Executive that some important items in Correspondence (highlighted blue) marked for discussion in agenda had been missed and needed to be discussed		
CID1569	<p>Takipo Update – Sara was not happy to support the letter from TRoNT Tourism and explained to the executive that they needed to follow the same process as all other parties submitting resource . The Executive asked how had Tewera been selected to represent the Runanga Ron was instructed to Draft a letter to TRoNT Tourism highlighting the following for signing by the Chairperson</p> <ul style="list-style-type: none"> Not happy to support consent till proper processes were followed How was the Rūnanga rep selected and why 		404
CID1539	<p>Consultation - Proposed revocation of reserve status – discussion was held around the RFR processes and where Waihao fitted into the process. The executive agreed that Waihao should register with TRoNT an interest for all land sale that is within its rohe that falls under the TRoNT settlement act. The executive instructed Ron to write a letter to the Holdings Company Chairperson requesting that the Holding Company asking them to look into all the CID.1539 Propose Revocations of Reserve sites in particular those associated with Kurow. And for Holdings to inform TRoNT that Waihao wishes to lodge an interest.</p>		405
	Agenda Items		
Agenda 4	Glenavy First Response Unit – Graeme explained the Glenavy Fire Brigade was raising money for a new first response vehicle so that they could respond to local emergency including non-fire responses. The Executive agreed that they supported a donation of \$1000 and that this would be taken to the next whānau meeting for endorsement.		406
Agenda 5	<p>Mattress Room – Graeme explained that he would like the Executive to consider purchasing Air Beds instead of foam mattresses as part of the mattress replacement . Graeme raised the following points in supporting his views</p> <ul style="list-style-type: none"> Air beds are cheaper More Hygienic (can be washed) Require a lot less storage room (no requirement to build the mattress rooms) Lesser fire hazard <p>Views against tabled were</p> <ul style="list-style-type: none"> Kids will jump and damage Need a compressor to blow up Not as comfortable <p>The executive agreed that not many people stayed for noho marae therefore the option should be explored and asked Ron to purchase an air bed to present at the next meeting.</p> <p>Leading on from this Graeme was asked what he would do with the portacom that was earmarked for the mattress room. He said that it could be incorporated into the proposed new playground. Some discussion on the playground continued with the Executive asking Ron to contact the Māori Court to get a list of owners for the section adjacent to the Marae, and forward the list to the executive.</p>		407
	Marty and Howard left the meeting 3.17pm		
	General Business		
GB 1	Ron informed the Executive that Lesley (Holding Company Secretary) has been informed by the office to set the date for the JB Were meeting and let the office know. The executive agreed that those executive who wish to attend could. Moving on from this discussion was that there were two Waihao. Holdings email addresses. Graeme said he will talk to Marty about this.		408

GB 2	The executive requested that the chairperson contact the Building committee chair to call a meeting of the committee to progress building as little had been achieved since the last AGM where the whānau were informed other building projects would be completed	Jennifer moved that the chair request that the building committee convene and report back to the next executive meeting on a schedule of works.. Seconded by Ivy all in favour Carried	409
GB 3	Sara requested that a fruit bowl and pēpi mā doll be sent to Sacha		410
GB 4	Jennifer ask if the kaumātua working in the garden received any compensation for travel or time. Ron informed them that it was his understanding that at the original meeting no fee etc. had been set. Jennifer requested that work outside of the meetings should be compensated. The executive concurred with Jennifer that they should receive some compensation for time and travel	Jennifer Moved the a quarterly voucher (koha) be given to those kaumātua who give up their time and work in the gardens. Seconded by Ivy all in favour Carried	
GB 5	In Sues verbal report she had talked on the NEXT Foundation the executive requested that Sue report back on more detail at the next executive meeting.		411
GB 6	Heating Grant - Discussion was raised around the possibility of the fire wood grant for whānau. After some discussion on the pros and cons of such a grant it was decided that the Grants Committee explore this and report back to the next Executive on possibilities.		422
GB.7	Jennifer raised more questions on the Proposed revocation of reserve status which had been raised as a correspondence item. Discussion was held around what the land could be used for with various options being suggested. Graeme suggested that the Executive await a reply from Jeff as per EA.405 and then this could be raised again		
GB.8	Zoom Meetings – It was raised that some whānau had complained that at the last whānau/executive meeting day that the executive had a zoom meeting and they could not attend. Graeme said that they could have attended if they wished but did acknowledge that the room is small. It was agreed that on joint meeting days zoom meetings would not be called	Sue moved that on joint Whānau/Executive meeting days that the executive do not conduct their meeting by zoom. Seconded by Ivy all in favour Carried	
GB.9	A discussion was held on how Executive Endorsed Events were being changed after Executive sign off, examples were given that did reflect changes had been made to existing EEE without the Executive endorsing the changes. It was pointed out at times some changes may be required e.g. venues and weather dependent events. It was agreed that changes that did not affect the budget, WPHS or any legislation was not a problem. And that Ron should draft an amendment in the current EEE policy to reflect the motion	Jennifer moved that EEE cannot be changed without prior approval of the Executive if the changes impact the budget, WPHS or any legislation of the approved EEE. Seconded by Sue all in favour Carried	412
GB10	Jennifer requested that a letter be sent to Sam Sykes thanking her for the Aoraki Wānanga proposal Sam had submitted. Ron to draft a letter on behalf of the executive		413
GB11	The executive raised concerns that there was only one administrator for the Waihao Facebook (FB) page. Currently only the Chairperson can talk to media and the Executive felt that although Facebook was not talking to media it was placing what could be deemed as Executive sanctioned content into the public domain. The following main points came from this discussion. <ul style="list-style-type: none"> • A second administrator needed to be appointed • That only content agreed by both administrator should be put up • That Ron should work with the policy committee to complete a Social Media policy • That if the office is requested to put things on Google Groups and feel unsure if it should be put up then they must get advice from the Chairperson 	Wendy moved that Jo McLean be approached to see if Jo would consider taking on the role as the second administrator for FB. Seconded by Sara all in favour Carried	414

GB 12	The executive discussed the requirement/need for the TRoNT rep to attend future Executive meetings, so that information, decision papers could be discussed prior to TRoNT votes and reports tabled. Ron informed the Executive that Jo normally submits a paper for Google Groups and gives a verbal update at the whānau meetings, as well generally all decision papers were released to Google Groups when the office received them	Wendy moved that the TRoNT rep attend executive meeting so information, decision papers could be discussed prior to TRoNT votes. Seconded by Sara all in favour Carried	415
GB13	Ron explained that he would like to submit a change request to the current web site being developed. Ron's change would comprise of an electronic form that is completed every time someone attends an external meeting on behalf of the Rūnanga. Ron outlined his idea and requested support from the executive to advance. At this stage Ron could not provide budget requirements. All agreed it was a good idea and supported as long as when a budget was set some provision for training was included.	Wendy moved that the executive endorse Ron's change request (meeting page) and he proceed once the costings had been approved. Seconded by Jennifer all in favour Carried	416
GB14	The executive agreed that it would be appropriate for the accountant from HC Partners to attend the next AGM to take any question that the treasurer could not answer	Wendy moved that the Treasurer request that HC Partners attend the next AGM. Seconded by Ivy all in favour Carried	417
GB15	A robust discussion was held by the Executive if they should endorse payment/budget for whānau members living in the North Island (NI) to travel to the Marae to attend Rūnanga events. The executive agreed that paying for NI travel should not happen until a proper discussion was held on the outcome and points such as governance, budget, who is covered, what events and if this is really a grant etc. were fully explored.	Jennifer moved that travel payments for North Island whānau to attend Rūnanga events should not occur until the executive fully explore all options. Seconded by Wendy all in favour Carried	
GB16	Graeme informed the Executive that both Ron and himself would not be available for the Executive meeting in September. The executive agreed the meeting should be rescheduled. It was agreed that a Zoom meeting be called for the 1st Sept from 5.30pm – 8.30pm. Ron to send out an email to this effect.		418
GB17	On advice from TRoNT rep (Jo McLean) Ron asked if EA 368 (<i>write a letter to TRoNT regarding rep payments</i>) be closed and not completed. Ron advise that TRoNT have a policy that discussion papers once rejected cannot be resubmitted for 6 months. And sending the letter could jeopardise some collective actions taking place on this. The executive agreed to this advice and asked that the EA be closed		
	Summary		
Karakia	Wendy		
Closed.	Meeting closed by the Chairperson at 4.20pm. The next scheduled meeting date for the Executive is Sunday 13 th Aug		