

Agenda for October 2015
Minutes of the Little River Wairewa Community Trust Meeting
Monday 5th October 2015, 7:45pm
Little River Service Centre

Present: Mario Downes, Geoff Marks, Bryan Morgan, Penelope Goldstone, Jill Tini, Fiona Nicol, Murray Peden, Pam Baird, Stuart Wright-stow, Glynis Dobson, Vanessa Mitchell

Apologies: Mac Burch, Fiona Waghorn, Matthew Brosnahan, Victoria Peden, Hollie Hollander
 Moved Pam, 2nd Vanessa, Carried

Previous Minutes confirmed: Moved Mario, 2nd Pam, Carried

Finances: Balance \$

Income:

Outgoing: Total \$3056.50 - Marcus(LinC) \$330, Glynis wages \$200, Jill wages \$2342.50, Phone book advertising \$184 **Carried by consensus**

	Issue / Topic		Action
1	Matters arising from previous minutes	<ul style="list-style-type: none"> • Marae is only available on Nov 1st for Hui – Pam not Kathy • Kathy corrected her statement for land ownership opposite Hotel – it is Stanbury owned land • Laptop – final decision awaiting. Kings Writer free version of Microsoft office • Volunteers Thankyou event – Jill • Volunteer thank you gift card – Jill • Welcome packs – approx. 30 – 50 per year • Car-pooling feasibility study update • Trailer – has this been completed yet? BBQ fitted - Mario Have kites arrived - Vanessa Logo on - Vanessa First Aid kit bought – Bryan Email address – info@littleriver.org – I still can't access this. Is all CERA funding now accounted for?? • Rocket Lab – has a meeting been arranged yet – Mario • Facebook streaming – Does Donald now have access? Have Thankyou's been handed out yet? • LinC travel reimbursement – invoice from Marcus 	<p>Penelope is to put in another laptop request to Council for Treasurer. Bryan to purchase 2x external hard drives + 2 cordless mouse. Jill requested brief case file boxes for Trust hard copies. Agreed can spend up to \$200 for these. Carried by consensus.</p> <p>Volunteer event will be held in March when volunteers are not so busy. This will be full community volunteers. It was agreed to continue with Welcome Packs – bread, phonebook, newsletter, plant + friendly welcome and smile. Up to \$20 per pack – Jill to attend to this.</p> <p>Car-pooling – Jill to attend presentation on 6th Oct.</p> <p>Trailer – next update Dec meeting. It is booked out mid Dec. Kites still to be ordered, BBQ to be fitted – Mario will modify this as needed. Logos to Bryan. Info@ email is now</p>

	Issue / Topic		Action
			connected to gmail account for inward mail. Mario still awaiting confirmation from Rocket lab – consent process is holding this up. Donald and Tori absent from meeting so no update re Facebook streaming. LinC travel reimbursement to Marcus passed for payment
2	Funding Applications	<ul style="list-style-type: none"> • Draft budget • These need to be fully discussed prior to filling out application + after the receipt of the Grant 	Jill to meet with Penelope to discuss budget further. Jill to contact Internal Affairs for COGS spending.
3	Lottery Grant – are we applying and if so for what	<ul style="list-style-type: none"> • Events + costs for running programs • Also Cera funding application – closes 19th October – events combining community groups up to \$1000 per event – Nov to March 	Jill to apply for community events for CERA (1 st Nov – March) and lotteries funding (Winter events). Carried by consensus
4	Community Newsletter/communications	<ul style="list-style-type: none"> • Akaroa Mail advertising rates 	Jill to contact Michael to arrange regular advertising for events + monthly ¼ page updates of Trust events/activities
5	Weaving workshop advertising	<ul style="list-style-type: none"> • Marcus request clarification on whether this was granted or not. 	It was agreed that advertising be covered up to \$500 as long as Marcus provides proof of funding first for this event.
6	Neighbourhood breakfast + Hui - organisation	<ul style="list-style-type: none"> • Kapa Haka group – do we want to approach combined Peninsula schools for this 	Pam requested that advertising for this event will exceed the \$100 allocated. Posters have been made and designed by Hannah Doney. It was agreed to allocate extra advertising costs as needed. Jill to approach local school kapa haka. Carried by consensus.
7	Community AMP + sound system - Mario	<ul style="list-style-type: none"> • Is there a need for a community AMP and sound system. 	Mario to look into prices for this and present at Novembers meeting.

	Issue / Topic		Action
8	Trust Future Vision	<ul style="list-style-type: none"> • Read Macs suggestions • Sub-committee – policies/documents/contracts • Existing sub-committees – who are in these? Can we get regular monthly updates please 	Macs suggestions deferred until November meeting as Mac was absent from meeting. Sub-committee formed to write up necessary documentation and policies – Jill, Mac and Pam. Future Vision of Trust not discussed nor existing committees– forward to November agenda.
9	Working relationship with Fiona Nicol	<ul style="list-style-type: none"> • Fiona to attend every second meeting and events as she feels needed. Fiona will support the Trust in any way she can. 	Not discussed though this was emailed out to Trustees. Fiona to email Jill available Grant applications.
10	Upcoming event ideas	<ul style="list-style-type: none"> • Project Briefs presented for – Jiu jitsu club trip to help feed the homeless, New Years Eve community celebration, Pedalmania, Womans self-defence course, Combine community Christmas party, Barn Dance, Adrenalin Forest, Seniors Hui, Neighbourhood Breakfast, Roller Disco. • Kerry Little @ Heartlands Akaroa is keen to organise a combined event 	Bryan to donate small camera to be used at events – children can then take photos. Penelope suggested event evaluations to be done. Fiona N has contacted Fiona Waghorn they are organising a stone tossing ceremony prior to build commencement of the BF Hall. Project briefs presented. A donation cannot be made direct to homeless shelter though it was agreed that we can replace food that our children are serving on receipt of an invoice \$500 allocated to this. Penelope suggested a \$5 per week charge for self-defence course. A country band is to be organised for Barn Dance. Pedalmania to combine with Christmas party if it can be organised. Up to 40 children to attend Adrenalin Forest. Hui advertising budget extended as needed. It was agreed that Jill to organise events from project briefs

	Issue / Topic		Action
			delivered. Carried by consensus.
11	Oscar feasibility study	<ul style="list-style-type: none"> • Approval of hours • Deed breach • Accountability • Intentions of/after study 	Shelly has decided to not to do this study. Shelly requested payment for 5hrs work – Trust decided due to no official approval to start that this would not be paid. Unfortunately the Trustee involved with this was not in attendance at the meeting so could not put their reasons forward for their actions. A letter and bunch of flowers to be presented to Shelly on her return from family matters. No agreement reached as to whether it should be split or done as a whole. Janet Wills to be approached re study – prior approval of hours needed before beginning. No agreement on after study intentions.
12	Correspondence	<ul style="list-style-type: none"> • Little River show day, CCC lease update, CCC – get set go programs, Community Board logo and requests, Trailer, Glynis Dobson – Hannah Doney, CCC funding decisions (2), Akaroa Water treatment plant opening 	No stall at show day. Jill to update lease agreement with Annelies contact details. Bryan will add Community Board logo to Trailer. Thanks to CCC for grants. Jill to attend CCC – get set go programs – Trust to cover course costs \$70 + travel. No-one wanting to attend water treatment plant opening. Glynis to connect website with Residents FB page + our FB page once it is streaming. Hannah Doney has done a fantastic job on posters.
13	LinC course	<ul style="list-style-type: none"> • Verbal and written reports each month by Trust member attending 	No-one was interested in attending this course.

	Issue / Topic		Action
		<ul style="list-style-type: none"> • Runs Dec 2015 – October 2016 	
14	Secretary/Coordinator – hours extension	<ul style="list-style-type: none"> • Thank you to the Trustees that have given approval for this though it does need discussion and approval through a meeting. I would also like to arrange a meeting with Kerry Little to see how they run Heartlands. 	This was not discussed - forward to November meeting.
15	Treasurer	<ul style="list-style-type: none"> • Vanessa has requested a replacement for her as she is finding that family life has become too busy. • Vanessa is happy to continue to write cheques yet doesn't feel she has enough time for GST returns, Budgets etc • Penelope suggested Jill to help Vanessa with these in the meantime. Jill happy to do this. 	
16		<ul style="list-style-type: none"> • 	

Meeting closed 9:20pm