



## RAINBOWYOUTH BOARD MEETING MINUTES – JULY 2017

<b>Date</b>	24 July 2017	<b>Time</b>	6:30pm	<b>Meeting #</b>	1
<b>Attendees</b>	Sophie Sills, Lucy Cowie, Hamish Tait, Ryvre Thompson, Bella Simpson, Taine Polkinghorne, Laura Olsen, Toni Duder, Duncan Matthews, Morgan Butler				
<b>Apologies</b>	Toni Reid, Nick Laing				
<b>Absent (no apology)</b>	-				

### Minute Items:

Item No.	Detail
	<b>Meeting opened at 6:30pm.</b>
1.	Introductions and check in round.
2.	<p>Taine (co-chairperson) welcomes new Executive Board and provides induction, covering the following:</p> <ul style="list-style-type: none"> <li>● Structure of RainbowYouth and the supports / resources the organisation provides</li> <li>● Structure of staff and a description of each role</li> <li>● Structure of Executive Board meetings, and Executive Board member roles (including board advisor roles).</li> <li>● Voting rights of Board members, staff, Board advisors, and public during Executive Board meetings</li> <li>● Clarification of what quorum is</li> <li>● Expectations of Executive Board members</li> <li>● How to approach answering questions or speaking on behalf of RainbowYouth (covered by Toni)</li> </ul>
3.	Apologies noted.
4.	Sophie proposes a motion to accept June minutes as a true and accurate representation of the June meeting. Taine seconded. Motion passed (4 in favour, 3 abstentions).
	<b>Reports</b>
5.	<b><u>Treasurer (Hamish)</u></b>
5a	Hamish (Treasurer) talks through the budget variance sheet for the last month and explains any key aspects. An explanation of Xero given.
6.	<b><u>Executive Director Report (Duncan)</u></b>
6a.	<u>Strategy Update</u> N/A. <u>Projects update</u> given.

	<p>Action item:</p> <ul style="list-style-type: none"> <li>Staff to organise time capsule for new wall.</li> </ul>
6b.	<p><u>Health and safety update:</u> Board read through two (2) incident reports from the last month.  <i>Incident 1:</i> Related to member having a panic attack during one of the groups. Situation was handled well. No follow up required.  <i>Incident 2:</i> Involved 'J' entering the centre despite not being allowed in, and theft of a members personal items. 'J' has caused multiple problems in the RY centre previously, and had been given multiple warnings prior. A formal trespass order has now been applied. Progress is being made on procedures around centre security.</p> <p>Duncan reports that progress on reducing a number of the Risks identified earlier in the year has been good since the last Executive Board meeting. Most items have been resolved, with a few items requiring some tweaking or finalisation.</p>
6c.	<b>REDACTED</b>
6d.	<b>REDACTED</b>
6e.	<p><u>Recommendation 3:</u> Recommend that updates to the Driving and Vehicle Policy, and TOIL and Travel Allowances Policy (formerly TOIL Policy) be adopted.</p> <p>Sophie proposes motion to formally adopt updates to the Driving and Vehicle Policy, and TOIL and Travel Allowances Policy (formerly TOIL Policy). Seconded by Ryvre. Motion passed (7 in favour).</p>
6f.	<p><u>Recommendation 4:</u> Recommend that the new policy Staff Wellbeing Policy be adopted.</p> <p>Clarification from Duncan that it is the responsibility of appropriate staff and Executive Director to ensure the plan under "when young people are in your care" is written up.</p> <p>Laura proposes a motion to adopt the new policy 'Staff Wellbeing Policy'. Seconded by Lucy. Motion passed (7).</p>
6g.	<b>REDACTED</b>
7.	<p><b>Break:</b> 8:22pm - 8:26pm</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>Sophie to share Board member contact photo</li> </ul>
8.	<b><u>Communications Manager and 2IC report (Toni D.)</u></b>
8a.	<u>Strategy update, staff update and projects update</u> given.
8b.	<p>Health and Safety Officer report (Nov 2016 - July 2017):</p> <ul style="list-style-type: none"> <li>21 incidents have been reported during this period: 7 low severity, 4 were moderate in severity, one was high in severity and one was extreme.</li> <li>Two events (a small fire caused by a candle at the ASB gala and issues concerning international travel and vaccinations) are not represented by any risks in the risk register. Toni will be working with Duncan/staff to add it.</li> <li>Toni has followed up with those that have submitted the above high - extreme incidents to check in and is following up on any preventative actions that have been listed in the incident reports.</li> <li>Toni is scheduling a Health and Safety update meeting for next week for staff to review risk register. Regular meetings will be had to review risk register: i.e. new risks, ways to mitigate risks, and effectiveness of current plans.</li> </ul>

	<p>Action item:</p> <ul style="list-style-type: none"> <li>• Staff to assign an additional health and safety officer</li> <li>• Board to follow up on addition of fire safety at events and travel vaccinations in risk register</li> </ul>
8c.	<p><u>Recommendation 1: That the board pass a motion to purchase Infoodle, and adopt it as our CRM system, with the provision that the cost will change as our contacts grow.</u></p> <p>Taine proposes motion to purchase Infoodle with a six month trial plan (paid monthly), and adopt it as our CRM system, with the provision that the cost will change as our contacts grow. Infoodle is to be reviewed by the board after the six month trial period and if successful will be paid annually. Seconded by Sophie. Motion passed (7 in favour).</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Board to review Infoodle after six month trial period (January 2018)</li> </ul>
8d.	<p><u>Recommendation 2: That the board pass a motion to allow me to attend the 2017 ILGA Europe Conference in Warsaw, Poland.</u></p> <p>Sophie proposes a motion to allow me to attend the 2017 ILGA Europe Conference in Warsaw, Poland. Seconded by Bella. Motion passed (7 in favour).</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Duncan to explore opportunities to allow Toni to stay in Poland longer</li> </ul>
8e.	<p><u>Recommendation 3: That the board pass a motion to formally adopt the Staff Entitlements Policy</u></p> <p>Sophie proposes motion to formally adopt the Staff Entitlements Policy. Seconded by Laura. Motion passed (7 in favour).</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Ryvre to add having an eco-friendlier RY a topic for next board meeting</li> <li>• Toni to talk to Auckland Transport to find better car park deal</li> </ul>
9.	<b>General Business</b>
9a.	<p><b>Health and Safety</b></p> <p>Updated health and safety policies to be reviewed by the Executive Board at the next meeting.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Staff to send in completed health and safety policies before next board meeting for board review</li> <li>• Ryvre to add item to the agenda</li> </ul>
9b.	<p><u>Filling the Tangata Whenua representative position:</u></p> <p>Potential candidates to be found before the next board meeting.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Duncan, Toni, Sophie and Taine to put feelers out for tangata whenua rep. position</li> </ul>

9c.	<u>Action items for Executive Board from AGM:</u> Action item: <ul style="list-style-type: none"> <li>● Toni to find AGM minutes and follow up around recommendations to board</li> <li>● Ryvre to add follow up for next meeting agenda</li> </ul>
10.	<b>AOB</b>
10a.	<u>Date and time of regular Executive Board Meetings:</u> Meeting to take place on the third Monday of every month. Kai begins at 6pm; meeting begins at 6:30pm.  Action item: <ul style="list-style-type: none"> <li>● Ryvre to send out dates for rest of board term.</li> </ul>
10b.	<u>Regular time for staff to send in monthly reports:</u> Reports to be sent in to board by second Thursday of the month at the latest.  Action item: <ul style="list-style-type: none"> <li>● Ryvre to notify staff of new time requirement for reports</li> </ul>
10c.	Check in round for finishing of meeting
	<b>Meeting closed at 9:34pm</b>