

**Minutes for Tē Rūnanga o Waihao Executive Meeting
On 15th Oct 2017, Commencing at 10.30am
Waihao Marae**

Present	Executives: Graeme Lane (Chairperson), Ivy Johnston, Sara Bentley, Sue Eddington, Wendy Heath, Jennifer Thomas Martyn Smith Ian Brunton, Karyn Reid And: Ron Donaldson (Marae Manager and Minutes)		
LOA	Nil		
Nga Mate	Kuo Langsbury		
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 – 1 st Sept (zoom) 2017		
	The minutes were accepted	Jennifer moved to accept the minutes Sue seconded this. All in favour. Carried.	
Matters Arising from Previous Meetings Minutes			
	EA.428- Wendy gave an update on Ngai Tahu education position shared with Arowhenua. No decision on this will be made till Feb 2018, Education committee to report back after XMAS		
	Ian asked if Ron had purchased airbeds, Ron informed that he had purchased airbeds of various sized and brands but they had not yet been trialed due to not being able to blow up. The executive agreed that Ron purchase an electric air bed pump.		436
	Jennifer informed the Executive that she came across information on the TRoNT rep voting obligation in view of the response from Chris Ford. Jennifer read a response from Sandra Cook regarding this matter. The table discussed the advice which indicated that the TRoNT rep should vote as instructed by their Runanga which contradicted the advice from Ngai Tahu General Council.	Sue moved- Ron to send the advice from S Cook to Ngai Tahu General Council for them to respond. Seconded Wendy – Carried	438
	It was decided that the Ron should send the advice from Sandra Cook to Ngai Tahu General Council for them to respond as a matter of urgency due to the elections being set for some time in Nov.		
	Further to the above Ron is to send an email to the new candidate for the Kaiwhakahaere elections - Lisa Tumahai to invite her to speak to whanau on the 12 Nov	Jennifer Moved that the table go "In Committee" Seconded Sue – Carried 11.04 Jennifer Moved that the table go out of "In Committee" Seconded Wendy – Carried 11.07	439
	"IN Committee" – 11.04 – 11.07		
Correspondence			
	Ron gave an update on CID.1685 Governance Group Approval Required - Ngā Toi Whakaahua artwork	Sue moved that the correspondence inward and out be accepted, Seconded Wendy - Carried	
	Jennifer asked if a loose leaf page listing the agenda items could be included in the agenda book		
Executive Actions			
	432- Ron informed the Exec that he had not completed a formal letter signed by the chair but has emailed Chris at KTKO as per the EA. Chris was happy with this. Jennifer informed the Exec that she had missed the last KTKO board meeting but would attend the next one as she had been contacted by Chris.		
	402 – Ron stressed the importance that this be completed as the office was moving forward with the Rule Changes and the next step was to email all the information to Ngai Tahu so it can be lodge with the Incorporated Societies office.		

	377 – Jennifer believed that there was a generic Facebook page and Mary was the administrator. Ron question this as they were not aware of this in the office. Ron to follow up The following EA to be closed 428, 340, 381, 429		
Nominations & Invitations			
Ron gave an overview of the invitations to the two KTKO events. Ron stressed the importance of RSVP and that Graeme will organise a van from the Marae for those interested.			
Authority to Drive			
Nil			
Registrations			
a) Wayne Pritchard; b) Liam Pritchard c) Connor Pritchard d) Kit Korehe Fenwick e) Angela Landrebe f) Alyssa Landrebe g) Campbell Landrebe h) Eddie Reihana i) Hana Reihana j) Che Cruz Reihana k) Te Arahau Reihana l) Tutemakohu Reihana m) Paora Reihana n) Inarose Gray o) Madison Brooking p) Susan Milner q) Nephai Lomano r) Tobias Lomano s) Lucy Rawiri		Jennifer moved that all Registration listed A to S be accepted Seconded Wendy - Carried	
Reimbursements and Koha			
The signatories gave an overview of the reimbursements and recommended with the exceptions listed below all reimbursements listed in the agenda be endorsed for payment 1017TW1 not to be paid as place of work, Ron to discuss with Tom 1017DMS1 only to be paid after proof of invite submitted and the daily rate be reduced to 8 hours as per the policy All koha as listed including the \$5000 donation to the Glenavy Fire Brigade be accepted/endorsed Ron to forward a copy of this minute to Andrew at HC Partners		Marty moved that all listed reimbursements except 1017TW1 and 1017DMS1 be paid and that 1017DMS1 be paid on proof of invite Seconded Ivy –Carried Ivy moved that the koha as listed be endorsed Seconded Jennifer -Carried	440
Policy			
Ron gave an overview of the Terms of Reference for Environmental Committee and Terms of Reference for Workplace Health & Safety Committee. The following amendment was requested Terms of Reference for Environmental Committee –Section 3.13 Remove Kaumatua Committee The following amendments were noted for the Reimbursement Policy		Wendy moved that the Reimbursement Policy be accepted with the changes made as listed to sect 4.2 • Prior to using their own vehicle all whānau/staff	

	<p>Sect 4.2 be changed to the following wording –</p> <ul style="list-style-type: none"> • Prior to using their own vehicle all whānau/staff must receive written (email) approval from the Marae Manager. • For any emergency occurring at the Marae or any Executive Endorsed Event where use of the Rūnanga vehicles is not practical or possible 	<p>must receive written (email) approval from the Marae Manager.</p> <ul style="list-style-type: none"> • For any emergency occurring at the Marae or any Executive Endorsed Event where use of the Rūnanga vehicles is not particle or possible <p>and Terms of Reference be accepted with the changes made to sect 3.13 Remove Kaumatua Committee Secoded by Ivy - Carried</p>	
External Funding			
	<p>Ron raised the HOP funding and expressed his concern that although Dardanelle had put a lot of effort into this it was not progressing with the other Runanga. Also the funding has to be used by Feb 2018. Marty informed the Exec he would speak to Dardanelle regarding the use of the fund and update Ron so he can contact the HOP funders with a view of returning if the deadline cannot be reached</p>		453
Event Proposal			
	<p>Ron gave an update and overview of the Meridian Dam Excursion</p> <p>The Event Proposal for Christmas Party 2017 was read out and discussed budget set at \$5660. There was some concern on the expenditure for activities as in the past some had not be utilized. Ron informed the Executive that a mutual agreement had be made with Moeraki on payment based on participation, this would be invoiced after the event</p>	<p>Wendy moved that the Event Proposal for Christmas Party 2017 be accepted Secoded Jennifer – carried.</p>	
Reports			
	<p>Health and Safety Report</p> <p>Jennifer and Ron gave an overview of the first meeting main points raised were:</p> <p>Frequency of meeting would be monthly until the committee believed major issues were address then either bi monthly or quarterly That an initial budget would be required for all the signage etc \$8000 was listed in the report but it was thought that this would drop considerably after next year That electrical items needed tagging and this would cost approx. \$500 but this may vary depending on number of leads That items of risk had been identified around the main building but many of these would be removed under the new building plan. Ron stressed that if this building plan does not get some priority then alternate measure will need to be considered</p> <p>This lead to general discussion on the building plan the main points being:</p> <p>The building committee be disbanded and that a project manager who reports directly to the executive be engaged to take all the major building projects previous discuss to completion. Resulting from this it was decided Ron was to advertise for a project manager</p> <p>Graeme raised some of the minor works including the refit of the first aid/rest room and shelving to the pantry and old office. Conesus was reached that this work should start immediately and a builder engaged to commence. Graeme highlighted how hard it was to get two quotes and the AP Builders normally came in cheapest and always completed the work. Marty asked Ron to look at the pricing of modular shelving and compare that as an option against built in shelves</p> <p>Graeme raised the need for two phone lines into the office and as part of the refit of the first aid/rest room that the main phone should be removed and placed in the new office with a second line splitter box installed.</p>	<p>Graeme moved that The building committee be disbanded and that a project manager who reports directly to the executive be engaged to take all the major building projects previous discuss to completion Secoded Sue - Carried</p>	441

	Secretary's report was tabled Treasurers Report was tabled with the following main points <ul style="list-style-type: none"> Marty gave an overview on the need to get the 18/19 budget actioned as per the new rule changes. Requirements under T3 reporting the additional reports that would need to be submitted to the auditor Tracking events and outcomes 	Ivy moved the Secretary's and Health and Safety report be accepted Wendy -carried Marty moved the Treasurers report be accepted Seconded Jennifer -Carried	442 443 444
Agenda Items			
Agenda Items 1	Occupational Health & Safety Covered in Health and Safety report		
Agenda Items 2	NEXT Foundation: Update on Kaki Protection Program Sue gave an update of the NEXT project and presented documentation requesting that the office scan and disseminate it to executive. Sara question who represented the Runanga and how they were chosen. Ron raised the Ngai Tahu had informed him that Maku was the species rep. Graeme said he would speak to Maku to see if he still wanted to do this		437
Agenda Items 3	Executive/Committee Induction: Discussion on Committee Inductions Jennifer requested that the policy committee be allowed to create a induction folder for new committee and executive members	Sara moved that the policy committee create a new induction folder for new Committee/Executives members Seconded Ivy - Carried	445
Agenda Items 4	Kaumātua Events Marty raised if spouses and non-registered kaumatua should be included in kaumatua lunch. General consensus was that the event proposal that had previously been endorsed by the executive included spouses and chaperons and this should be adhered to. Marty highlighted the need to record the cost of the vans against events as well as wages if a staff member was required to drive. These cost would need to be included in the Event proposal forms moving forward. Graeme suggested that the cost of the vans should be seen as a overhead to the marae as it would be too hard to track their use against every event.		
Agenda Items 5	AA Membership: Consideration of joining AA for Vehicles Ron present the information regarding corporate membership to AA. The Executive agreed that this was a good idea as the vans were used more.	Jennifer moved that the Runanga vans be covered by the premium AA membership Seconded Ivy - Carried	446
Agenda Item 6	Review of Committees: Current Memberships for Review Membership to Runanga committees was discussed with the following main points. With Howard standing down as an Executive this left a vacancy on the Grants committee – Graeme nominated lan to fill this position, lan accepted the nominates, no further nominations were tabled. Ron to advertise for membership of the Environmental Committee Ron to advertise for membership of the Earth/Sky Committee	Ivy moved that lan Brunton be elected onto the Grant Committee Seconded Sue- Carried	447 448
Agenda Item 7	Meeting Dates for 2018: Set Calendar for 2018 The calendar in the agenda was review some discussion was held around Saturday and Zoom meeting . The Executive will set the calendar at the next meeting. Also under the rules a whanau meeting falls in Jan of each years , the Executive acknowledge that this was not practical and will raised it at the next whanau meeting.		

Agenda Item 8	<p>Forming Ngā Rangitahi Committee: Consideration to form New Committee</p> <p>Ron presented an email from Dardanelle requesting the Executive consider forming a Rangitahi Committee, consisting of Rangitahi membership. After some discussion on the merits of such a committee it was agreed for the office to advertise for membership to form such a committee</p>	<p>Marty moved that the Executive advertise for membership of a Rangitahi Committee Seconded Sara - Carried</p>	449
Missed EA	<p>Ron referred to EA.429 – Governance Training – Ron informed the Executive while Jennifer and himself had attended the WPHS forum in Timaru Brett King a member of the Institute of Directors had agreed to present advice and guidance on Governance both in the general concept and in relation to WPHS. A Cost of \$350 will cover preparation, presentation, and travel.</p> <p>Executive raised where the EA in regards to AWS letter was up to after it was passed at the whanau meeting not to send it. Ron informed the Executive that he had not sent a letter to Gwen as he had not been formally instructed to. It was decided that due to the current events at Arowhenua that a invite for them to meet again to discuss AWS should be held off to the new year.</p>	<p>Marty moved that the Executive invite Brett to the Dec 10th meeting Seconded Jennifer- Carried</p>	450
General Business			
GB1	<p>Jennifer expressed her concerns at the letter broadcast over the Ngai tahu system from Ta Tipene O'Regan supporting a candidate in the upcoming Kaiwhakahaere Election 2017 was unsatisfactory as he using his standing within Ngai Tahu to influence Runanga. General consensus was that Ron be instructed to draft a letter signed by the chair and to send the letter to Te Rūnaka o Awarua and to Cc.. in the other 16 Papatipu Runanga</p>	<p>Jennifer moved that Ron be instructed to draft a letter on behalf of the Runanga (signed by the chair) to be sent to Te Rūnaka o Awarua and Cc.. in the other Papatipu Runanga relaying Waihao concerns that Te Rūnaka o Awarua have circulated a letter from Ta Tipene O'Regan supporting a candidate in the upcoming Kaiwhakahaere Election 2017 and this was unsatisfactory as he is using his standing within Ngai Tahu to influence Runanga with regard voting. Seconded Wendy -Carried</p>	451
GB2	<p>Graeme called for nomination for a new Vice Chair – Marty nominated Jennifer Seconded by Wendy no other nominations were tabled</p>	<p>Marty nominated Jennifer for the position of Vice Chairperson Seconded by Wendy - Carried</p>	
GB3	<p>Graeme raised the Kaumatua Christmas bank deposit had not yet been set. After discussion it was agreed to reduce the amount this year to one hundred dollars (\$100)</p>	<p>Graeme moved that the kaumatua Christmas deposit be set at \$100 for this year Seconded Marty -Carried</p>	

GB4	<p>The executive discussed that an additional payment should be made to those registered kaumatua reaching a significant birthday with the following be agreed on:</p> <p>On the 75th Birthday – in addition to the \$20 gift voucher the registered kaumatua currently receives an additional payment of \$55 should be made</p> <p>On the 85th Birthday – in addition to the \$20 gift voucher the registered kaumatua currently receives an additional payment of \$65 should be made</p>	<p>Marty moved that on the 75th Birthday – in addition to the \$20 gift voucher the registered kaumatua currently receives an additional payment of \$55 should be made</p> <p>On the 85th Birthday – in addition to the \$20 gift voucher the registered kaumatua currently receives an additional payment of \$65 should be made</p> <p>Seconded Wendy –Carried</p>	
GB5	<p>Graeme requested that the executive endorse a backing camera be install in the new van and that a 1 x GPS mapping device such as a Navman or Tomtom be purchased for the runanga</p>	<p>Wendy moved that a reversing camera and GPS mapping device be purchased</p> <p>Seconded Jennifer -Carried</p>	452
GB6	<p>The following were to be added at the next whanau meeting agenda:</p> <ul style="list-style-type: none"> -returning the painting of lake Wanaka after a request from the gifting family - removing the kite from the returned serviceman’s wall –if possible Tewera to address this concern in his absence Wendy 		
	Summary		
Karakia	Wendy		
Closed.	Meeting closed by the Chairperson at 3.15. The next scheduled meeting date for the Executive is 12 Nov at 1pm		