

Te Korowai o Waiheke Trust Board Meeting

14th October 2019 at 6pm at Adult Learning Centre, Oneroa, Waiheke Island

1. Attendees: Shane Brealey (Chair), Ruth Macleod (by phone), Nicola Bowman, Jonah Kitto (video) and Karla Allies.
2. In attendance from TKoW: Mary Frankham (from 6.25pm)
3. Welcome: Shane welcomed all to the meeting.
4. Board only time (6.00-6.25pm). Board members discussed a range of topics around Board protocols, communications, declaring and managing conflicts of interests and decision making.
5. Apologies:
Grant Leach
Brent Impey
Phil Brown (Guest)
Mahu Rawiri
Motion: That the apologies be accepted. Moved Shane; Seconded Jonah.
Carried
6. Minutes of previous meeting:
Names not recorded from motions at the previous meeting on 11 August were agreed as follows:
Motion regarding finance pack presented and approved – moved by Shane Brealey and seconded by Brent Impey.
Motion regarding camera purchase – moved by Karla Allies and seconded by Nicola Bowman.
Motion: That the minutes of the meeting held on 13 August 2019 are a true record of the meeting. Moved Shane; Seconded Jonah. Carried
7. Conflicts of Interests:
Discussed and agreed that we needed to update these over the next few days by emailing through to Mary for recording on a conflict register. It was agreed that checking the status of this register would be an early agenda item of all future Board Meetings.
8. Project Directors Report:
Noted the report with the following further discussion:
 - a. Approval of TKoW Polices.
Discussion on section 5.4 Internal Control Policies identified potential confusion of the wording “or sensitive items” and it was agreed that these words should be deleted. Code of ethics values and principles addressed.
Motion: To approve the Organisational Policies and Procedures document with the deletion of the words “or sensitive items” where they occur on page 21 be approved
Moved by Shane Brealey, seconded by Karla Allies.
 - b. Finances.
Motion: The Annual Report as tabled be received and made available to the Auditors.



Moved by Ruth McLeod and Seconded by Jonah Kitto.

- c. Partnership Agreements.
The status of Partnership Agreements with Auckland Council and DOC was discussed. These are close to being finalised and the good will of all parties is there. It was agreed that we would maintain a sense of urgency around finalising these.
- d. Contractor & Volunteer Engagement.
General discussion around contractor and volunteer engagement took place. All agreed it was a key principle to employ locally, spend locally and build local skills and capacity wherever practical.
- e. Large Landowners.
Mary provided an update on discussions regarding large landowners. All were noted as progressing well. Ngati Paoa communication are going well following an introduction by Karla and meetings Mary has had. Man o' War Station and Rorohara landowners being very supportive.
- f. Premises.
An update on new premises options was presented by Mary. An option in Tahiri Road sounded promising with a 2-year term and is available at reasonable rent.
Action: Management team to progress assessment and make recommendation.

9. General Business:

- a. Ruth MacLeod suggested we use Board Pro software to collate and manage our Board documentation. Given the complexity of managing communications with this project all agreed it was a good idea. Cost about \$1,000 pa which would be off-set by improved efficiencies.
- b. Board Meeting minutes – discussion on whether these should be made available on our website for all to see if interest concluded that we should adopt this level of transparency.
- c. Thanks to Mary and management team. Ruth and Jonah noted the huge effort and outstanding work by Mary and the management team. All agreed and passed on their appreciation.

Next Board meeting:

TBC

Closure:

The meeting closed at 8.20pm

