

# Te Korowai o Waiheke Trustee Board Meeting

26th February at 6pm at NZTE offices

1. Attendees: Grant Leach (Chair), Brent Impey, Mary Frankham, Brett Butland, Shane Brealey, Karla Allies, Ruth Macleod and Jonah Kitto
2. Welcome: First meeting of 2019 and especially Mary who is attending her first meeting as Projector Director
3. Apologies:  
Mahu Rawiri due to illness.

**Motion:** That Mahu Rawiri be granted a leave of absence for an undisclosed period while he recovers. Moved Brett; Seconded Karla. Carried

4. Minutes of previous meeting:  
**Motion:** That the minutes are a true record of the meeting. Moved Brett; Seconded Shane. Carried
5. Matters arising:  
To be discussed in the CEO report
6. Bank account:  
Documents were signed to establish an account with ASB.

## 7. CEO Report

Noted the report with the following further discussion:

- a. Office space: Noted an offer from Waiheke Resources Trust to co-locate with WRT for 6 months at a cost of \$7,380 (inclusive of all services).  
**Motion:** That Mary is authorised to enter a lease agreement with Waiheke Resources Trust for a period of 6 months at a cost of \$7380. Moved: Shane, Seconded Brent. Carried
- b. Noted the risk of DOC200 trap supply - Mary and Jonah to assess further and advise the Board. If traps need to be ordered early, this should happen.
- c. Mary to clarify milestone dates in discussion with Dan (PF2050) and advise Board out outcome.
- d. Draft budget was noted.  
**Motion:** That the draft budget, as circulated with Agenda, is adopted. Moved: Brent, Seconded Shane. Carried
- e. Mary to prepare final budget for discussion at the next Board meeting.  
**Motion:** That a financial year of 1 July to 30 June be adopted. Moved: Shane, Seconded Jonah. Carried
- f. Mary to table non field-based H&S plan, at next meeting, for Board approval

8. Funding strategy:  
Mary to prepare draft for next Board meeting
9. Recruitment:  
Noted that 12 applications have been received for the Engagement and 6 applications for Operations manager roles.



Recruitment panels were established as follows:  
Engagement: Mary, Ruth and Gael (TAG team)  
Operations: Mary, Ruth, Richard (from TAG)

Interviews would be conducted soonest with recommendations for appointment to be submitted to the Board. Approval to appoint will be email discussion.  
Board to approve recommendations of the recruitment panel

Brett will draft contracts, including the 90 day clause.

10. CEO Process and Guidance discussion

Noted Chair and Project Director meet weekly to track and agree work plans, and identify issues intra-session

Agreed to a 2-day email turn around for email decisions.

Budget delegations:

Below \$5000 within approved budget - CEO

\$5,000 above - Chair or alternative

Sensitive items - all trustees

Up to \$5000 - CEO can purchase on own judgement

Between \$5,000 and \$25,000 - 3 quotes. Recommendation to Chair or Deputy Chair. Chair or Deputy Chair make decision.

Over \$25,000 - 3 quotes. Recommendation to Board. Board make decision.

Sole source - Recommendation to Board. Board make decision. (usually due to very limited supplier pool).

11. Leveraging contacts for:

Vehicles - Grant has an appointment with Richard Giltrap. In lieu of vehicle, the Trust will reimburse costs to staff based on actual or IRD rates.

Tools of Trade - Mary to obtain 3 quotes for laptops. Open an account with Spark for broadband (office) and 3 mobiles.

12. Selection of New Board member post Mary's resignation

Collective to identify new trustee at Collective meeting of 13 March

13. Process for Jonah staying on Board

Waiheke Collective are supportive of Jonah staying on the Board. Requires constitutional amendment to add an additional trustee. Once amended, the Trust will invite Collective to make an additional appointment

14. Key Actions and Decisions moving forward:

Funding strategy

Recruitment

15. AoB

Waiheke Collective meetings: Held every second Wednesday 4-6pm - trustees agreed to attend 1 meeting per annum each

16. Closure - 8pm

