

Minutes for Tē Rūnanga o Waihao Executive Meeting

On 1st September 2017, Commencing at 1.05pm

Waihao Marae

Present	Executives: Graeme Lane (Chairperson), Ivy Johnston, Sara Bentley, Sue Eddington, Wendy Heath, Jennifer Thomas Zoomed - Howard Marshall, Martyn Smith and Dardanelle McLean-Smith And: Ron Donaldson (Marae Manager and Minutes)
LOA	Nil
Nga Mate	Shona Bennett nee Peneamene

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 – 11 th June 2017		
	The minutes were approved :	Sue moved to accept the minutes Jennifer seconded this. All in favour. Carried.	
	Matters Arising from Previous Meetings Minutes		
	Jennifer requested that the garden committee also include collecting of garden seed for a future seed bank		430
	Ron informed that he had purchased the airbed of various sized and brands but they had not yet been trialed. The executive requested that he purchase 10 bed to trial.		
	Correspondence		
		Sue moved that the reimbursements be endorsed, Seconded Wendy Carried	427
	Executive Actions		
	425 Zoom meetings, it was discussed that whānau could possibly join zoom meeting as long as they did not participate in discussion. Ron to explore if this is possible – Ron informed the Executive that this was possible by using a laptop connected to the big TV in the dining room and connecting to the Zoom meeting via that laptop. As well the mic could be turned off so those watching could not participate in that meeting (watch and hear only)		
	429 It was raised that meeting and governance training be explored. Ron to look at different options available and report back at the next Executive meeting – Ron informed the Executive that he had contacted the Otago Chamber of Commerce and they had not got back with training dates. Dardanelle requested that the dates be set ASAP after the next AGM and would also provide Ron with some similar training organisation from CHCH		
	424 Grants committee to explore heating Grant and report back to the Executive at the Sept meeting – A robust discussion was held around who should qualify for this grant if it was endorsed. There was a clear division between some executive supporting that it be for kaumātua only and other executive supporting it should be available if endorsed for all whānau. No outcome was achieved and by consensus agreed that the grants committee should look at all options including examining if other rūnanga have a similar grant and how and whom do they disseminate it to		
	428 Education Committee would look into this and report back to the September Executive meeting on Irai position at Waihao – Wendy informed the Executive that this had not taken place – The Executive stressed that they would like this expedited ASAP. Wendy will arrange a meeting with Hemi te Hemi who is Irai immediate supervisor		

	Nominations & Invitations		
	<p>Ron gave an overview of the Aoraki Bound and Outward bound support that both Genesis and the Waimate District Council had offered. The executive acknowledge that they had an ongoing budget for this. They also highlighted that in the past it had been very hard in finding whānau to participate.</p> <p>Genesis – had agreed to sponsor one whānau member from one of the three Papatipu Rūnanga being – Waihao, Moeraki and Arowhenua. Ron said he would contact the managers and suggest that the Rūnanga that sends someone should withdraw from the following next two years rounds unless the other Rūnanga cannot put forward a name. He will also send the details of these to Dardanelle to place on Facebook</p>		431
	Authority to Drive		
	<p>a) Sara Eddington – Restricted License only b) Jan McEwen c) Peter McEwen</p>	Wendy moved Seconded Jennifer - Carried	
	Reimbursements		
	<p>Graeme inform the Executive that due to the meeting being called early – the signatories had not yet had an opportunity to examine the reimbursements as listed in the agenda. He asked the Executive if they could examine them the following week and if they were unanimous in agreeing that they were correct proceed to payment. If any one of the signatories disagrees with paying any particular reimbursement then that reimbursement would be brought back to the Executive for consideration</p> <p>A robust discussion proceeded this with some executive not agreeing that they should be paid unless they were brought back to the executive with other stating that these were out of pocket expenses and should be paid as quickly as possible..</p>	Jennifer moved that if the delegated signatories unanimous agree to pay a reimbursement then this should be paid. Those reimbursement not unanimous agreed on by the signatories for payment should be brought back to the executive for discussion. Seconded Wendy - Carried	
	Event Proposal		
	<p>The two event proposal were tabled</p> <p>a) Monthly Kaumātua Gatherings for Mid Canterbury - Otago Residents (Ashburton-Dunedin) b) Monthly Kaumātua Gatherings for South Island Residents</p> <p>A robust discussion was held about the kaumātua budget being exceeded and that the kaumātua were benefiting in more ways than other whānau groups. The main points of discussion were:</p> <ul style="list-style-type: none"> • That all of the types of event within the proposal allowed for the kaumātua to socialize reducing isolation and getting them outside of their dwellings. Some executive requested that similar events be allowed for other whānau groups • That if the proposed budget was endorsed then there should be a reduction in the kaumātua xmas gift for those who attended the gathering • That if the maximum numbers attended as per the 30 for proposal Mid Canterbury - Otago Residents and 50 for the joint gathers then the kaumātua budget would be exceeded • Suggestions such as reducing the amount allocated for each kaumātua at each gathering, stopping the gatherings once they exhausted the budget. The big variable was the unknown number of how many kaumātua would attend the gatherings and the budgeted figure was believed to be on a high estimation that may not occur • That the CHCH kaumātua may struggle to find a person to drive the vans • That a proposal covering the CHCH gathering and what their requirements were, needed to be submitted. • That the kaumātua had done the hard yards and that the other whānau groups would benefit into the future, so time to support the kaumātua was now. • Jennifer asked if pillows and blankets could be included in the Risk Management Plan • That the original Kaumātua lunches were supposed to be a one only event not every month 	Jennifer moved that the Monthly Kaumātua Gatherings for Mid Canterbury - Otago Residents (Ashburton-Dunedin) and the Monthly Kaumātua Gatherings for South Island Residents be accepted with the following amendment (that pillows and blankets could be included in the Risk Management Plan) Seconded Ivy – Carried Recorded in minutes: Abstained- Howard and Marty Against – Dardanelle Motion -Carried	434

	In conclusion the Executive agreed by general consensus that the lunches to date were a success, had great benefits for those Kaumātua participating, however a consensus could not be reached on the funding or budget aspects of the proposal. Ron expressed his needs for clear instruction when writing up such proposals for Executives as this was busy time of the year prior to AGM		
	Reports		
	Secretaries report was tables Treasurers Report was tabled Jennifer's reports KTKO & JB Were Executive Report for 01/09/2017	Ivy moved the Secretaries report be accepted Seconded Wendy -carried Marty moved the Treasurers report be accepted Seconded Howard -Carried Jennifer moved the KTKO & JB Were Executive Report be accepted Seconded Dardanelle -Carried	
	Agenda Items		
Agenda Items 1	Ron gave an overview of WPHS with the following points <ul style="list-style-type: none"> • That current whale jaw work may pose a Biohazard challenge and that he would be guided by Ramari on this. To date wash down areas and protocols had be established • That the new WPHS committee had been formed and were having their first meeting on the 8th September • That the committee had been invited to a WPHS workshop by Timaru District Council and that Jennifer and Ron will be attending on the 14th Sept 		
Agenda Items 2	KTKO Board Ron gave an overview of the letter he had received from the KTKO board. The letter informed TRoW that the 3 month shadow directorship had reach it end date and that TRoW needed to let the board know what the relationship may look like going forward, the letter included two options, i.e. <ol style="list-style-type: none"> i. Memorandum Of Understanding - a formal agreement in writing for the Provision of Services; or ii. Shareholding and Directorship – (This option requires agreement of the current Owners / shareholders; the 4 Otago Runanga, Te Runanga o Moeraki, Kati Huirapa Rūnaka ki Puketeraki, Te Runanga o Otakou and Hokonui Runanga). Ron advised the Executive that a Shareholding and Directorship may take some time as all the other shareholders would have to agree to this. And that a third option maybe to complete a MOU until such an agreement had or had not been reach for a Shareholding and Directorship ,at which time the MOU would expire if a Shareholding and Directorship was endorsed or remain in place if it wasn't ratified. It was agreed that a Shareholding and Directorship would be the best course of action in the long run	Howard moved that a Memorandum of Understanding be put and remain in place until a Shareholding and Directorship was either endorsed or rejected. Marty Seconded -Carried	432
Agenda Items 4	Possum Control using Vertebrate Toxic Agents near Lake Ohau for TB free – A vigorous discussion was held on the pros and cons of using 1080 for pest control, and that the Waihao Rūnanga should oppose all use of this. The executive could not reach common ground on the advantages or disadvantages of its use. It was noted that 1080 had been raised at a whānau meeting resulting an action being raised for Jo McLean to get a formal response from Ngāi Tahu on their stance in the use of 1080 for pest control. Ron to follow this up with Jo		434
Agenda Items 5	Ron advised the Executive that T Williams has taken up the offer of employment as Kaimahi Taiao which was still dependent on police and referees checks		
Agenda Items 3	Proposed Rule changes - Ron informed the Executive that the proposed changes had been sent out to them all and the Executive need to endorse the changes. As some of the changes were around delegation Ron asked the treasurer if they were as per previous executive discussion. Some of the Executive asked that more time to review the proposed changes could be given. Due to the limited time and formal processes required Ron explained it would not be possible if the changes were to be presented to whānau at the AGM. The consensus was reached that in principle the Executive agreed with the changes and that Ron should continue on the process – sending the changes to TRoNT for legal review in preparation for AGM notification. If under further scrutiny any Executive was not happy with any changes they should raise this through the Chairperson prior to notification.		434

Agenda Item 6	Environmental Committee – Ron referred to the In Committee minutes and asked if he could discuss parts of those minutes being the forming of an Environmental Committee. As per the In Committee minutes a motion had been passed that “ <i>an environment committee be formed to represent the Rūnanga at a strategic and governance level with Sara being appointed by the Executive as chairperson of this committee and receiving an honorarium of five hundred dollars (\$500) per month to be reviewed after three (3) months</i> ”. It was identified that that this work needed to be completed throughout the committee forming process. And that Ron and Sara should as a priority draft up the Terms of Reference for the committee and also list the additional duties of the chair. A motion to this effect was moved by Jennifer and after some discussion a motion to amend the original motion was accepted. The final motion is recorded in the minutes	Jennifer moved - That Sara be appointed as chairperson of the Environmental Committee effective immediately. And that the Terms of Reference are drafted for Executive endorsement ASAP Seconded –Wendy – Motion Carried – Recorded in the minutes Sue Abstained	
	In Committee Minutes as there was not a physical quorum the acceptance of these minutes were carried over to the next meeting.		
	General Business		
GB1	Dardanelle requested the dates for the kapa haka wānanga be changed to fall on the weekend of the AGM. A majority of the executive were against this happening and quoted how on other occasions there had been criticism for inviting people to AGM days		
GB2	Ron reminded the Executive that AGM reports were due by 8 th Sept		
GB3	Howard informed the Executive that this was his last meeting and that he would not be standing at the AGM. Howard thanked the executive for the pleasure of working on the Executive and wished them well into the future.		
	Summary		
Karakia	Wendy		
Closed.	Meeting closed by the Chairperson at 8.12pm. The next scheduled meeting date for the Executive is 12 Nov at 1pm		