



Ngāti Rehua Ngātiwai ki Aotea Trust

Ka tangi Tukaiāia ki te moana e haere ana a Ngātiwai ki uta. Ka tangi Tukaiāia ki uta e haere ana a Ngātiwai ki te moana.

#11 NRNWKA Trust Meeting Minutes Ref:2109- 10

Date and Time:	Friday 10 th September 4pm
Trustees:	Opo Ngawala, Taumata Toki, Jeff cLeave, Grant Tipi Howe, Rosanna Whaanga
Attendees:	Tyne Martin, Pam Armstrong
Agenda Item	Details
Karakia / Mihimihi	Opo Ngawaka
1. Apologies	Nil
2. Previous Minutes	Resolution 1: That the minutes be received and confirmed Moved: Jeff Cleave Seconded: Taumata Toki Carried
3. Matters Arising	Matters Arising #10 Refer email from Tipi 9/1/21 Tipi's response was tabled and will be attached to #10 minutes
4. Code of Conduct / Standards for Trustees	The draft Code of Conduct policies were tabled. Preference for the policy that outlines ethics, conduct and practice. Action 1: Trustees to review and give feedback over the next week. Discussion re Trustee Conduct. Refer email thread between two trustees 5 Sept. This constitutes misconduct. Resolution needs to be fair just and equitable. Matters like this must be addressed appropriately. Prior to this meeting, there was a resolution between the two parties to meet, however a statement retracting those remarks is requested. Conflict Resolution Outcome: Apology offered and accepted. An email retraction will follow. All trustees confirmed that they were satisfied with this pathway to resolution. Whakawatea - agreement to proceed with the agenda. Action 2: The Conflict resolution policy to be developed. The Code of Conduct system requires a clear outcome/warning process. Kaumatua input is welcomed into all tikanga matters
5. Financials	Tyne Martin reported on the financials Filing due 30 September with Charities. This needs an extension. IRD – Tyne and Opo have been added to IRD. GST return is due every 2 months. Overdue returns. IRD has noted that the Trust is in a handover period. Resolution 2: That payment to Election Services as per invoice be approved. Moved: Jeff Cleave Seconded: Taumata Toki Carried



	<p>Action 3: That a letter be sent to the Charities commission seeking a 6 month extension</p> <p>Action 4: Jeff to follow up with DOC regarding invoices that require reconciliation</p> <p>Action 5: Tyne to follow up with Bryn to set up a centralised email for accounts</p> <p>Action 6: Confirmation on the correct logo is required</p> <p><u>Xero</u> -There is some tidy up required in Xero for reconciliation. Tyne has liaised with the accountant.</p> <p>Xero access will be view only for Trustees and entries will be administered by Tyne and Pam. Tyne outlined the system for approvals.</p> <p>Require additional capacity to track projects</p> <p>Resolution 3: That the xero system for projects be upgraded at an additional \$10 per month. That Xero ‘view only’ access be granted for Trustees and additional admin rights to Tyne Martin.</p> <p>Moved: Jeff Cleave /Tipi Howe Carried</p> <ul style="list-style-type: none"> • Discussion on recommendation from Tavake’s email 9/10 regarding difficulties with Kiwi Bank requirements and option to change the Bank. • Action 7: Check if this is an actual policy for other banks to require Trust Deed listing all trustees. • JFN grant preference is for a separate account.
<p>6. Status of Actions</p>	<p>Discussion on Status of Actions from Previous Meetings</p> <p>Actions Meeting #7</p> <ul style="list-style-type: none"> • Tyne to seek advice on how the Trust proceeds in regard to the financials. <i>In progress</i> • Xero access to be actioned. <i>Completed</i> • Moving forward the Trust files can be stored at the future office and in the cloud. Meanwhile Storage King can be kept for another 2 months. Tyne to make allowance for payments and advise Storage King. . <i>In progress</i> • Tyne to check with Kawa Marae about insurance and speak with an insurance broker. <i>In progress</i> • Tyne to draft policies regarding internal controls- Key policy will be the remuneration policy. Any policies must align to the Trust Deed. . <i>In progress</i> • Invite Bryn to draft IT policies for Trustees review . <i>In progress</i> • Any other policies that Trustees have an interest in and/or can assist with are to be sent to Tyne. <i>In progress</i> • Tyne to email IRD – Yvonne Willie <i>Completed</i> <p>2: That a policy be developed for Conflict of Interest as well as standing orders – Assigned to Pam – <i>Draft completed for Conflict of Interest – Standing Orders In progress</i></p> <p>3: Update /panui to go out to everyone. Trustees to check draft from Pam- <i>In progress</i></p> <p>4: Chair and Deputy Chair to make initial contact with the respective bodies and get more information of what is involved, as a matter of urgency. To report back at the next meeting. <i>In progress</i></p> <p>5: Zoom meeting to deliberate and discuss a considered response. Don Prince, Ken and others to be invited to the discussion. Opo to confirm .<i>Meeting completed 6/9 4pm Refer #10 minutes</i></p>



	<p>6: Pam to send confirmation letter which will also advise ‘that there are Mana whenua engagement guidelines’ which can be discussed further. <i>Completed</i></p> <p>7: Pam to respond with a letter advising that any ‘naming’ involves kaumatua input. And that the matter will be put on the agenda of the next kaumatua meeting. <i>Completed</i></p> <p>8: Tyne to ask Bryn to work on google search updates. Website Domain name approved – <i>Website In progress. Request for Bryn to upload minutes</i></p> <p><u>Actions Meeting # 8</u></p> <p>1: The invitation letters for representation be sent to the Marae Chairs and to the Community Groups. <i>Completed 4/9</i></p> <p>2: Create clear processes and procedures around the governance structure to ensure the subcommittee understands their obligations This needs to include policy that first rights for roles /contracts are to go to mana whenua subject to skill sets or support pathway to attain those skill sets. <i>In progress. Draft in progress – Discussions with Makere. Terms of reference draft in progress</i></p> <p>3: To request the list of contracts that GBI are engaged in. Mandate for new agreements will sit with the new governance structure. <i>Letter sent 4/9</i></p> <p>4: That a summary be provided to the Chairs. This supports transparency. <i>6/9</i></p> <p><u>Actions Meeting # 9</u></p> <p>Letters approved. Check with Richard if the Treaty Office letter should include a sentence re Portfolio contact. Pam to send final letters to Trustees. – <i>Completed. Letters sent.</i></p> <p><u>Actions Meeting #10</u></p> <p>1: That at future kaumatua taumata hui, kaumatua have a discussion on the boundary area’s for wahi tapu. – <i>Noted for the next kaumatua meeting agenda. Any further consent applications it would be important to include kaumatua.</i></p> <p>2: That NRNWKA Trust contact the relevant entity, to inform that any work such as CVA’s relevant to Aotea are to be directed to mana whenua ie via the NRNWKA Trust Board. It is not appropriate for others (such as Manuhiri) to offer to do these. <i>In progress</i></p> <p>3 To advise Graeme Cleary of the outcome and that any work needs to be resourced. <i>In progress. Initial email sent and follow up call with Chair. <u>Opo to give update</u></i></p>
<p>7. Kaumatua Taumata</p>	<p>Action 8: Opo to progress the kaumatua taumata as a priority.</p>
<p>8. Entity Structure</p>	<p>Jan Piahana had been invited to present at this meeting, but due to time this will be deferred to the next meeting.</p>
<p>9. Report on Caluepa Seaweed</p>	<p>Report from Jeff. Keeping communication lines open. Caluepa is a serious issue as the spread is greater than initially thought. No take area. First point of contact for enforcement is Marine authority. Will train up HFP roles. Rāhui on all of Aotea? That is a discussion for a later date.</p>
<p>10. Lease arrangement for DOC buildings</p>	<p>Jeff has spoken with Kirsty at DOC regarding a lease arrangement. She offered a zero lease. Jeff has recommended an annual \$1 annual lease.</p>



Ngāti Rehua Ngātiwai ki Aotea Trust

Ka tangi Tukaiāia ki te moana e haere ana a Ngātiwai ki uta. Ka tangi Tukaiāia ki uta e haere ana a Ngātiwai ki te moana.

11. Tū mai taonga	There is a lot to discuss with regards to Tū mai taonga, therefore a meeting will be held on Sunday at 4pm to consider the papers and other matters. Cilla and Richard to be invited to attend.
12. Outstanding agenda items	Due to a number of outstanding matters on the agenda, it was agreed that there will need to be a series of meetings scheduled to cover these off and then thereafter the Trust should be ready to open the meetings.
13. Next Meeting	Sunday 12 September, 4pm
Karakia Whakamutunga	Meeting closed 6pm with a karakia -Jeff Cleave
Summary of Resolutions	<p><u>Resolution 1:</u> That the minutes be received and confirmed Moved: Jeff Cleave Seconded: Taumata Toki Carried</p> <p><u>Resolution 2:</u> That payment to Election Services as per invoice be approved. Moved: Jeff Cleave Seconded: Taumata Toki Carried</p> <p><u>Resolution 3:</u> That the xero system for projects be upgraded at an additional \$10 per month. That Xero 'view only' access be granted for Trustees and additional admin rights to Tyne Martin. Moved: Jeff Cleave /Tipi Howe Carried</p>
Summary of Actions	<p>Action 1: Trustees to review and give feedback on Policy over the next week.</p> <p>Action 2: The Conflict resolution policy to be developed. The Code of Conduct system requires a clear outcome/warning process. Kaumatua input is welcomed into all tikanga matters</p> <p>Action 3: That a letter be sent to the Charities commission seeking a 6 month extension- Tyne</p> <p>Action 4: Jeff to follow up with DOC regarding invoices that require reconciliation</p> <p>Action 5: Tyne to follow up with Bryn to set up a centralised email for accounts</p> <p>Action 6: Confirmation on the correct logo is required</p> <p>Action 7: Check if this is an actual bank policy to require Trust Deed has all trustees listed.- Tyne</p> <p>Action 8: Opo to progress the kaumatua taumata as a priority.</p>

Minutes confirmed: 12 Sept 2021

Approved: Opo (Lewis) Ngawaka - Chairman