



Little River Wairewa Community Trust

Minutes

Board Meeting 4 March 2019 – 7.30pm Little River Service Centre

Board Members

- Robert Burch – Chair
- Craig Roberts – Trust Treasurer/Accountant
- Vanessa Mitchell
- Donald Matheson
- Stuart Wright-Stow
- Alex Lee
- Rob Churcher

Secretary: Barb Gaeth

Advisors: Helen Hayes

Banks Peninsula Community Board: Tori Peden

Project Coordinator:

Wairewa Rununga Representative: John Boyles

Community Members: Matt and Jan Daffin

Members:

Meeting opened:

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1. Call to order, welcome and introductions
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1. Call to order, Chairman's Address, welcome and introductions

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: Lyn Leslie, Mario Downes, Glynis Dobson, Bonnie Schenkel, Donald Matheson (half an hour late)

Moved that the apologies be accepted.

Moved: Chair Seconded: Rob Churcher

Carried Unanimously

4. New Members - No

5. Confirmation of Previous Minutes and Matters Arising

The minutes of the Board meeting held on Monday 5 February 2019 are attached

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

Moved: Vanessa Mitchell Seconded: Stuart Wright-Stow

Carried Unanimously

6. Correspondence - delivered into your DropBox and Matters arising:

• **Email from CCC re Drainage (in your DropBox)**

Helen Hayes spoke briefly to this – please read to get all the information \$825,000 that has been allocated is from a **renewals** budget

- Maintenance – ongoing clearance of culverts
- Renewals – replacement of pipes etc
- New work – new infrastructure

The Chair thanked Helen Hayes for her hard work and for putting us in the picture

• **Email from Brad Baxter ECAN re Piezometer**

- There needs to be further correspondence around this – Vanessa Mitchell and Chair to meet

• **Email Janet Reeves re Little River Village Planning Committee (in your DropBox)**

- The opinion of the Trustees present was that the committee be on recess while awaiting further developments

• **Email from Project Coordinator re resignation (in your DropBox)**

• **Recruitment of new Project Planning Manager**

- If the Little River Planning Committee is going to be revitalized and begin to forward other projects on the plan eg elder persons housing, recreation centre, medical centre, sculpture parks, we will need a project coordinator
- There is funding available which needs to be spent by the end of July. We are waiting confirmation as to whether this funding can be extended.
- Helen Hayes advised that spending the funding is important and that if we don't it could affect applications for funding going forward.
- An idea was put forward about using it for multiple people forwarding different projects
- Another possibility was to consider a Trust Manager rather than just a Project Coordinator – someone who can have an eye over all the projects and manage relationships with funders, go to meetings with CCC etc.

- It was noted that the Volunteers are tired and would like a break while things are in a lull
 - A suggestion was made to increase the rate and/or increase the hours for this position
 - The Trustees general view was that some action should be taken in looking at a new Project Coordinator and that it is appropriate to get on with the recruitment process
 - It was suggested that the Trust select a subcommittee to forward and review how the working relationship was for the previous coordinator and any suggestions he may have
 - The previous selection panel will be contacted and asked if they will take part in this new recruitment process
- **Coronation Library re submission (in your DropBox)**
 - The CCC have called for resubmissions to the Heritage Building process
 - The Chair will resubmit and has asked Donald Matheson to support him in this to rework the wording
 - The Chair has contacted Awaiti Domain Board to see if they will support a new submission and they have agreed to do so
 - It was noted that the Chair had been invited to attend a meeting with Helen Hayes and Victoria Bliss (Heritage CCC) and this meeting was very productive
- **Matt Daffin – Chair of the Birdlings Flat Hall Committee**
 - Requested a further contribution towards the shed that is being built to house the furniture that is currently stacked in the nurse’s room.
 - The Trust had previously allowed \$350 for the laying of the concrete slab however only a small portion of that was used with the rest refunded to the Trust
 - A project brief has been received outlining the costs of the shed at \$2137
 - The committee is able to fund the shed through their own fundraising however the Board felt that the committee has done so much for the community that they would be happy to fund the whole project subject to the funds being available
 - The Trust resolved to look into the funding with the Treasurer and let the Committee know the decision.
 - Holding tank – resolved that the Chair of Birdlings Flat Hall Committee will deal directly with Helen Hayes in this matter
 - Bay Harbour News had contacted LRWCT Chair today with reference to the holding tank – Chair will discuss with Helen Hayes.

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

Moved: Craig Roberts Secoded: Alex Lee

Carried unanimously

8. Statement of Accounts

Expenses to pass meeting 04.03.2019

Invoices paid since last meeting

05/02/2019	Open Host -website hosting Overuse Charges January	22.43
11/02/2019	Open Host -website hosting	12.65
13/02/2019	Glynis Dobson Website Jan 2019	4 00.00
13/02/2019	Alison Evans Invoices and reimbursement Trap library	4,045.69
13/02/2019	Spark - Birdlings Flat Jan 2019 Charges	63.58
13/02/2019	Little River Service Centre Photocopying	19.20
13/02/2019	Little River Café AGM Catering	1 50.00
13/02/2019	Little River Cancer support group 10 x phone books for welcome packs	1 00.00
13/02/2019	Yard Games replace / renew Games in Comm Trailer	5 12.95

13/02/2019	Akaroa District Promotions Official Visitor Guide-full page advert 1,420.25	
13/02/2019	Glynis Dobson Flowers for Val Peak	50.00
20/02/2019	Robert Burch Chair Exps Jan 2019	30.19
20/02/2019	E2 Environmental Playground / recreation area costs	3,450.00
20/02/2019	Rawlinsons Playground / recreation area costs	4,485.00
20/02/2019	Open Host -website hosting Overuse Charges Feb 2019	25.15
Total		14,787.09

Funds Received

14/02/2019	Birdlings Flat Committee Reimburse Concrete slab costs not used	2 93.96
22/02/2019	Lotteries Commission Lotteries Grant 2019/2020	28,750.00
25/02/2019	C.Widowson Trap library Donation	1 00.00
Total		29,143.96

Expenses to pass meeting 04.03.2019

28/02/2019	Glynis Dobson Website Feb 2019	4 00.00
13/02/2019	Alison Evans Invoices and reimbursement Trap library	94.42
13/02/2019	Alison Evans Invoices Okuti River Project	82.00
31/01/2019	Tony Quigley Trap Library costs	2 00.00
20/02/2019	Robert Burch Chair Exps Feb 2019	36.39
11/02/2019	Landcare Research Okuti river project	1 15.00
25/02/2019	Spark NZ Birdlings Flat	63.69
Total		9 91.50

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

Moved: Craig Roberts Secoded: Stuart Wright-Stow

Carried Unanimously

Updated accounts, including funding information is sent by the Treasurer to all Trustees before each Board meeting. Don't forget you can also ask to view the Bank Accounts by contacting the Treasurer for a password.

The Chair thanked the Treasurer for the work that is done in keeping the accounts in order especially the spreadsheet showing the funds available

9. Reports

Stuart Wright-Stow attended the meeting of the Little River Rail Trail Monday 4 March 2019

- The group is re energised to think of alternative ways to get out of Little River over the top of the hills and down into Lyttleton to make the track a circuit back through to Christchurch
- There is talk of a zig zag track up over the water catchment
- A business opportunity could present itself for someone to relay cyclists up the hill as an alternative
- Sturt noted that there was a surprising and encouraging amount of energy of thinking that Little River is the hub in terms of the peninsula – the “Gateway”.
- The plan is to get this trail to a level so that it is regarded as a “Great Trail” – Canterbury does not have one at the moment – it is hoped that if they can get a bigger project there could be bigger funding available
- Rob Churcher thanked Stuart for attending the meeting and said as this is a great opportunity for Little River how can we remain engaged?
- It was suggested that the Trust have someone who could actively participate in this group – possibly part of the new Project Coordinator’s role?

- Helen Hayes asked if she can be formally introduced to the Rail Trail people so she can keep updated with what is happening

10. General Business

- The Handbook for Trustees was placed on the table and signed by those Board members that were happy to sign it
- Pumpkin Festival Project Brief – site is booked/Happy Hire booked
 - Can the project groups please start to compile a display for the Festival
 - Birdlings Flat Committee are going to have a display

The Trust resolved that up to \$700 be allocated for the Pumpkin Festival project.

Moved: Rob Churcher Seconded: Donald Matheson

Request that people please attend the Trust Pumpkin Festival site and help out if able!

Reminder of the Le Petit Race coming up on March 23 2019 in the Awaiti Domain – the Trust will be running a sausage sizzle – anyone that can assist would be fantastic – come along and support us – from 8am.

- Trailer – response from Rob Churcher
 - Challenge has been in the process of clearing out the workshop area and has a separate secure space that could potentially accommodate the trailer
 - The staff on site already take bookings and do the hires for the Challenge trailers and would be able to do the same for the Trust trailer
 - Mechanic on site to deal with WOF etc and maintenance
 - Not a sponsored opportunity but we could put the signage for the garage on the trailer
 - It was noted that the trailer is only hired around 10 times a year – it is underused, and we need to give it a higher profile – being in the centre of the village would make it more visible to people
 - Rob Churcher mentioned a cost of \$100 a week – however this was if the trailer was hired regularly during the week.
 - Rob was thanked for his feedback and the Trust will continue with the idea of putting it out to the community to see if there is a volunteer who could take it on
- Geography students – Course Geography 306 run in Semester 2 we have until July to get a project together.
 - Chair suggests that as indicated by Stuart Wright-Stow and agreed to by Vanessa Mitchell the students could be used to assist and energise one of the existing projects in due course.
 - Donald Matheson will put together a brief to run past the Trustees
- Stuart Wright-Stow advised that the project recognising Val Peak is off the table
- Helen Hayes to report on the following:

A meeting was held with Helen Hayes, the Chair and Janet Reeves. Part of the discussion was the future vision/plans for the Trust and the following are topics that were discussed.

Topics covered:

- Separate portfolios for each Trustee depending on their interest
- A Trust Project Manager be appointed who would oversee the above portfolios, meet with each Trustee and bring a full report to the Board Meeting
- This would allow the Board meetings to be simply Governance meetings instead of Management
- Management meetings could be held in between Board meetings as needed with smaller groups to discuss matters and make decisions to be taken to the Board meetings
- The possibility of more paid staff eg 10 hours paid for the coordinator of the playground project, or walkways etc
- Funding to be applied for to pay staff – which funders? HH has ideas
- Look at becoming an NGO rather than a community trust – especially with the amount of funding that is being applied for which will put us over the \$1M bracket
- A paid Trust Manager would provide a buffer between the Chair and the Board allowing the Chair to concentrate on matters as needed
- Look at employing the Secretary rather than being a contractor – secure the position
- What does the Board want the Trust to look like in 5 – 10 years' time?
- Events – where do they fit? Could be a Trustee with an “Event” portfolio

Extract from the Chair’s address at AGM October 2018 refers:

To address the requests and aspirations of the community, the creation and support of that committee by the Board, as a separate forum for planning, has proved to be an essential step forward. It has been clearly successful and signposts a model for future more specialist associated groups. The planning and implementation programme which would otherwise have become enmeshed with the day to day management of the Trust is now able to run unhindered. The Board are to be congratulated in their foresight over this matter.

There are the many requests from organisations and individuals to support their particular projects or events. We do our best within the framework of the Trust deed, but, unfortunately cannot say yes to all of them. The litmus test for the Board is, “how will this benefit the community as a whole now and in the long term”. To have projects that are started by enthusiastic advocates in the optimistic hope that others will maintain or continue them when the proposer departs is counterproductive.

Reviewing this workload, it is evident, why the meetings held by the Board are often longer than we would wish. The Board must decide how best this might be managed to facilitate the more efficient use of our time and -“commitment”. The Planning Committee is a prime example as to how this may be managed. This model presages the future evolution of the Trust.

We have made our submissions in accordance with community defined priorities. Now, whilst Council digests the 1400 diverse submissions from around Christchurch and considers the eye watering bill which will be the outcome of the LTP, we must be patient. There will be a lull. We cannot expect instant results.

We must grasp the opportunity that this lull presents and use it to our advantage over the coming year. Focussing on a limited number of key projects will benefit our productivity. By streamlining the Trust with carefully structured committees having clearly defined objectives, we will be in a good position for the future.

- Suggested that an afternoon session (s) be held in a neutral place to look at the Trust, its vision and plans going forward. People need to be able to talk freely with everyone involved in giving feedback
- With the amounts now being sought through funding it is necessary for the Trust to consider carefully its structure and processes – does it scale things down and remain a small community trust or scale things up to becoming a non profit organisation (still a Trust)
- CCC have advised (through Penelope Goldstone) that they are happy to fund a facilitator to guide the Trust through this process.
- The Chair agrees with a number of points that have been raised
- It is healthy and important for any organisation to review its structure and be clear on where we want to go and what we want to achieve
- Needs time with all the Trustees
- It was noted that there are very skilful and confident people around the table who would give more of their time if funding was available for this
- Suggested that a separate email be sent to each Trustee to quite specifically think about these points and diarise it for the next Board meeting to discuss having an out of house meeting situation
- Noted that lots of organisations reach this sort of stage, and some fall apart at this time so care is needed not to let this happen. Workloads are increasing, and people may pull out.
- It is hoped that this process will begin in the next three months. It was noted by the Chair that it could be a long process
- It was suggested that at some stage the Trust also have a meeting with the other role players (organisations) I Little River
- Donald noted that he likes the way that the Trust is imbedded in the community and everyone here has a commitment to it – if we employed staff we need to keep the ethos of the trust and keep it representative of Little River

The Little River Challenge Garage has an opportunity to sponsor an individual or group – more information will be sent through by Rob Churcher – will be on agenda for next meeting

Helen Hayes has advised that she will send an email report (as Community Development Advisor) on a monthly basis to update the Board as to what things are happening and where they are at as a more effective means of communicating this information to everybody.

Donald will be seeking funding for the **Walking Festival for 2019** – this was agreed to by the Board in the February 2019 minutes

11. Representations:

12. Closure of Meeting: 9pm

13. Time and Place of next Meeting: Monday 1 April 2019 – 7.30 pm at the Little River Service Centre

Certified as a true and correct copy of the Minutes:

Signed: _____ **Robert Burch – Chair**

Signed: _____ **Barb Gaeth - Secretary**