



## BOARD MEETING MINUTES – NOVEMBER 2016

<b>Date</b>	17/11/2016	<b>Time</b>	6pm	<b>Meeting #</b>	6
<b>Attendees</b>	Joel Gatland, Hamish Tait, Taine Polkinghorne, Rachel Brebner, Deb Doyle, Sophie Sills, Ryvre Thompson, Emmy Rāketē, Toni Reid, Duncan Matthews, Toni Duder				
<b>Apologies</b>	Nick Laing, Jake Angus				

Minute Items:

Item No.	Detail
1.	<b>Meeting opened.</b>
2.	<p><b>Co-chairperson election</b></p> <p>The board has voted for candidates of co-chairperson role - a unanimous decision was made. Sophie formally proposes motion for Taine to become co chairperson elect. Seconded by Joel. All in favour (7). Motion passed.</p>
3.	<p><b>Secretary position election</b></p> <p>The board voted for the new secretary position candidate.</p> <p>Rachel puts forward motion for Ryvre as secretary, effective as of 17th November 2016. Joel seconds the motion. Motion passed (7).</p> <p>Action item: Rachel to contact Beth within the following week.</p>
4.	<p><b>Position openings</b></p> <ul style="list-style-type: none"> <li>● Opening for position of tenth board member (video of elects to be presented to board/ co chairs to meet elects)</li> <li>● Opening for position of board gender diverse rep</li> </ul> <p>Action item: Sophie to message Jake RE attendance</p>
5.	<p><b>Budget variance - Hamish</b></p> <p>Hamish thought that the budget variances were small.</p> <p>Duncan reports that the cash flow projections were largely off (by about 8000). Duncan is unsure why the difference occurred and reports that the budget looks good.</p>

	<p>Action item:</p> <p>Duncan to revisit cash flow projection next board meeting</p> <p>Duncan to email board if projections are still off in a few weeks time.</p>
6.	<b>Executive Director's report</b> - Duncan
6a.	<p><b>Recommendation 1: Extend Casper's contract to end of February 2017</b></p> <p>REDACTED</p>
6b.	<p><b>Recommendation 2: REDACTED</b></p> <p>REDACTED</p>
6c.	<p><b>Recommendation 3: Complete Health and Safety "Risk &amp; Strategies" template</b></p> <p>Duncan requested that the board assist with filling in the "Risk &amp; Strategies" document, emailed to the board by Casper.</p> <p>The board would like the opportunity to vocalise ideas with Casper, or work on the document as a group. A decision was made for each board member to create a few potential risks and strategies for the form. The board would like Duncan to present any near misses, accidents, etc. to the board as part of his monthly report.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>● Joel to email mentioned health and safety templates.</li> <li>● Duncan to add near misses, etc. to report for next board meeting.</li> <li>● Duncan to present board with completed "Risk &amp; Strategies" file to the next board meeting for the board to assess.</li> <li>● Each board member to produce personal list of potential health and safety risks at RY</li> <li>● Sophie to allocate 20 min for review of "Risk &amp; Strategies" into agenda for next board meeting</li> </ul>
6d.	<p><b>Agree on staff/board end of year function</b></p> <p>A decision has been made for the board to have a brief skype meeting on Thursday 15th December 2016. The end of year function will follow.</p> <p>Action item:</p> <p>Staff are to submit their reports one week in advance.</p> <p>Every board member to bring gift along (not edible/ max \$10) to next board meeting.</p>
6e.	REDACTED
7	<b>Communications and Operations Manager report</b> - Toni
7a.	<p><b>Recommendation 1: Pass the most recent media policy written by Deb and the Marketing Committee</b></p> <p>The recommendation to pass the most recent media policy has been postponed due to the media policy not being attached to report.</p>
7b.	<p><b>Recommendation 2: Pass approval of spending and running around the Charity Auction and Gala</b></p> <p>Board agrees that this fits within strategy.</p> <p>Rachel passes motion to approval of spending and running around the Charity Auction and Gala contingent on funding from ASB. Hamish seconds. 7 in favour</p>
7c.	REDACTED
7d.	<ul style="list-style-type: none"> <li>● REDACTED</li> </ul>
8	REDACTED

9	<b>REDACTED</b>
10.	<b>REDACTED</b>
	<b>Closed session</b>
	<b>Meeting closed</b>