



## #13 NRNWKA Board Meeting Minutes Ref:2109- 15

Date and Time:	Wednesday 15 <sup>th</sup> September 6pm
Trustees:	Opo Ngawaka, Tipi Howe, Taumata Toki, Jeff Cleave, Rosanna Whaanga
Others in Attendance:	Pam Armstrong, Tyne Martin, Jan Piahana, Marilyn Stephens, Hori Parata
Agenda Item	Details
<b>Karakia / Mihimihi</b>	Tipi Howe / Opo Ngawaka
<b>1. Apologies</b>	<b>Resolution 1:</b> Apologies received from Darren Cleave, Richard Harrison Moved: Jeff Cleave Seconded: Opo Ngawaka Carried
<b>2. Previous Minutes</b>	<b>Resolution 2:</b> That the previous minutes (#12) 12/9 be Received and confirmed Moved: Jeff Cleave Seconded: Opo Ngawaka Carried
<b>3. Matters Arising</b>	Matters arising from minutes #12 - Jeff followed up with the task re DOC Invoices
<b>4. Conflict of Interest Register</b>	Nil reported
<b>5. Financials</b>	Summary from Tyne Email received from Auditor. Extension granted from Charities Office. Two transactions to be allocated– GST not claimable Fuel account was related to the Covid Manaaki fund. Port Fitzroy store provided food, fuel for generators and gas bottles ie essentials <b>Resolution 3:</b> That Jess Thorne- Auditor be given approval to make changes to accounts receivable as per email Moved: Jeff Cleave Seconded: Rosanna Whaanga Carried <b>Resolution 4:</b> That letters be sent to key stakeholders outlining any relevant fee schedules or associated payments for NRNWKA Trust starting with current payments and then previous years. Moved: Jeff Cleave Seconded: Tipi Howe Carried
<b>6. Status of Actions</b>	<b>Status of Actions</b> <b>1:</b> Tyne to check with Kawa Marae about insurance and speak with an insurance broker. <i>In progress. Tyne contacting Bianca and then will look for comparative quotes.</i> <b>2:</b> Policies awaiting approval – <i>Deferred to next meeting</i> <b>3:</b> Update /panui to go out to everyone. <i>Bryn to post up on website</i> <b>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. <i>Update from the Chair. Summary table to be prepared.</i>



	<p>5. Edit letters if required and send to DOC and Charities Commission asap- <i>Charities letter completed and DOC letter awaiting portfolio name</i></p> <p>6. That a zoom hui is held for the Marae Chairs and NRNWKA Chair. Jan has volunteered to assist with this and will take minutes for this. <i>Email sent to Chairs requesting a date for a zoom.</i></p> <p>7. Taumata /Pam to send letter to Graeme Cleary from the Trust. <i>Letter completed.</i></p> <p>8. Feedback for Tū mai taonga TOR document to be completed. Also consider Criteria for the selection process. <i>Refer Agenda Item</i></p> <p>9. Taumata to collate information to help inform the kaumātua and communicate with them where possible prior to a scheduled zoom hui. Pam to provide links. <i>Can send out information via the respective kaumatua group channels ie via NW Kāhui kaumatua group, Whakapaumahara group, Kawa kaumatua group, Matapouri group and Motairehe group list.</i></p> <p>10. Entity Structure_– <i>To be progressed. Speak with Zella Morrison and others?</i></p>
<p><b>7. Correspondence</b></p>	<p>All emails forwarded to Trustees</p>
<p><b>8. Tu Mai Taonga</b></p>	<p>Need to finalise follow up letter to the community, Terms of Reference and MOU. Refer email 9/9.</p> <p>Consider how nominees will be selected by the Trust and deadline for nominations.</p> <p><b>Terms of Reference</b></p> <p><b>Action 1:</b> Request Nerina Howe assist with the track changes to the Tū mai taonga key documents in particular the Terms of Reference and send summary to Richard for review.</p> <p>The aim is to progress this so Richard can give feedback by Friday meeting.</p> <p>Criteria for Steering group reps needs to be received by next meeting.</p> <p>Deadline date – End of nominations could be a week after the Terms of Reference are sent out. TBC</p>
<p><b>9. Portfolios for Education and Environment</b></p>	<p><b>Confirmation of Education Portfolio</b></p> <p><b>Resolution 5:</b> That Grant (Tipi) Howe be confirmed as the lead for the NRNWKA Trust Education Portfolio Moved: Jeff Cleave Seconded: Opo Ngawaka Carried</p> <p>Tipi will confirm his attendance at the upcoming respective hui.</p> <p><b>Environmental Portfolio</b></p> <p>Discussion on option for a lead role as per other Portfolio’s or a shared portfolio team approach.</p> <p><b>Resolution 6:</b> That the Environmental Portfolio include three shared key areas representative of land, sea and air. Moved: Taumata Toki Seconded: Tipi Howe Carried</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.

	<p><b>Resolution 7:</b> That the environmental leads for the NRNWKA Trust be confirmed as follows: Opo Ngawaka - for matters relating to the moana, Jeff for matters relating to the whenua and Rosanna Whaanga for matters relating to the air. Moved: Taumata Toki Seconded: Tipi Howe Carried</p> <p><b>Resolution 8:</b> That Hori Parata be confirmed as advisor to the Environmental Portfolio. Moved: Tipi Howe Seconded: Jeff Cleave Carried</p> <p><b>Action 2:</b> Letter to be sent advising that Jeff will remain the lead for the Caluepa initiative in the interim.</p> <p><b>Action 3:</b> The Chair confirmed that Taumata continue to work on the rahui</p>
<b>10. Caluepa Update</b>	<p>Caluepa update from Jeff</p> <p>Controlled area notice on Monday. Beach castings. Health and Safety considerations for young people. Hori recommended to have a policy in place.</p> <p><b>Action 4:</b> Nerina Howe to give advice on a policy/policies re Health and Safety including young people, workers and volunteers/observers</p>
<b>11. Update on Chair/Deputy Chair Representations</b>	<p>Chair/Deputy Chair representations update given earlier in the meeting.</p>
<b>12. Memberships</b>	<p>Aotea Local Board- Jeff Cleave</p> <p>Aotea Conservation Parks Committee – Opo Ngawaka. This is a role appointed by DOC not the Trust</p> <p><b>Action 5:</b> Letter to Aotea Conservation Park advising the change of Trustees and advise that Nicola McDonald no longer represents NRNWKA Trust Board.</p>
<b>13. Policies</b>	<p>Deferred to next meeting</p> <p><b>Action 6:</b> Trustees to review the draft policies prior to the next meeting</p>
<b>14.</b>	<p><b>Resolution 9:</b> That a letter be sent expressing NRNWKA Trust interest in the role at the Information Centre. Moved: Jeff Cleave Seconded: Taumata Toki Carried</p>
<b>15. Open Meetings</b>	<p><b>Action 7:</b> Confirm at Friday meeting, the date for open meetings.</p> <p><b>Action 8:</b> Rosanna Whaanga volunteered to take on the role of preparing a monthly newsletter.</p> <p><b>Action 9:</b> That the Trust hold monthly open forums summarising activities for the month and this be an opportunity for questions and discussions. -The newsletter can be circulated same time as the meeting.</p>
<b>16. Chair/ Deputy Chair Reports</b>	<p><b>Action 10:</b> A combined Chairman / Deputy Chairs report to be prepared for Sunday meeting</p>



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<p><b>17. Trust Deed</b></p>	<p>Marilyn raised that there are two deeds. Which is the correct deed? May need to check.</p> <p>1-The one with the Trust Deed with seal on it 2017 registered with the Charities Office</p> <p>2-March 2005 deed at Companies office with the stamp of the Trust office which was the document in place before the Trust was deregistered</p> <p>It is the 1- 2017 Trust Deed. Richard can also advise.</p>
<p><b>18. Funding Update</b></p>	<p>Deferred– Invite Sonya for update</p>
<p><b>19. IT Update</b></p>	<p>Deferred– Invite Bryn to attend Friday meeting</p>
<p><b>20. Treaty Settlement Update</b></p>	<p>Deferred to Friday or Sunday meeting</p>
<p><b>21. Thankyou Letters</b></p>	<p>Deferred to Friday or Sunday meeting</p>
<p><b>22. Any other updates</b></p>	<p>Deferred to Friday or Sunday meeting</p>
<p><b>23. Next Meeting</b></p>	<p>Friday 1pm and then Sunday</p>
<p><b>Karakia Whakamutunga</b></p>	<p>Meeting closed 8.30pm with karakia - Taumata Toki</p>
<p><b>Resolutions Summary</b></p>	<p><b>Resolution 1:</b> Apologies received from Darren Cleave, Richard Harrison Moved: Jeff Cleave Seconded: Opo Ngawaka Carried</p> <p><b>Resolution 2:</b> That the previous minutes (#12) 12/9 be Received and confirmed Moved: Jeff Cleave Seconded: Opo Ngawaka Carried</p> <p><b>Resolution 3:</b> That Jess Thorne- Auditor be given approval to make changes to accounts recievable as per email Moved: Jeff Cleave Seconded: Rosanna Whaanga Carried</p> <p><b>Resolution 4:</b> That letters be sent to key stakeholders outlining any relevant fee schedules or associated payments for NRNWKA Trust starting with current payments and then previous years. Moved: Jeff Cleave Seconded: Tipi Howe Carried</p> <p><b>Resolution 5:</b> That Grant (Tipi) Howe be confirmed as the lead for the NRNWKA Trust Education Portfolio Moved: Jeff Cleave Seconded: Opo Ngawaka Carried</p> <p><b>Resolution 6:</b> That the Environmental Portfolio include three shared key areas representative of land, sea and air. Moved: Taumata Toki Seconded: Tipi Howe Carried</p>



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<b>Actions Summary #13</b>	<p><b>Action 1:</b> Request Nerina Howe assist with the track changes to the Tū mai taonga key documents in particular the Terms of Reference and send summary to Richard for legal advisor review.</p> <p><b>Action 2:</b> Letter to be sent advising that Jeff will remain the lead for the Caluepa initiative in the interim.</p> <p><b>Action 3:</b> The Chair confirmed that Taumata continue to work on the rahui Kaupapa.</p> <p><b>Action 4:</b> Nerina Howe to give advice on a policy/policies re Health and Safety including young people, workers and volunteers/observers.</p> <p><b>Action 5:</b> Letter to Aotea Conservation Park advising the change of Trustees and advise that Nicola McDonald no longer represents NRNWKA Trust Board.</p> <p><b>Action 6:</b> Trustees to review the draft policies prior to the next meeting.</p> <p><b>Action 7:</b> Confirm at Friday meeting, the date for open meetings.</p> <p><b>Action 8:</b> Rosanna volunteered to take on the role of preparing a monthly newsletter.</p> <p><b>Action 9:</b> That the Trust hold monthly open forums summarising activities for the month and this be an opportunity for questions and discussions. -The newsletter can be circulated same time as the meeting.</p> <p><b>Action 10:</b> A combined Chairman / Deputy Chairs report to be prepared for Sunday meeting.</p>

Minutes confirmed: 17/9/21

Approved: Opo Ngawaka- Chair