



#4 NRNWK A Trustee Meeting Minutes

Ref:2108- 22

Date and Time:	22 August 2021 Meeting commenced: 3.00 pm
Venue	Zoom Meeting
Trustees	Lewis (Opo) Ngawaka, Taumata Toki, Rosanna Beazley Whaanga, Jeffrey Cleave, Grant (Tipi) Howe
Attendees	Tyne Martin, Pam Armstrong
Item	Details
Karakia / Mihimihi	Jeffrey /Opo
1. Apologies	Nil
2. Previous Minutes	<p>Resolution 1 That the Minutes recorded as per the audio format be approved. Moved: Opo Ngawaka Seconded: Jeff Cleave. Carried</p> <p>Matters Arising: Nil</p> <p>Action 1: Pam to complete a written version of the minutes</p>
3. Secretary and Treasurer roles Accepted	<p>The invitations extended to Pam Armstrong to undertake the Secretary role and Tyne Martin to undertake the Treasurer role were accepted. Note: These roles do not have voting rights.</p> <p>The Chair has a specific Trust email-ngatirehuachair@gmail.com</p> <p>Pam will use the other email ngatirehuatrustboard @gmail.com to receive and send out any Trust related correspondence.</p>
4. Financials	<p>Discussion regarding financial controls / processes and tasks</p> <p>Moving forward a review of processes needs to be completed. There are some basics – eg while payments can be made retrospectively, there needs to be set limits and under no circumstances can anyone approve their own payments.</p> <p>Tavake (past interim Chair) has agreed to make payments (as approved by trustees) until the change of signatories has been completed.</p> <p>Action 2: Opo to advise Tavake of the appointment of the Treasurer and Secretary roles – The list of outstanding payments is required for approval before payments are processed.</p> <p>Action 3: Once the request for payment list is received, Tyne will distribute the schedule via email in preparation for approval at the next Trustee’s meeting.</p> <p>Action 4: IRD information – Pam to send letter to Bruce Davies with excerpt of minutes approving Tyne as the Treasurer. Bruce will then release details– Monthly returns are due.</p>



Ngāti Rehua Ngātiwai ki Aotea Trust

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<p>5. Tū Mai Taonga</p>	<p>Discussion re Tū Mai Taonga project The application is due 27th August. There will be no extensions. Refer emails from Opo to Trustees 21/8</p> <ul style="list-style-type: none"> - Letters showing at least 50% support are required - Document from Jo Ritchie (Independent Contractor) re milestones, needs to be discussed and finalized at the zoom meeting scheduled for Tuesday. - There will be a separate committee set off the Board to help set the planning process in place. <p>Darren Cleave (Motairehe Marae Chair) has been invited to the zoom meeting. The key outcome sought is to get the application across the line. There are a number of key stakeholders involved, however the Trust will be the Governing body responsible for the Project. Action 5 – Request draft of milestones from Jo Ritchie joritchie.kaiarahi17@xtra.co.nz and forward to trustees</p>
<p>6. Akapoua Offices</p>	<p>The Chair was advised by Kirsty from DOC, that the Akapoua Offices are available for use as a base for the Trust. Action 6: Opo to set up a time for the visit with Kirsty after lockdown with a view to formalizing the offer from DOC. This visit will include a discussion on a lease agreement.</p>
<p>7. Overlapping Claims</p>	<p>Overlapping Claims re Marutuahu NWTB have been invited to visit the island to discuss this with people in person. Trustees are prepared to attend in support . Action 7: Contact Tania McPherson (NWTB) to confirm a new date, given that the proposed 3 Sept lockdown situation and this being unlikely .</p>
<p>8. Taumata kaumatua roopu</p>	<p>Discussion re Taumata kaumatua roopu Code of conduct Tikanga</p>
<p>9. Registrations</p>	<p>Registrations are managed by Elections NZ. There will be further fees to pay. They will continue until such time the Trust have the capacity to manage the role. The kaumata validation process needs to be confirmed – The people (not the trustee's) will determine who the kaumatua validation group will be. Action 8: Pam to contact ElectionsNZ to request a demographic type summary of the voters and current status.</p>
<p>10. Funding</p>	<p>Capacity Building Funds – are available at Auckland Council Action 9: Jeff will forward the email from the council contact and the funding will be discussed at a future meeting. Support for Funding portfolio -Sonya Palmer has strengths in this area Action 10: That Sonya Palmer be invited to assist with the funding portfolio. Trustees can also support, together with the Secretary and the Treasurer Multi passes – There will be a process to ensure these are recorded.</p>
<p>11. Open Meetings</p>	<p>The platform that Manu Taupunga campaigned on included transparency There is an intent for open meetings Protocols will need to be set, so that meeting processes are clear and meetings can be run effectively Considerations include: Stability of the zoom link with increased numbers. Recommended: Apply mute function for other attendees. Utilise and moderate the chat function Address questions at the conclusion The meeting will follow the agenda – Any additional items added to the general business after the agenda is confirmed can only be covered subject to availability of time</p>



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	Important that the Board packs are sent out in time for trustees to prepare for the meeting. This will enable a more streamlined approach.
12. Governance	Governance Training – Date to be set once we know timelines regarding the COVID restrictions. Pam offered to facilitate, to save costs. Strategic Plan – To involve all of the hapu Annual Plan – This will follow the strategic plan
13. Priorities for the Current Workplan	List of priorities to include but not necessarily limited to the following: Tu Mai Taonga Revisit Deed of settlement Ahu Moana Programme Manu Whenua Kaitiaki Forum Hauraki Gulf Forum Iwi Liaison to Aotea Local Board Portfolios and representations for economic development, environment etc Letter of Removal re Nicola McDonald (as per AGM resolution) Copies of letters from Tavake Communications Strategy – Website and Social Media main channels Project Management Governance role with DOC Create an initial communication to update the hapu. Invite awahi in the areas where assistance is required
14. Caulerpa Brachypus	Update from Jeff on Caulerpa Brachypus in Okupe/ Blind Bay.
15. Karakia Whakamutunga	Meeting concluded 5.30pm with karakia from Opo
16. Summary of Resolutions	Resolution 1 That the Minutes recorded as per the audio format be approved. Moved: Opo Ngawaka Seconded: Jeff Cleave. Carried



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17. Summary of Actions	Timeframe for assigned Actions – By Next meeting
Pam	<p><u>Pam:</u></p> <p>1: Complete a written version of the previous meeting's minutes</p> <p>4: IRD information – Pam to send letter to Bruce Davies with excerpt of minutes approving Tyne as the Treasurer. Bruce will then release details– Monthly returns are due.</p> <p>5: Request draft of milestones from Jo Ritchie joritchie.kaiarahi17@xtra.co.nz and forward to trustees</p> <p>8: Contact ElectionsNZ to request a demographic type summary of the voters and current status.</p>
Opo	<p><u>Opo:</u></p> <p>2: Advise Tavake of the appointment of the Treasurer and Secretary roles – The list of outstanding payments is required for approval before payments are processed.</p> <p>6: Set up a time for the visit with Kirsty after lockdown with a view to formalizing the offer from DOC. This visit will include a discussion on a lease agreement.</p> <p>7: Contact Tania McPherson (NWTB) to confirm a new date, given that the proposed 3 Sept lockdown situation and this being unlikely</p> <p>10: Invite Sonya Palmer to assist with the funding portfolio.</p>
Tyne	<p><u>Tyne:</u></p> <p>3: Distribute the payment schedule via email in preparation for approval the next Trustee's meeting.</p>
Jeff	<p><u>Jeff:</u></p> <p>9: Forward the email from the council contact and the funding will be discussed at a future meeting.</p>
18. Next Meeting	Wednesday 26 th August 2021- 6pm via zoom Join Zoom Meeting https://us02web.zoom.us/j/8782358962?pwd=QkszMlJlTnJpRjJlUDhqc2B1MEc2QT09 Meeting ID: 878 235 8962 Passcode: 714354 One tap mobile +6498846780 ,8782358962# New Zealand
19. Next Agenda	<p><u>Standing Agenda Items TBC</u></p> <p>2. Previous Minutes and Matters Arising</p> <p>3. Actions from Previous meeting</p> <p>4. Update from Tū Mai Taonga meeting</p> <p>6. Approval of Payments</p> <p>7. General Business</p>

Minutes Confirmed:

Opo (Lewis) Ngawaka - Chairman

Date: 25th August, 2021



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