

Trustees Meeting

28 September 2023 / 7PM / Te Tūhunga Rau

Attendees

Simon Bowden (Chair), Fiona Prestidge (Manager)

Trustees: Raewin Tipene-Clarke, Rachel Healy, Terry Rakuraku

Guests: Daisy Taua, Isiah, Jennifer Mason, Pauline Johnson, Irihāpeti Te Aho, Seraphina Sasa.

Apologies: Brenda Wallace

Introductions

This is our first open meeting. Trustees, staff and the community introduced themselves and shared something of their background or interests.

Minutes from the previous meeting

Corrections to last minutes:

In *Financials* update statement about internet changes to: 'Brenda queried our internet charges' rather than a specific amount.

Under *Manager's Report*, delete 'Miramar libraries' and replace with 'City Libraries'

Under *Action Items*, delete note about Matariki (Matariki was already over)

Simon explained to our guests the background and purpose of Ropu Māori

Previous minutes accepted with the changes above noted.

Financials

- Simon explained the purpose of the *Balance Sheet* and how to read it.
- Fiona explained what the grants are and how they are used.

Balance Sheet accepted.

Profit and Loss was explained to the group by Simon.

- Discussion on variance of WCC Grant. Fiona explained it's to do with difference in financial years between WCC and ours, and some additional WCC income, to do with reimbursement for costs from when the centre was closed.
- Fiona talked about the variance in the Facility Hire income, which is higher than expected.
- Simon noted that we no longer take money from pokies due to the impact of gambling on our community.
- Fiona noted that the accountant has created a line called Low Value Assets, eg to use when we purchase kitchen appliances. This will apply from next month.

Profit and Loss accepted.

Manager's report

Fiona circulated a paper document and talked to it:

- The accountant also suggested that we put more of our documents on the Cloud. Fiona already has it all in Dropbox. **Action: Simon and Fiona to discuss creating a document around security of sharing passwords, like for Dropbox.**
- We are still awaiting decisions from Lottery.
- Fiona listed examples of facility hires and noted that they sporadic; sometimes several across a weekend and other times quite spread out. Fiona an increase in facility hires is a great way to get new people through the centre.
- We now have an additional casual cleaner, Rachel Clark, who is available for bond check cleans.
- Building fixes – acoustic panels will be fitted to the ceiling to baffle the noise. This is coordinated by the WCC project team.
- Te Tūhunga Rau Engagement Report – this was commissioned by WCC to share lessons learned on the engagement during the process of the building redevelopment. Simon explained the background to the report and its conclusions. Architect Dan Eves has continued to be engaged with the centre; he attends community dinners. Simon and Fion noted WCC's support for the project throughout price rises in material costs, and said the process and result 'exceeded expectations'.
- Raukawa refresh is underway. About \$600 has been spent so far from the \$1000 the Trust committed. Bunnings is donating paint. Painting is almost finished. Libraries donated some lily-pads for kids to sit and jump on. Jennifer and Seraphina shared positive feedback from the community about the refresh. Raewyn discussed adjusting the name of Raukawa; suggestion is Te Whare Mahana ō Raukawa. There was discussion on potential new furniture. Suggestion to have a celebration at Raukawa once the bulk of the refresh is done.
- Signage – WCC will not pay for the new Raukawa signs. **Action: Fiona will get them priced and report back to the Trustees.**

Manager's report is accepted.

Jennifer's programme updates

- WCL: Jennifer talked about the partnership with Wellington Libraries and their positive feedback about us further potential of the relationship. WCL are going to give us books.
- Holiday programmes: we took a group of local children on the train to Johnsonville library and pool. Jennifer commented that we reached a group of children we've never reached before. Pauline noted that some children had never been on a train or to a swimming pool.
- Freshen Up is ongoing and evolving. Jennifer shared some great feedback from a Wellington barber who had heard about the programme. Colgate will look at *giving* us products in the future. Subway will donate sandwiches for the volunteers.
- Jennifer explained her thinking around our Te Tūhunga Rau being all about health. Tamariki Ora will be here monthly for health checks for under-5s. Starting on 9 October, we'll have a

nurse practitioner here every Monday – also skilled at talking to people about addictions.

- Jennifer will find out more about care boxes for when community members are unwell.

The group thanked Jennifer for her work.

Health and Safety

- Fire extinguishers – Fiona confirmed with the WCC property manager that no firefighting equipment is allowed at our centres; we just follow the evacuation plans.
- Lighting – the light near the back door is on a timer, and Iri is concerned it doesn't stay on long enough. There is now lighting for the carpark. Fiona said she would test the exterior lighting after this meeting.

Strategic Planning

- We have been discussing a Saturday meeting to establish how we improve engagement and better run Trust meetings, all with a te ao Māori perspective. The meeting would include our Ropu Māori. The trustees have previously decided to publish our minutes online. From this meeting, we will also move towards an inclusivity statement on our website but first we need to understand how this would reflect our values.
- Discussion on whether we have a facilitator at this meeting. **Action: Raewin, Simon and Fiona to design how we could run this meeting – and find a date.**

New Trustees

We have five trustees at the moment, and we can have up to eight. Simon has been in touch with one person but nothing is confirmed. Raewin asked if trustees could 'job share'. Discussion about this probably not being feasible.

General Business

Rachel talked about the press release she has drafted to send to Stuff. **Action: Rachel will share this will Simon before sending out.**

Simon closes the meeting 8:50pm

Action Items

Planning for strategic planning session.

Board to review our policy for wage/salary increases before 1 April next year.

Publish the minutes and future agenda on our website.

Signage for Raukawa

Management of passwords for ongoing security

Share and send out press release

Next Meeting

Monday 20 November, 6.30 pm