



Little River Wairewa Community Trust

Minutes

Board Meeting 1 April 2019 – 7.30pm Little River Service Centre

Board Members

- Robert Burch – Chair
-
- Craig Roberts – Trust Treasurer/Accountant
- Bonnie Schenkel
- Vanessa Mitchell
- Donald Matheson
- Glynis Dobson
- Stuart Wright-Stow
- Alex Lee
- Lyn Leslie

Secretary: Vanessa Mitchell

Advisors:

Banks Peninsula Community Governance Manager: Pennolopy Goldstone

Project Coordinator:

Wairewa Rununga Representative: John

Members:

Meeting opened:

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1. Call to order, welcome and introductions
2. Declarations of Conflict of Interest
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9. General Business
10. Representations from Members / Public
11. Date and place of next meeting
12. Close of meeting

- 1. Call to order, Chairman's Address, welcome and introductions** - Robert addressed the meeting, asking if he would be able to stay on with in the capacity as a trustee. Mario will step up and fill the chair position till the next AGM. With the support of Robert. Trust must continue to fill the roles now needing filling. Trust may now need to look at restructure the coordinator position.
- 2. Declarations of Conflict of Interest** - Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as a Trustee and any private or other external interest they might have. The person who has any conflict should recuse from the meeting prior to the discussion concerning their matter of involvement, only returning once any proposal or vote has been completed.

3. Apologies:

Rob Chrucher

Mario Downs

Moved that the apologies be accepted.

Moved: Seconded: Craig, Bonnie

Carried Unanimously

4. New Members Nil

5. Confirmation of Previous Minutes and Matters Arising

The minutes of the Board meeting held on Monday 4 March 2019 are attached

The Board members are asked to confirm that these minutes are a true and accurate record of the meetings

Moved: Seconded: Alex, Donald.

Carried Unanimously

6. Correspondence - delivered into your DropBox and Matters arising

- Chair retirement
- Appointment of new Chair – Mario Downs (till AGM October/November) Craig, Alex.
- Walkways committee – Janet's email (Catherine, Janet, Glynis, Annelise sub committee)
- Pen Goldstone's letter re extension of SCF – Funding extension for project coordinator, should be spent by end of August. 5 months to spend. CCC has extended that till end of Jan 2020. And we can still apply for new SCF. This needs to be in by the END OF NEXT WEEK. Coordinate projects is the key for this money... can be more than one person, or just one person to cover all roles currently needed by the trust. Strategic look at what the trust is about and how the trust can deliver that. May have out grown the 15 hours of coordinator and 20 hours secretary, plus the large work load of the chair person. May want to upgrade to a paid manger of the Trust. Strategic session in April? CCC happy to pay for an independent facilitator to get the process underway. Need to go to Penelope with some possible dates that could happen. Action: We accept the CCC offer for strategic planning support. All trustees invited to attend in April, Monday 29th 6pm – 9pm then Wednesday 1st May 6pm – 9pm. Catering by Bonnie. Penelope Goldstone will work with Glynis and Donald to design sessions and appoint facilitator.

Action: An interim secretary be offered a 2 month contract, with the provision of rolling over for the time being. The board offers the applicant an interim contract.

Apply for SCF to contract staff for the LRWCT. Project coordinator, Trust manager (30 hours/week, \$30/hour = \$46,000). Sec hours 20 hours a week at \$25/hour (\$26,000). plus walking festival funds (\$4,000). Total of \$76,000
Rob moved, Bonnie second. Craig to do the application.

- Piezometer – Brad Baxter – Meeting with Vanessa.
- appointments panel time line for sec and coordinator.
- Pumpkin Festival – do we continue with hire tent etc - Will not get a refund if cancel now. What to put in the tent – Glynis to coordinate, Annalise from Nursery may want to be in our tent with a display. Garden tour – Kathy? Walking festival - Donald. Playground – Vanessa?. Man the tent one hour each on roster.

LRWCT need to send a letter to Barb, with a gift (Stuart buy book) to thank her for her work for the trust. Moved Robert, second Lyn.

The members of the Board are requested to confirm that the inward correspondence for January 2019 be accepted and the outward endorsed.

Moved: Seconded: Bonnie, Alex

Carried unanimously

8. Statement of Accounts

Moved: That the accounts as presented be passed for payment and that the statement of income and expenditure be accepted

Moved: Seconded: Stuart, Robert

Carried Unanimously

9. Reports

- Vanessa – Lotteries application lodged. Put on hold because of the slow process to get the relevant documents from council and community, we could not meet the Lotteries time line for this funding application. Will submit this application mid year at next funding round. By then will have all supporting documents needed for a full application.

10. General Business

- Applications for Project Coordinator – 4 requested. One application received.
- LA race- sausage sizzle. Glynis ran the sausage sizzle. Successful. Build on it for next year.
- Mac to keep phone, for time been, and roll over to new Chair.
- PO Box 100, Little River for the Trust. Moved Robert, second Alex.
- Annual Plan – Donald to assist with this.
- Coronation Library submission – Mac and Donald written a submission for its long term plan of use. It's a heritage building, but CCC wont spend money until use has been established, and flooding risk reduced.
- SCF Application – Craig to put funding application together.
- Authorisations for signature – Bank Accounts, Mac to continue in his roll of this. Vanessa and Mario still current.

Motion: Lyn Lesslie will become a nominated trustee for the bank payment authoritarians. Moved Stuart, Second Bonnie

Motion: To set up a separate account, with debit card to access small amounts of funds to pay for costs incurred running approved trust activities. Moved Stuart, Second Bonnie.

11. Representations:

12. Closure of Meeting: 9.26pm

13. Time and Place of next Meeting: 6th May 2019

Certified as a true and correct copy of the Minutes:

Signed: _____ **Robert Burch – Chair**

Signed: _____ **Barb Gaeth - Secretary**