



# Ngāti Rehua Ngātiwai ki Aotea Trust

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

## #7 NRNWKA Minutes– 1<sup>st</sup> September 2021 5 pm Ref:2109- 01

Date and Time:	1 Sept 2021 Meeting commenced: 5.00 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
<b>AGENDA</b>	<p>Mihi/Karakia</p> <ul style="list-style-type: none"> <li>-Apologies</li> <li>-Financial Report - Tyne</li> <li>-Previous Minutes #5 Confirmed</li> <li>-Previous Minutes #6 Tū Mai Taonga Confirmed</li> <li>-Matters Arising</li> <li>-Status of Actions from Previous Minutes</li> <li>-Correspondence Register</li> <li>-Conflict of Interest Register</li> <li>-Contact with other Trust nominees</li> <li>- Discussion re Portfolios</li> <li>- Discussion re List of Representative Bodies</li> <li>-Agenda Items from Previous Meeting</li> <li>-CVA application (Graham Cleary)</li> <li>-Filming request</li> <li>-Species Name request</li> <li>General Business</li> <li>- IT update</li> <li>- Funding update</li> <li>- Upcoming Dates</li> </ul>
<b>1. Mihi/Karakia</b>	Opo Ngawaka
<b>2. Apologies</b>	<p>Nil</p> <p><b>Note:</b> Start time- If there is a quorum, meetings will start no later than 5 minutes from the scheduled time.</p>
<b>3. Financial Report</b>	<p>Tyne Martin presented the financial report</p> <p>Financials spreadsheet (Refer attached document)</p> <p>Updated screenshot of the bank account provided by Tavake</p> <p>Accounts payable (invoices sent). Tavake has recommended these be paid</p> <p>Quotes/prices for internet/mobile phone services</p> <p>Insurance requirements</p> <p>Update on the IRD account handover and charities services requirements.</p>



# Ngāti Rehua Ngātiwai ki Aotea Trust

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

	<p>Two documents downloaded from the Certified Practicing Accounting database in relation to NFP boards presented for review. Brief presentation on internal controls, policies and procedures.</p> <p>Discussion: Financials received at AGM were all drafts. The 2015, 2016, 2017, 2018 financials will need to be looked at.</p> <p><b>Actions 1:</b></p> <ul style="list-style-type: none"> <li>• Tyne to seek advice on how the Trust proceeds in regard to the financials.</li> <li>• Xero access to be actioned.</li> <li>• 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.</li> <li>• Tyne to check with Kawa Marae about insurance and speak with an insurance broker.</li> <li>• Tyne to draft policies regarding internal controls- Key policy will be the remuneration policy. Any policies must align to the Trust Deed.</li> <li>• Invite Bryn to draft IT policies for Trustees review</li> <li>• Any other policies that Trustees have an interest in and/or can assist with are to be sent to Tyne.</li> <li>• Tyne to email IRD – Yvonne Willie</li> </ul> <p><b>Resolution 1:</b> That the accounts payable as per the schedule be approved Moved: Jeff Cleave    Seconded: Taumata Toki    Carried</p> <p><b>Resolution 2:</b> That an upgrade of internet and /or phone is pre approved for those trustees living on Aotea. Moved: Tipi Howe    Seconded: Rosanna Whaanga    Carried</p>
<p><b>4. Previous Minutes #5 25/8/21</b></p>	<p>Matters Arising from the Minutes</p> <ul style="list-style-type: none"> <li>- Changing of the Bank accounts to be carried forward</li> </ul> <p><b>Resolution 3:</b> That the minutes #5 25/8/21 be received and confirmed Moved: Opo Ngawaka    Seconded: Taumata Toki    Carried</p>
<p><b>5. Previous Minutes #6 27/8/21</b></p>	<p>Matters Arising from the Minutes</p> <ul style="list-style-type: none"> <li>- Further discussion of the subcommittee is required</li> <li>- A follow up meeting to be scheduled with Marae Chairs</li> </ul> <p><b>Resolution 4:</b> That the minutes #6 27/8/21 be received and confirmed Moved: Taumata Toki    Seconded: Jeff Cleave    Carried</p>
<p><b>6. Action Points Meeting #5 25/8/21</b></p> <p><i>Note: Status in Italics</i></p>	<p><b>Status update on the Actions from the Previous Meeting #5</b></p> <p><b>1:</b> That the list of representative bodies be collated with a priority on the key groups- Taumata and Jeff to email details, prior to next meeting – <i>Completed. For discussion on the agenda.</i></p> <p><b>2:</b> Opo to liaise with Richard regarding the letters of introduction- Pam to follow up <i>In progress. Richard has commenced drafting the letters for the Chair to sign off.</i></p> <p><b>3:</b> Tyne to advise Kelly that she can be paid at a higher rate of 79 cents per km <i>Completed.</i></p> <p><b>4:</b> Tyne to research costs and speak with Morton re upgrade on connectivity and communications for those on Aotea -<i>Completed. Refer financial report.</i></p>



# Ngāti Rehua Ngātiwai ki Aotea Trust

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

	<p><b>5:</b> Jeff, Tipi and Taumata would like to see written confirmation of what was agreed at the Tū Mai Taonga meeting/minutes. Pam to request via email Final hui tomorrow at 3.30pm. Subject to written confirmation of the above as reported by the Chair and Deputy Chair, the Trustees give approval. If this is to the contrary they do not approve. <i>Completed. Refer minutes #6</i></p> <p><b>6:</b> Jeff and Opo to prepare a letter to MBIE from the Trust <i>Completed. Pam sent email to MBIE.</i></p> <p><b>7:</b> IT advise to be sought on a possible solution. <i>Completed. IT Administrator Bryn provided advice.</i></p>
<p><b>7. Correspondence Register</b></p>	<ul style="list-style-type: none"> <li>• Anderson, Lillian &lt;lil.anderson@tearawhiti.govt.nz&gt;Monday, 23 August To Inform Tamaki Makaurau Maori Response Collective representative</li> <li>• Charlie Clarke &lt;cclarke@doc.govt.nz Thu, Aug 26, 2021 Subject: Key contact for statutory mahi</li> <li>• Graeme Cleary 24 August 2021 Subject: CVA request</li> <li>• Kina Scollay 24 August 2021 Subject: Filming on Aotea Great Barrier Island and Hauraki Gulf Tikapa Moana</li> <li>• Marley Ford <a href="mailto:mfecobotany@gmail.com">mfecobotany@gmail.com</a> 25 August Subject: Request to name the lichen species 'Psoroma unahi', Psoroma being the genus name and 'unahi' for the fish-like scales the lichen has.</li> <li>• Ngā Ratonga Kaupapa Atawhai   Charities Services – Change of Address Request</li> <li>• Community Matters – Funding Applications <ul style="list-style-type: none"> <li>▪ Sophia Newton <a href="mailto:SNewton@heritage.org.nz">SNewton@heritage.org.nz</a> Mātauranga Māori Contestata</li> </ul> </li> <li>• Tu Mai Taonga emails</li> <li>• John Walsh - MBIE</li> <li>• Tech soup - IT</li> <li>• Elections NZ – Registration and Report</li> <li>• NWTB Tania Mcpherson – Overlapping Claims</li> <li>• Tavake – Finance emails</li> <li>• Bruce Davies- IRD matters</li> <li>• Te Kahui Mangai – Contact details for Directory</li> <li>• Bryn Palmer – IT matters</li> <li>• Richard Harrison – Advice on Letters</li> </ul> <p><b>Resolution 5:</b> That the Correspondence summary be received Moved: Jeff Cleave      Seconded: Taumata Toki      Carried</p>
<p><b>8. Conflict of Interest Register</b></p>	<p>It is important that any conflicts or potential conflicts are declared and recorded for each meeting.</p> <p><b>Action 2:</b> That a policy be developed for Conflict of Interest as well as standing orders – Assigned to Pam</p>
<p><b>9. Contact with other Trust nominees</b></p>	<p>Chair has made contact with other nominees, Marilyn, Larz, Shelley, Lisa All are supportive of the Kaupapa but have declined active involvement.</p> <p><b>Action 3:</b> Update /panui to go out to everyone. Trustees to check draft from Pam</p>
<p><b>10. Discussion Re Portfolios</b></p>	<p>Each of the Trustees spoke to their interests and associated skill sets Discussion on best match and process.</p>



# Ngāti Rehua Ngātiwai ki Aotea Trust

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

	<p><b>Resolution 6:</b> That the following Portfolio's be confirmed          That Taumata Toki be confirmed as the <b>Tiriti /Treaty portfolio</b> lead with Rosanna Whaanga as alternate          Moved: Opo Ngawaka / Seconded Jeff Cleave Carried          That Jeff Cleave be confirmed as the <b>Transport and Infrastructure portfolio</b> lead          Moved: Taumata Toki Seconded Rosanna Whaanga Carried          That Tipi Howe be confirmed as the <b>Housing Health and Language portfolio</b> lead          Moved: Taumata Toki Seconded Opo Ngawaka Carried</p> <p>Discussion –Jeff, Opo, Rosanna all expressed an interest in the environment portfolio. This is the largest portfolio. Option to choose one lead, or have shared leads for the key areas within Environment. Preference that what ever option is decided that there is a consensus. If no consensus then decisions are made by majority vote. The decision on preferred option is deferred for further discussion/consideration.          Noted that there are also other portfolios such as Youth and Education.          There is also the list of key roles that the Chair and Deputy Chair are expected to attend.</p>
<p><b>11. Discussion re Representation on Various Bodies</b></p>	<p>The Chair and Deputy Chair are expected to represent the Trust on a number of high level governance bodies.          Availability and Access are important considerations. It is important to understand exactly what is involved and if these roles can all be covered by the Chair and Deputy Chair  <b>Action 4:</b> 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.</p>
<p><b>12. CVA application (Graham Cleary)</b></p>	<p>This matter was deferred at the previous meeting. Discussion regarding the application. The area concerned is a very significant wahi tapu. Opo has spoken with Don Prince. The Trustees are not supportive of the application, however a clear response is required. Deadline is 7<sup>th</sup> September.  <b>Action 5:</b> Zoom meeting to deliberate and discuss a considered response. Don Prince, Ken and others to be invited to the discussion. Opo to confirm the meeting time.</p>
<p><b>13. Filming Request</b></p>	<p>This matter was deferred at the previous meeting. Discussion regarding Blue Light Filming Request. Kina Scollay email 24 August 2021 requesting Filming on Aotea Great Barrier Island and Hauraki Gulf Tikapa Moana          Acknowledgement of mana whenua is key. The powhiri and whakawatea process is integral to engagement.  <b>Action 6:</b> Pam to send confirmation letter which will also advise 'that there are Mana whenua engagement guidelines 'which can be discussed further.</p>
<p><b>14. Species Name Request</b></p>	<p>Request to name the lichen species 'Psoroma unahi', Psoroma being the genus name and 'unahi' for the fish-like scales the lichen has  <b>Action 7:</b> 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.          Discussion- Is kaumatua meeting inclusive of all NRNWKA kaumatua or just those on Aotea? Inclusive approach.</p>
<p><b>General Business</b></p>	



# Ngāti Rehua Ngātiwai ki Aotea Trust

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

<p><b>15. IT update</b></p>	<p>Bryn Palmer accepted the role as IT Administrator. He will be looking at the best IT options for the Trust and will manage the website. Meeting held with Secretary, Elections NZ and Bryn.</p> <p>Bryn can build a system for the Trust utilising Microsoft applications. Sharepoint and Project Manager can be integrated. In the future he will look at IT equipment via Techsoup who have discounts for Charitable Trusts.</p> <p><b>Action 8:</b> Tyne to ask Bryn to work on google search updates.</p>
<p><b>16. Funding Update</b></p>	<p>Sonya Palmer has accepted the lead role supporting Funding Applications on behalf of the Trust. Pam and Tyne will support this role as well as trustees who have availability. Currently working on 3 applications Matauranga Maori, COVID support and Suicide Prevention support.</p> <p><b>Resolution 7:</b> That Sonya Palmer be confirmed as profile secretary for the purpose of funding applications re Community Matters and other funding sites. Moved: Jeff Cleave Seconded: Rosanna Whaanga Carried</p>
<p><b>17. Upcoming Dates</b></p>	<p>Overlapping Claims Hui postponed until after lockdown . Tania McPherson (NWTB) will advise new proposed date.</p>
<p><b>18. Other Matters</b></p>	<p>Meeting regarding Transition of Tu Mai Taonga to be held 10 am Thursday 2<sup>nd</sup> September</p> <p>Pam to record via zoom or take minutes.</p> <p>At end of meeting complete two Trust matters</p> <ul style="list-style-type: none"> <li>- Letters from Richard for discussion/approval</li> <li>- Finalise the draft panui</li> </ul>
<p><b>19. Karakia Whakamutunga</b></p>	<p>Meeting concluded 8.30pm with karakia</p>
<p><b>20. Next Meeting</b></p>	<p>Thursday 2<sup>nd</sup> September 10am</p>
<p><b>21. Next Agenda</b></p>	<p>TBC</p>
<p><b>22. Summary of Resolutions</b></p>	<p><b>Resolution 1:</b> That the accounts payable as per the schedule be approved Moved: Jeff Cleave Seconded: Taumata Toki Carried</p> <p><b>Resolution 2:</b> That an upgrade of internet and /or phone is pre approved for those trustees living on Aotea. Moved: Tipi Howe Seconded: Rosanna Whaanga Carried</p> <p><b>Resolution 3:</b> That the minutes #5 25/8/21 be received and confirmed Moved: Opo Ngawaka Seconded: Taumata Toki Carried</p> <p><b>Resolution 4:</b> That the minutes #6 27/8/21 be received and confirmed Moved: Taumata Toki Seconded: Jeff Cleave Carried</p> <p><b>Resolution 5:</b> That the Correspondence summary be received Moved: Jeff Cleave Seconded: Taumata Toki Carried</p> <p><b>Resolution 6:</b> That the following Portfolio's be confirmed: That Taumata Toki be confirmed as the <b>Tiriti /Treaty portfolio</b> lead with Rosanna Whaanga as alternate Moved: Opo Ngawaka / Seconded Jeff Cleave Carried That Jeff Cleave be confirmed as the <b>Transport and Infrastructure portfolio</b> lead Moved: Taumata Toki Seconded Rosanna Whaanga Carried</p>



# Ngāti Rehua Ngātiwai ki Aotea Trust

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

	<p>That Tipi Howe be confirmed as the <b>Housing Health and Language portfolio</b> lead Moved: Taumata Toki Seconded Opo Ngawaka Carried</p> <p><b>Resolution 7:</b> That Sonya Palmer be confirmed as profile secretary for the purpose of funding applications re Community Matters and other funding sites. Moved: Jeff Cleave Seconded: Rosanna Whaanga Carried</p>
<b>23. Summary of Actions</b>	<p><b>Actions 1:</b></p> <ul style="list-style-type: none"><li>• Tyne to seek advice on how the Trust proceeds in regard to the financials.</li><li>• Xero access to be actioned.</li><li>• 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.</li><li>• Tyne to check with Kawa Marae about insurance and speak with an insurance broker.</li><li>• Tyne to draft policies regarding internal controls- Key policy will be the remuneration policy. Any policies must align to the Trust Deed.</li><li>• Invite Bryn to draft IT policies for Trustees review</li><li>• Any other policies that Trustees have an interest in and/or can assist with are to be sent to Tyne.</li><li>• Tyne to email IRD – Yvonne Willie</li></ul> <p><b>Action 2:</b> That a policy be developed for Conflict of Interest as well as standing orders – Assigned to Pam</p> <p><b>Action 3:</b> Update /panui to go out to everyone. Trustees to check draft from Pam</p> <p><b>Action 4:</b> 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.</p> <p><b>Action 5:</b> Zoom meeting to deliberate and discuss a considered response. Don Prince, Ken and others to be invited to the discussion. Opo to confirm the meeting time.</p> <p><b>Action 6:</b> Pam to send confirmation letter which will also advise ‘that there are Mana whenua engagement guidelines ‘which can be discussed further.</p> <p><b>Action 7:</b> 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.</p> <p><b>Action 8:</b> Tyne to ask Bryn to work on google search updates.</p>

## Minutes Confirmed:

Opo (Lewis) Ngawaka - Chairman

Date: 5<sup>th</sup> September, 2021