



RAINBOWYOUTH BOARD MEETING MINUTES – AUGUST 2017

Date	21.08.2017	Time	6:30pm	Meeting #	2
Attendees	Lucy Cowie, Laura Olsen, Taine Polkinghorne (Co-Chairperson), Sophie Sills (Co-Chairperson), Bella Simpson, Hamish Tait (Treasurer), Ryvre Thompson (Secretary), Toni Duder (Communications Manager and 2IC), Duncan Matthews (Executive Director), Toni Reid (Board Advisor)				
Apologies	Nick Laing (Board Advisor)				
Absent (no apology)					

Minute Items:

Item No.	Detail
	Meeting opened at 6:41pm.
1.	Apologies given by Nick Laing for tonight.
2.	Introductions and check in from those present (Laura and Taine are temporarily absent).
3.	Sophie proposes a motion to accept the July board meeting minutes as a true and accurate representation of the July meeting. Seconded by Lucy. Motion passed. (5 in favour, 2 absent)
	Reports
4.	<u>Treasurer report (Hamish)</u>
4a.	Hamish talks through the budget variance sheet for the last month and explains any key changes in spending vs budget.
5.	6:52: Taine and Laura join the meeting.
6.	<u>Executive Director report (Duncan)</u>
6a.	<u>Upcoming dates:</u> nil <u>Strategy update:</u> N/A <u>Projects update:</u> All continuing successfully. <u>Funding update:</u> Successful month. No budgeted funds missed/declined.
6b.	<u>Cash flow update:</u> Scale of cash flow graph is different from the predicted cash flow, due to changes in dates of payments being received by RainbowYOUTH. Otherwise looking good for this year, considering the extra staff employed. The 'Grants Coordinator' is having a very positive impact on funds received.
6c.	<u>Recommendation 1:</u> Redacted

6d.	<u>2. Redacted</u>
6e.	<p><u>3. All Board Members to sign a copy of the constitution changes</u> To be signed Saturday.</p> <p>Action item:</p> <ul style="list-style-type: none"> All board members to sign the changes to the constitution on Saturday 26 August
7.	<u>Communications Manager and 2IC report (Toni D.)</u>
7a.	<p><u>Upcoming dates</u> announced. <u>Strategy update, staff update, projects update, and other updates</u> given.</p> <p>Details provided in written report - all is going well.</p>
7b.	<u>Recommendation 1: Redacted</u>
	General Business
8.	<p>Health and Safety: One incident reported this month relating to the fire alarm being set off due to burnt popcorn again. Areas of improvement have been identified and a sign will be put up by the microwave to reduce the risk of burnt popcorn.</p> <p>Followed up on addition of fire safety at events and travel vaccinations in risk register: these have been updated.</p> <p>Health and Safety Policies to be reviewed by the board at the next meeting, some policies are not yet complete. The Executive Board will read through these policies before the next meeting.</p> <p>Action items:</p> <ul style="list-style-type: none"> Toni to follow up with Anahera and Morgan around completing requirements for risk register Board to read assigned policies/procedures (determined by Sophie) before next board meeting. Board to review all policies at the September board meeting Staff to send through to reports to board by next meeting. Sophie to set up strategy for board members to each review a portion of the procedures to lessen workload, making sure every procedure is covered.
9.	<p>Tangata Whenua representative: Expression of interest from Cinnamon received by the board. Lucy declares conflict of interest with Cinnamon (friend).</p> <p>The Executive Board anonymously vote to recruit Cinnamon as the Tangata Whenua representative on the RainbowYOUTH Executive Board. Votes counted by Toni Reid. Motion passed. (7 in favour)</p> <p>The board has recognised that better Māori resources need to be used at governance level by RainbowYOUTH, and strategies to achieve this will be discussed further at the meeting on Saturday with Cinnamon present.</p>

	<p>Action item:</p> <ul style="list-style-type: none"> ● Board to brainstorm ideas of board inclusiveness and bring to next board meeting ● Taine to check with Bernie if there is time to brainstorm the culture inclusive ideas ● Taine to message Cinnamon RE meeting on Saturday ● Board to follow up on strategy day RE incorporating Māori / diverse culture.
10.	<p>Action item:</p> <ul style="list-style-type: none"> ● Board to declare any conflicts of interest at next board meeting.
11.	<p>Plan for strategy day: The board will set up a new strategy in collaboration with staff members at the start of 2018. This will be a three year strategy, as opposed to the previous strategies of one year. The staff will approach the board with what they want to achieve over the year.</p> <p>Action item:</p> <ul style="list-style-type: none"> ● Sophie and Taine to speak with Bernie and confirm the strategy plan.
12.	<p>Update about workshop on Saturday: Details of meeting given.</p> <p>Action item:</p> <ul style="list-style-type: none"> ● Taine to send Toni email with details and intentions of participation. ● Role to talk about on Saturday: what the board wants from board advisors ● Taine to follow up about making sure Laura is kept in the loop about content covered on Saturday.
13.	<p>Eco-friendlier RY: Travel: Toni, Morgan and Anahera are carpooling to/from RainbowYOUTH. RainbowYOUTH use shared transport when possible. Lighting: light bulbs are eco-friendly; toilet lights are routinely only turned on when in use. Waste disposal: recycling bins and landfill bins set up</p> <p>Areas of improvement: food waste management (e.g. composting), use of electricity (e.g. being more mindful of usage)</p> <p>Board discussed ways to engage staff and young people in making RY eco-friendlier: Eco friendly challenge Discuss with staff in a staff meeting Talk to staff one on one.</p> <p>Action item:</p> <ul style="list-style-type: none"> ● Sophie to set up spreadsheet for shared thoughts on an eco friendlier RY. ● Sophie, Taine and Duncan to discuss staff meeting with more eco friendly ideas (for a quiet time - e.g. late November). ● Toni to mention possibility of having some sort of eco-friendly challenge for staff/membership to Anahera/Morgan
14.	<p>Inclusive and accessible language on the board:</p> <p>Action item:</p> <ul style="list-style-type: none"> ● Board to brainstorm idea on how to make the board more accessible for wider range of people.
15.	<p>Action item:</p>

	<ul style="list-style-type: none">• To do the photo activity at the next board meeting.• Taine to email cinnamon about photos for activity
	Closed session (8:15pm)
	One item RE: Executive Director update
	Meeting closed at 9:07pm