**MEETING MINUTES**

Executive Hui

13 June 2023, 6.00-8.30pm

Zoom only

**Hui Opening**

**Karakia:**

Rulon Nutira

**Tae ā-tinana – Present:**

Liz Brown, Liz Hill Taiaroa (left early), Trish Harrison Hunt, Rulon Nutira, Pari Hunt, Graham Nutira and David Perenara O’Connell

**He Whakapāha - Apologies:** Puamiria Parata Goodall, Bridget Robilliard

**Ngā Mate:** Nil

**Previous Board Hui Minutes**

Previous minutes tabled

Amendments:

* Meeting minutes; not notes.
* Remove amounts for portfolio leaders

**Moved** that the minutes of the Executive Hui, 13 June 2023 are a true and correct record.

**Liz Hill Taiaroa/Rulon Nutira** **Carried**

***Action*** – Amend May meeting minutes

**Action Items**

**Marae Bookings Wananga**: Changed to 9July with the Rūnanga hui, along with the structure review.

***Action*** – Amend previous wānanga correspondence.

**Conflicts Of Interest**

Nil advised

**DISCUSSION AND DECISION ITEMS**

**Selwyn District Council**

SDC LTP Working Group established – One Water Strategy members (Craig Pauling, Bridget Robilliard, Megen McKay) and Executive SDC relationship Managers (Liz Brown, David Perenara-O’Connell, Trish Harrison-Hunt and Graham Nutira).

***Action*** – Find out whether SDC have budget to support this engagement.

**Charitable Trustees**

Trustee position for election 2023 is Malcolm Wards + 1 other (either Graham, Pari or Sam) to be decided at the trustee meeting on 5 July. Graham to advise Executive at the next hui.

***Action*** – Graham to discuss with trustees and report back to Executive.

**Te Mātāpuna Constitution**

To be submitted at the hui on Wednesday 13th June.

***Action -***

1. Pari to confirm with Executive that Constitution amendments sought by the Executive were accepted and if not, what and why not?
2. Once Constitution confirmed, Executive to run EOI for Director role.

**Coastal Environment - Tim Sansom hui**

Discussion:

* ECan staff, SDC, and Rūnanga to have a hui regarding the coastal erosion.
* Graham advised that Les Wanhalla and he have been meeting with ECan, SDC and others on this kaupapa, but unsure of extent or next steps.
* Liz Brown to discuss with Les.
* Action - Executive to arrange meeting with parties at the marae.

**Structure review wānanga**

Planning July Wānanga

Discussion points:

* Is there anyone who can help with building a robust framework of what everyone wants with the new structure.
* Chair to send everyone the reviewed structure and to ask Megen if she has capacity to help.
* Staff feedback paper included in the agenda pack but not discussed.

***Action*** – Executive to have a wānanga before the whole rūnanga wānanga on this kaupapa

**Greenpark Huts**

Discussion:

* Is there a Taumutu position?
* Support removal of huts, working closely with whānau.
* Has correspondence been sent to Doc about lower Selwyn Huts and is it consistent with TRoNT’s plans for Green Park Huts?

***Action*** – Office to email DOC advising seek consistency with TRoNT approach

**Marae Reserve**

Per rūnanga hui request, beneficiary meeting minutes shared with Marae Trustee Chair. Nothing further requested so can move forward with this kaupapa.

**Moved** that:

1. Engage a lawyer for the easement and any conveyancing.
2. Instruct our lawyer Adrienne Paul, to make the application to the Māori Land Court (MLC) to investigate the title.

**Liz Brown/Trish Harrison Hunt Carried**

***Action*** – Chair to advise Megen of outcome and proceed with the work.

**Policy and Procedure review**

* Employment policies and procedures ready for adoption.
* Long-Service leave to be considered as part of the banding review.
* Health & Safety – under consultation and Executive invited to attend wananga with staff.
* Financial Policies – Working Group recommendation accepted but Executive members to be unpaid.

**Moved**

1. Adopt theEmployment policy.
2. Financial Policies Working Group Members
	* Executive member = Treasurer, Portfolio leaders x3, Pari Hunt
	* Staff members = Rose and Megen

**Trish Harrison Hunt/David Perenara O’Connell Carried**

***Action –*** Liz B to update Megen

**Budget 2023-2024**

Discussion:

* Why is the amount between marae power and office power so different? Connected to water pump costs?
* Staff – Unsure whether budget includes all staff for the financial year

***Action -***

1. To be adopted at the July Rūnanga hui
2. Feedback to Treasurer well before then
3. Liz B to ask Megen to provide info on the staff and power query

**Financial report**

New Accountant – Need to progress at pace to prepare for year end. Discussion whether to wait.

**Moved** to engage new accountant now, before year end, and decision to be delegated to Treasurer and current Interim Operations Manager.

**Trish Harrison Hunt/Pari Hunt Carried**

**General Business**

Nil

**Karakia:**

Rulon Nutira