

Te Korowai o Waiheke Trust Board Meeting

10th April 2019 at 6pm at Adult Learning Centre, Waiheke via Zoom

1. Attendees: Grant Leach (Chair), Brent Impey, Brett Butland, Shane Brealey, Nicola Bowman and Jonah Kitto
2. In attendance: Mary Frankham, Ian Burrows (HCGT)
3. Welcome: Nicola on her appointment as a trustee and who is attending her first meeting.
4. Apologies:
Mahu Rawiri, Karla Allies, Ruth Macleod

Motion: That the apologies be accepted. Moved Brent; Seconded Grant. Carried

5. Minutes of previous meeting:
Motion: That the minutes of the meeting held on 26 February 2019 are a true record of the meeting. Moved Shane; Seconded Brent. Carried

6. Matters arising:
To be discussed in the CEO report

7. CEO Report:

Noted the report with the following further discussion:

- a. Operations and Engagement managers are in place with contracts exchanged with Jo Ritchie and Jenny Holmes respectively.
- b. Office space has been secured and sub-lease is in place with Waiheke Resources Trust. The lease commenced on 3 March for a term of 6 months at a cost of \$7380.
- c. New Zealand Trade and Enterprise have donated second hand laptops - our thanks to NZTE.
- d. Revised budget was tabled and discussed. Noted the variabilities of the business would require budget revisions from time to time.
Motion: That the revised budget be approved. Moved: Brent, Seconded, Brett. Carried
- e. Shared services agreements are being progressed with Council and DOC and drafts are expected by next meeting.
Mary noted the support, attitude and commitment of Council staff to the project - agreed to write a letter of thanks to CEO.
- f. Funding strategy is being developed - revised version will be presented at the next meeting. Brett to connect Alicia Bullock (Auckland Council) and Mary for strategic partnership support.
- g. H&S plan was tabled for adoption, noting the plan is a live document that will require revisions as the nature of the Trusts business changes.
Motion: That the H&S plan is adopted. Moved: Jonah, Seconded Shane. Carried
- h. Strategic plan is being developed - draft to be presented at next meeting.
- i. Communications - revised version will be tabled at the next meeting. Brett to connect Mary to Alex Lewis Productions to progress making short film clips.
- j. Engagement plan - draft plan to be developed.



- k. Stoat project - agree that Mary can engage 2 stoat field team leaders, for 10hrs/month per person, so that these personnel can be part of the development of the eradication plan.

Trustees thanked Mary for the considerable work behind her report that has occurred in past two months. Trustees also acknowledged Mary's report in terms of style, level of detail and presentation which increases tracking and risk management efficiency.

8. General business:
Deputy chair - a discussion on whether a role is required to ensure business continuity in the absence of the Chair will be held at the next meeting.
9. Closure:
The meeting closed at 7.45pm
10. Next meeting: 12 June at NZTE offices (TBC), 6 to 8pm

