**MEETING MINUTES – 16 May 2023**

**75 Main South Road**

**6.00-8.30pm**

**HUI OPENING**

**Karakia:**

Rulon Nutira

**Tae ā-tinana – Present:**

*Office:* Liz Brown, Liz Hill Taiaroa

*ZOOM:* Puamiria Parata Goodall, Trish Harrison Hunt, Rulon Nutira, Pari Hunt, Bridget Robilliard, Graham Nutira (late)

**He Whakapāha - Apologies:**

David Perenara O’Connell, Graham Nutira (lateness)

**In Attendance:**

-

**Ngā Mate:**

**Prior to the hui:**

*Trish sent all Executive an email from Ops Manager re financial matters.*

**previous Board hui Minutes**

* Previous minutes tabled (screen shared)

**Moved** that the minutes of the Executive Hui, 11 April 2023 are a true and correct record.

**Liz Hill Taiaroa/Liz Brown** **Carried**

**ACTION ITEMS**

* **Marae Bookings Wananga:** Wānanga Date: Tues 4 July 2023 – ZOOM at both Sockburn office & Marae office.

**Redactions**

* Nil

**CONFLICTS OF INTEREST**

* Nil advised.

**DISCUSSION AND DECISION ITEMS**

**Staffing**

* Office staffing to be held over to Financial.
* Maurice Manawatu Marae booking:
  + Staffing concerns operational matter – To be redirected to Megen when she returns from leave.
  + Puamiria to work with Maurice re tikanga
  + Booking form still to come – to be followed up
  + Catering – Megen to follow up staffing issue

**Selwyn District Council**

SDC LTP Indicative Costing:

* Liz to follow up

**COMPLIANCE MATTERS**

**Taumutu Charitable Trust**

* Previously executive had previously agreed Trustee appointments would be two replaced each time.
* Maru Rout and Megen McKay last members to be appointed as Trustees. Their terms will end September 2027.
* Two further Trustees terms to end September 2025
* Malcolm Wards plus 1 other trustee terms to end September 2023
* Unclear who was appointed first between Sam Brown, Graham Nutira & Pari Hunt
* *Before Exec Hui on 18 July TCTrust Trustees to determine who will volunteer for their term to end for September 2023. If unable to do this, then Executive will decide.*

**CCC Land**

* Disposal Information sent to all executive. Land doesn’t sit within Taumutu takiwā.
* May Investment Wānanga: TCTrust was asked to create the SIPO (Statement of Investment Priorities and Objectives).

**Te Matapuna Constitution**

* Sent to all Exec members for review prior to this hui.
* Discussed at rūnanga hui & agreed that Executive to endorse it in the interim, to be mandated by the Rūnanga at the next rūnanga hui.
* Chair reviewed the document, points worth noting/bought to Executive members attention:
* *Suggestion was made by another rūnanga that each rūnanga to have two Directors (e.g., an Alternate too)*
  + Point 5.3: *Director may act in the best interest of the shareholder(s).* 
    - Suggests (not a concern) the Director could advocate on behalf of their own rūnanga rather than for the collective good.
    - Exec hui was advised that there possibly could be some changes to be made to the Constitution, which would then be bought back to ‘the table’ for further review. Following this, the hui minutes will be sent to all Executive.
    - Any changes to the Constitution to be discussed via email
  + *Chair Role: No time frame with this position.* 
    - Suggest a finite term e.g., 3 yr term for both the Chair role and ideally for the Board also.

**ACTION:** ***Pari Hunt (Rep) asked to table the ‘no time frame’ for Chair role and the Board, suggest a finite term eg: 3 yr term for both***.

**Ōtākou Hikoi to visit Taumutu**

* October / November 2023
* Positive response from Taumutu whānau
  + Approx 21 yrs since Taumutu visited Ōtākou
* Agree to support this hīkoi. To encourage *Taumutu Rūnanga whānau* to support our manuhiri.

**Accepting School Marae Bookings Outside our Takiwā**

* Executive agreed to this previously, but not minuted.

**Moved** that Taumutu Rūnanga Executive agree that schools outside our takiwā are able to be accepted for marae bookings.

**Puamiria Parata Goodall/Rulon Nutira Carried**

**Late Decision Paper re Policy Renewal**

* Received.
* *Recommendation:* 
  + That we adopt a procedure to have a proper policy in place.
  + Have a collation of appropriate policies for modification.
  + Presentation of draft and final policies for consideration by the Runanga

***ACTION: Require a list of all policies that exist, and to include a schedule of when each policy is to be reviewed. Executive can then use that list to prioritise the policies for review.***

* As it was unclear if the recently updated Employment Policy had been adopted.

**Moved** that the Executive formally adopt the Employment Policy

**Trish Harrison Hunt/Liz Hill Taiaroa Carried**

**Financial**

* ***Honorarium*** discussion to be held over to last for discussion – Trish & Pari to leave the discussion at that point as previously has occurred. Email seen from Kaiwhakahaere - TRoNT that the Alternate TRoNT Rep remuneration has increased to approx. $8.5k/annum. If you sit on a meeting as a Rep for a half day you receive $500 meeting fee, if there for a whole day, you will receive $1000 meeting fee.
* ***First Aid Certificate*** – Funding up to 10 rūnanga members
* Full course cost $195pp
* Refresher course cost $175pp

**Moved** that the opportunity for Rūnanga Members to attend a First Aid Course (either full or refresher) be approved. Priority to be given to active rūnanga members first.

**Trish Harrison Hunt/Pari Hunt Carried**

It was noted that defibrillator training/ refresher training is included in first aid course.

***ACTION: Interim Ops Manager to check and confirm that Unit we have is current.***

* ***Communications Grant*** to be held over, Graham & Pari to leave the discussion.
* ***Portfolio Leaders*** remuneration recommended:
  + Engaged as Contractors up to 2 hours/week for 48 weeks/year.
  + $200/hour plus GST x 48 = $9600.00.
  + Can be part time casual employee (deduct PAYE) or contractor invoice, tax responsibility of the contractor.
  + Recommend until 30 June 2024, then to be reviewed.
  + Commitment is to engage with Portfolio staff support up to 2hrs/wk.

**Discussion points:**

* Support reimbursing those who put in the effort however this recommendation disadvantages those who are not portfolio leaders but are just as busy on other committees.
* Should be recognising all executive given the amount of mahi undertaken by all.
* How does this fit in with giving the honoraria.
* Suggest this is held over for further discussion in the Structure Review, needs to be considered in an equitable sense across the board.

**AGREED that this recommendation will become part of the Structure Review.**

* ***Interim Operations Manager*** looks to be fixed term, fulltime 1 July 2023 – 30 June 2024
  + Advice requested for the salary for IEA and Interview panel.

*Treasurer wishes to hold this decision with certain parts of this role until the Exec can meet with the current Interim Ops Manager. Need more in depth understanding of the Kaihautū role to better understand the complexities of the role.*

**Recommendation** that the Exec invite the IOpsM to a meeting to have an in-depth discussion.

Discussion:

* Suggest a ZOOM hui one evening for this recommendation.
* Suggest a review of the recruiting company previously used.
  + Consider shortlist of potential recruiting companies
* Concern raised about IOpsM absence from Executive hui and not part of crucial discussions and needs to be part of the role.
  + This was needed to ensure the best use of the IOPM’s time given it was a parttime role.
  + Suggest 7pm, Thursday night, mtg invite to be sent out.
* ***New staff members*** are helpful with taking on extra task including handover from Liz HT.
  + Further help needed for admin tasks as current admin is consistently working over salaried hours.
  + Commercial workshops (10hrs/wk. admin)
  + Rūnanga hui secretariat and general administration (10hrs/wk.)
  + Wage would be $30/hr, fixed term.

**Moved** that Interim Operations Manager is to employ and extra staff member for tasks as noted above.

**Trish Harrison Hunt/Pari Hunt Carried**

* ***Honorarium*:**
  + **Taxation** doesn’t need to be the same for all, whether they have the office pay it for them or if they take responsibility for paying tax.

**Moved** that it is up to each individual exec member to determine which tax system they wish to sit under

**Liz Brown/Puamiria Parata Goodall Carried**

**Moved** that the Honorarium is an even split amongst all current members of the Rūnanga Executive.

**Graham Nutira/Puamiria Parata Goodall Carried**

* ***Communications Grant*:**

**Moved** that the Communications Grant is to be paid out at $250pp i.e., remains status quo.

**Rulon Nutira/Bridget Robilliard Carried**

**GENERAL BUSINESS**

* Puamiria sought clarity sought re role MKT holds on behalf of Taumutu and its relationship with SDC.
  + We have an SLA (Service Level Agreement) with MKT as to what they cover off for Taumutu Rūnanga.
  + Question was raised at SDC asking if Taumutu uses MKT to consult with SDC.
  + MKT is primarily re resource consenting.
  + Biddy to follow this up with the IOpsM, and to request a cc of the current SLA for exec to review.
* Liz HT confirmed that the multi school booking (Lincoln, Ellesmere, Rolleston Kapa haka Group) now going ahead as a whānau booking.

**Karakia:**

Rulon Nutira

Signed

