



BOARD MEETING MINUTES – SEPTEMBER 2016

Date	15/9/2016	Time	6pm	Meeting #	4
Attendees	Toni Duder, Joe Gatland, Hamish Tait, Taine Polkinghorne, Toni Reid, Sophie Sills, Ryvre Thompson, Duncan Matthews				
Apologies	Nick Laing, Rachel Brebner, Jake Angus, Deb Doyle, Emmy Rākete				

Minute Items:

Item No.	Detail
1.	Meeting open.
2.	<u>Executive Director’s Report</u> – Duncan
2a.	<ul style="list-style-type: none"> ● Recommendation 1: Duncan discussed Ripple Project and the need to formally adopt the Ripple Project Overview Report. This has a number of elements which are management (cf. operational) including certain funding aspects. <ul style="list-style-type: none"> ○ In response to a query from Joe, Duncan confirmed that the Board’s approval would be subject to subsequently securing funding. ○ Duncan and Toni are 100% confident it is consistent with RY’s aims and goals. ○ Hamish tabled a motion to formally adopt the RainbowYOUTH Ripple Project Overview Report prepared by Duncan, subject to funding. Seconded by Taine. All in favour. Motion passed.
2b.	<ul style="list-style-type: none"> ● Recommendation 2: To approve signing of MoU with YMCA Tauranga. <ul style="list-style-type: none"> ○ REDACTED ○ Board discussed other potential options. ○ Hamish noted lease document needed work. ○ Board noted Duncan’s recommendation. Consensus that we should see how negotiations turn out between now and next meeting (especially with regard to pricing). No motion passed.
2c.	<ul style="list-style-type: none"> ● Recommendation 3: Recruitment of a regional co-ordinator. <ul style="list-style-type: none"> ○ REDACTED
2d.	<ul style="list-style-type: none"> ● Recommendation 4: In accordance with Duncan’s recommendation, Sophie proposed a motion to approve getting a CardSmart Fuel Card with a \$500 limit, to be used only for authorised drivers driving an RY vehicle for RY purposes. Hamish seconded. All in favour. Motion passed. <ul style="list-style-type: none"> ○ Noted that Board should review the card in 3 months’ time.

2e.	<ul style="list-style-type: none"> ● Recommendation 5: Adopt the draft driver and vehicle policy. <ul style="list-style-type: none"> ○ Toni R queried what happens when driver licences expire. Duncan noted the driver licence expiry date is on the form. ○ Taine proposed a motion to approve the updated driving and vehicle policy and driver declaration, subject to Duncan making the following amendments: <ul style="list-style-type: none"> ▪ The policy to require a driver log book to record when people are driving RY vehicles (to be signed by the driver); and ▪ The driver declaration to have a date / say “Full [Driver Licence]”. ○ Sophie seconded. All in favour. Motion passed.
2f.	<ul style="list-style-type: none"> ● Recommendation 6: Quarterly Wellington trips. <ul style="list-style-type: none"> ○ Duncan explained that it’s very useful for him to go to Wellington to network with various Ministry contacts etc. ○ REDACTED ○ Noted that Board will consider ongoing trips at the upcoming budget review meeting.
2g.	<ul style="list-style-type: none"> ● Budget. Agreed that the Treasurer should prepare a summary of the budget variances to present at the start of each meeting to help assist with decisions by the Board (including to assist ‘less financially inclined’ board members). <ul style="list-style-type: none"> ○ Duncan / Toni D responded to some specific budget variance queries; <ul style="list-style-type: none"> ▪ REDACTED
2h.	<ul style="list-style-type: none"> ● Recommendation 7: Hire Casper in a fixed term role as a Funding and Finance Assistant. <ul style="list-style-type: none"> REDACTED ● Duncan discussed remainder of his report. Noted that Morgan should be congratulated for their scholarship.
3.	<p><u>Communications & Operations Manager’s Report</u> – Toni D</p>
3a.	<ul style="list-style-type: none"> ● Mediaworks <ul style="list-style-type: none"> ○ Toni D had meeting with Mediaworks yesterday. Discussed the 3 objectives of what we want the partnership to be. <ul style="list-style-type: none"> ▪ REDACTED
3b.	<ul style="list-style-type: none"> ● I’m Local Project This exceeded 10k target. [Board gives Toni D a round of applause.] <ul style="list-style-type: none"> ○ Toni discussed plan; did two month build up of social media, design it as its own brand. ○ Good learning experience. Learnt it takes a lot of staff time. In future, Toni thinks that her role should be around incentivising a group of volunteers to run. ○ Duncan noted that profit of 9k (taking into account staff time) is huge, have never done anything like this before. ○ Toni noted that Givealittle has since implemented a 5% commission, but we snuck our donations in before this.
3c.	<p>Toni has decided there is one cleaner candidate that they want to hire. Toni will</p>

	progress this.
	<u>Reports from Committees</u>
4.	Sophie noted that needed to finalise the steps for the Board's strategy.
5.	Taine ran through the Marketing Committee meeting. Noted that Deb brought in a draft marketing strategy for the Committee to use. They also assigned responsibilities to take away regarding the next steps. Taine (and Toni D) confirmed they were happy with the strategy set.
6.	Joel ran through the Volunteers Committee meeting. The Board was happy with the steps produced. Noted that going forwards it would be good to have a report from each Committee, the Board liked the report that Joel had produced.
7.	Culture Committee has not yet met.
8.	[ELT+Taine and Nick] Committee hasn't yet met. Joel also wants to attend the first meeting but just to chat about Health and Safety.
9.	Resources and Education Development Committee has met. The Committee changed the "dedicated staff member" goal to being responsible for "education programme" (including professional development to teachers). Confirmed that a resource was to be produced for parents. There was consensus from the Board that they were happy with the timeline/changes put in. Duncan suggested employing a staff member in December instead, rather than February. This would be discussed at Budget time.
10.	Sophie commented that maybe the Board could have some governance training to help distinguish between the Board's role and 'not the Board's roles'; (i.e. not to get involved in operations).
11.	Sophie proposed a motion that the board formally adopt the draft strategy document, and that Joel and Sophie format this into final form. Taine seconded. All in favour. Motion passed.
	<u>Discussion of points raised by Joel</u>
12.	[ELT + Taine and Nick] Committee: Board agreed that the first meeting of this Committee was to be organised by email.
13.	Passing by email: Duncan confirmed that the constitution specifically allows passing of motions by email.
14.	REDACTED
	Closed session
	Meeting closed