**Te Taumutu Rūnanga Executive Hui**

**Meeting Room – 75 Main South Road, Sockburn**

**6pm, Tuesday 11 April 2023**

**HUI OPENING & ATTENDEES**

**Karakia:**

Rulon Nutira

**Tae ā-tinana – Present:**

*Office:* Rulon Nutira, Liz Brown

*ZOOM:* Liz Hill Taiaroa, Graham Nutira

**He Whakapāha - Apologies:**

*Nil advised*

**In Attendance:**

-

**Ngā Mate**

Pauline Kirker (Nutira whānau, daughter of Connie O’Melvena)

**previous Board hui Minutes**

* Tabled

**Moved** that the minutes of the Executive Hui, 21 March 2023 are a true and correct record.

**Liz Brown/Rulon Nutira** **Carried**

**ACTION ITEMS**

* **Marae booking paper:** Paper received, to be discussed as part of the agenda.
* **TCTrust Trustee Appointments:** Finalising the paper for this. Consideration to be given regarding a trustee appointed at the last 3 trustee appointments and how that appointment can be bought into the line-up for reappointments. Also is there a potential conflict with the current Rūnanga Interim Ops Manager also being a TCT Trustee and how that can be managed.
* **TTR Rūnanga Property Committee to meet with Wayne Vargis:** No response yet from Wayne to meet with the Committee. Graham & Malcolm (on behalf of the Trust) met with Maria Piercy, NTP to view police cottage that is available. Graham to report to the Trustees. Agreed that a strategy is rather than considering buying property ad hoc, however the opportunity was taken to view the property.

**Redactions**

* **Exec Honorarium: A**greed that any reference to discussions would need to be redacted until a decision is made.

**CONFLICTS OF INTEREST**

* Nil advised

**DISCUSSION AND DECISION ITEMS**

**OPERATIONAL UDATE**

**Staffing**

***Two Admin support positions 15 – 25 hrs per week***

* Was conveyed to Megen that these could be fulltime if felt it was deemed a better option.
* Two interviews have been held, offers of employment pending
* Both rūnanga whānau
* Fixed term until the end of January 2024
* Providing staff support to portfolio’s
* Potential start date 17 April, attending Tamariki Day

***Interim Operations Manager Role – Part Time (Megen McKay)***

* Megen has indicated a lot of Commissioner mahi coming up (would be less available).
* Discussed as an option, Rūnanga proposed structure would have an Operations Manager that could possibly either become or work alongside the Kaihautū.
* Potentially go out to the market now for a fixed term position for a year for an Ops Manager with Megen working alongside mentoring/training.
* Potentially position would start in July thru to the end of June 2024. A new structure would take a while to get things in place.
* Requirements would be staffing, reporting, contracts and finance.

**Moved** that the Executive start the process of employing a Runanga Operations Manager, fixed term for one year (1 July 2023 to 30 June 2024). Megen to work alongside the appointee in a mentoring/training role.

**Graham Nutira/Liz Hill Taiaroa Carried**

***Marae Booking Paper (Late paper)***

* Late paper tabled, highlighting myriad of issues needing clarity for staff
  + Commercial charges outlined: Use of the whare, accommodation, catering
  + All marae bookings are now to be made online
  + Mihi whakatau is the standard practice, with pōwhiri as required (pending importance of group arriving) and availability of rūnanga members to attend
  + Staff contact school bookings to outline the process prior to their visit, noting that their visit is primarily teacher led.

*Workshops*

* + Initially TRoNT funded via the Innovation Fund, covered school workshops, facilitated by staff & schools paid for their catering. Funding is now exhausted.
  + Commercial workshops were introduced. 1 x whānau members were contacted to facilitate, 1 x lead facilitator at $500/ day plus travel & 1 x support facilitator at $350/day plus travel
  + Capped at 30 participants ($175pp + GST) with 3 spaces made available for whānau (no cost)
  + Run time was 8.30am pōwhiri, finish approx. 4pm
  + Taumutu Te Tiriti Workshop (facilitated by Liz B, same rate as above) was only available to groups who had previously attended the Ruahikihiki workshops.
  + Well attended and popular however it was then put on hold for the Oranga portfolio to review the content.
  + Some workshops are continuing to be run however the charges have become unclear to staff and participants eg costs for a ‘brief workshop’ recently held for SDC staff & Councillors.
  + Liz B has also been approached to facilitate a workshop for university students but is unsure if this will be part of her paid role or to take leave and be paid a facilitation fee.

*Main points of discussion*

* + Confirmed that catering costs include 1 x staff member (caterer).
  + Felt that overall costs were too high for some groups that rely on being able to self-cater (eg “marae styles”.
  + Should be more supportive for some group bookings ie taiaha wānanga, outside te reo/cultural bookings etc.
  + Feedback received by Liz B regarding the quality of workshop facilitators suggesting a wānanga to train facilitators was warranted.
  + Other Horomaka Rūnanga marae bookings are similar or can be more expensive than Taumutu. They have also moved away from self-catering.
  + Workshop content to be revisited by Liz B & Liz HT, to consider training wānanga before restarting.
* ***Agreed/Action:***
  + ***There is a need for Executive to revisit the previous power point presentation.***
  + ***Koha***
    - ***Confirmed koha can be anything not just monetary.***
    - ***Understanding that koha is voluntary and that there should be no expectation***

*Whānau Bookings*

* + No charges made but a koha is expected, this is noted on the booking form, but not often received.
  + Rubbish not removed (expectation) particularly disposable nappies and rubbish left outside
  + Damage to facilities and chattels eg: carpet, furniture outside, heatpump and wastewater switches interfered with causing unnecessary tradesman call out fees and interference with next booking
  + Cleanliness always left in a varying state, sometimes requiring 1 -2 days of staff time following the booking
  + Very short notice eg wanting to use marae for overnight starting day of the enquiry
  + Exclusive use: Whānau booking for during busy time for a large amount of time. Previous Exec decision was that whānau pay if they wanted exclusive use, koha where they agreed to share, be flexible and assist with hosting manuhiri.

*Main points of discussion*

* + *Koha should at least cover cost of power/gas use for duration of the stay*
  + *Confirmed there is no SDC recycling for the marae*
  + *Rubbish bins are no longer on site (supporting our environmental stance). So whānau bookings must remove all rubbish.*
  + *Damage to facilities*
    - *Signed whānau booking form to agree to cover costs associated with damage, therefore agree to accept responsibility.*
* *Consider a refundable bond paid at the time of booking*
  + *Suggest minimum $100/night ranging to $200-$300/stay*
* ***Action:***
  + ***Whānau Booking issues to be agendered by Executive for their next available wānanga hui for whānau to discuss and make decision of how this needs to be handled.***

*Outside Facilitators*

* + Have whakapapa to Taumutu
  + Have an understanding of our kaupapa/kawa/tikanga
  + Have attended training wānanga

**External Issues**

* Recent storm damage
  + A combined hui with ECan/SDC still have a date determined. Agreed that Tim Sanson will be invited to part of this hui
* Te Haumi Whakamana
  + Info only
* St Thomas’ School
  + Info only, change to school enrolments zone.
  + Not considered part of Taumutu takiwā, only concern was any impact on Hornby High School, it was confirmed there was none.
  + Taumutu takiwā was once agreed by the older people to go as far as Hanson’s lane Riccarton?
* Te Mātāpuna Hauora Localities - Health Collective
  + Paper tabled.
  + Rūnanga agreed Feb 23 Hui (minuted) to Manawhenua ki Waitaha being disbanded.
  + 3 May there is a hui at Onuku office for the interim Board?
  + Taumutu have not yet received any documentation regard a new Board for the Health Collective.
  + Pari Hunt is the current *Taumutu representative* but has not been mandated by the Rūnanga to be on the Board.

**Moved** that the correct process for Te Mātāpuna Hauora – Health Collective is to be followed as below:

* Information document is to be received by the Rūnanga Executive
* An EOI for our Board Member/Representative to be called for.

**Graham Nutira/Rulon Nutira Carried**

* SDC Long Term Plan (LTP)
  + Future proofing for Taumutu (new marae, Whakamātakiuru)
  + SDC require information from the Rūnanga for the LTP (indicative costings) for their budgeting
* ***Action:***
  + ***Liz to speak with Mayor Sam Broughton and David Ward requesting clarity of what they require, as there is a real potential for future growth (think papakainga housing)***

**Other /General Business**

* Advance panui – Tawhaki
  + Advisory Group to the Board to be established
  + Further information to coming eg role you will be doing etc
  + There will be information nights for people to understand what the role entails
  + Advisory group will be made up as 50% Taumutu & 50% Wairewa
  + Chairs catch up with hui with Linda and the Board for information
  + Graham as Chair – TCT can attend as the hui as the TCTrust Representative, catch up hui are every 2 mths.
  + EOI are to be called for, position will be remunerated, so skillset details for the position will be required

**NEXT HUI**

Tuesday 16 May 2023

**KARAKIA WHAKAMUTUNGA**

Rulon Nutira