



BOARD MEETING MINUTES – OCTOBER 2016

Date	20/10/2016	Time	6pm	Meeting #	5
Attendees	Hamish Tait, Taine Polkinghorne, Jake Angus (via skype), Deb Doyle, Sophie Sills, Ryvre Thompson, Nick Laing, Duncan Matthews				
Apologies	Joel Gatland, Rachel Brebner, Emmy Räkete, Toni Reid, Toni Duder				

Minute Items:

Item No.	Detail
1.	Meeting opened
2.	<u>Treasurer's Report</u> – Hamish
2a.	Hamish briefly ran through the September budget variance report and explained any anomalies. Some of these were: <ul style="list-style-type: none"> ▪ REDACTED
2b.	Hamish also briefly discussed the budget review meeting and the board the cash flow projection graphs appended to Duncan's board report. <ul style="list-style-type: none"> o The two cash flow projections showed the expected bank balance over the next 18 months based on the budget. o REDACTED
3.	<u>Co-chair's Report</u> – Sophie
3a.	REDACTED
3b.	Budget review meeting: Sophie reported back on the half year budget review meeting that Duncan, Rachel, Sophie and Hamish attended. RY was essentially on track budget wise.
3c.	REDACTED
3d.	Health and safety workshop taking place at KPMG Monday after next.
4.	<u>Marketing Committee Report</u> – Deb
4a.	Deb has overhauled communications and social media policy. This is currently under review.
4b.	Meeting with Connor this Wednesday, who is a full time social media professional. Will report back on how Connor could get involved with the Committee.
4c.	Deb discussed potential automated posting, especially in view of Toni and Anahera's limited resources. One service is around \$50 a month. This ensured that social media content was posted at the optimum time.
5	<u>Executive Director's Report</u> – Duncan
5a.	Projects Update: <ul style="list-style-type: none"> o REDACTED o REDACTED
5b.	Recommendation 1: Fill out membership survey.

	<ul style="list-style-type: none"> o Noted. This is for everyone to fill out, not just “old people”!!! Nick will ask his team at the Aids Foundation to fill out. o Most of the board had completed this prior to the meeting. Jake would complete.
5c.	<ul style="list-style-type: none"> o Recommendation 2: To approve signing of Memorandum of Understanding (MoU) with Auckland Sexual Health Services (ASHS) (part of Auckland DHB) REDACTED
5d.	<p>Recommendation 3: To approve hiring of joint grants writer / fundraiser in conjunction with Body Positive.</p> <ul style="list-style-type: none"> o REDACTED
5e.	<p>Recommendation 4:</p> <ul style="list-style-type: none"> o REDACTED
6.	Communications & Operations Manager’s Report – Toni D
6a.	Board reviewed detail that Toni has included in her report around projects!
6b.	<p>Recommendation 1: Fill out survey at www.ry.org.nz/survey</p> <ul style="list-style-type: none"> ▪ Most of the board had completed this prior to the meeting. Jake would complete.
6c.	<p>Recommendation 2: Clarify steps and due dates under the Marketing Strategy and Online Presence section of the strategy which is assigned to Toni D.</p> <ul style="list-style-type: none"> ▪ Deb noted this and said this would be undertaken at the next Marketing Committee meeting.
6d.	<ul style="list-style-type: none"> ▪ Recommendation 3: REDACTED
7.	Discussion regarding Committees
7a.	Deb suggested regularly to get the committee to come together.
7b.	Rachel suggested having a minimum frequency with which the board expected committees to report back to the board meeting.
7c.	Noted that the Committees should be encouraged to each use their a folders on Google Drive located in the following place: / Board / Committees / [Committee Folder]
8.	Role review – Duncan and Toni
8a.	REDACTED
8b.	REDACTED
8c.	REDACTED
8d.	REDACTED
8e.	REDACTED
9.	Rachel’s resignation as co-chair
9a.	Rachel discussed personal reasons for wanting to stand down as chair. Announced plans to stand down in one month or so. An election would be held.

9b.	However, Rachel intended to stay on as a general board member.
9c.	Sophie thanked Rachel for sharing this with the board.
9d.	Nick noted (and Board agreed) that Rachel had done an amazing job as Co-Chair and had made a fantastic contribution that was much appreciated. It was also great Rachel wanted to stay on as a board member.
10.	<u>Beth's attendance</u>
10a.	Beth has not attended two consecutive two meetings (being this meeting and the previous meeting) and had not given apologies for those absences.
10b.	It was noted that therefore, by operation of clause 11(b) of the RY Constitution, Beth had been removed from the Board (and therefore also her role as secretary).
10c.	There was accordingly an open 'slot' for a board member, and the secretary role was vacant. Any board members wishing to take this up were encouraged to step forward.
11.	<u>Complaints received by the Board</u>
11a.	REDACTED
11b.	REDACTED
11c.	REDACTED
11d.	REDACTED
11e.	REDACTED
	Meeting closed at 8:20pm