



## BOARD MEETING MINUTES – JUNE 2017

<b>Date</b>	22 June 2017	<b>Time</b>	6:47pm	<b>Meeting #</b>	12
<b>Attendees</b>	Rachel Brebner, Debra Doyle (via skype), Toni Duder, Joel Gatland, Duncan Matthews, Taine Polkinghorne, Toni Reid, Sophie Sills, Hamish Tait (via skype), Rylvre Thompson				
<b>Apologies</b>	Frances Arns, Nick Laing				
<b>Absent (no apology)</b>	Emmy Rākete				

Minute Items:

Item No.	Detail
	<b>Meeting opened at 6:47pm.</b>
1.	Sophie proposes a motion to pass the May Executive Board meeting minutes as a true and accurate representation of the meeting. Taine seconds. Motion passed.
	<b>Reports</b>
2.	<b><u>Treasurer (Hamish)</u></b>
2a.	Budget Variance chart presented by Hamish to rest of the board. All good overall, with some unexpected gains and losses that balance out.
3.	<b><u>Executive Director Report (Duncan)</u></b>
3a.	<u>Cashflow</u> : RainbowYouth is sitting 30k above this time last year.
3b.	<u>Strategy update</u> and <u>Projects update</u> given. Good progress made this board term with the strategy. Ripple Project contract has been modified and is ready to go ahead; <b>REDACTED</b>
3c.	<u>Health and safety</u> : Board read through incident reports (2) since last board meeting. Staff have reviewed their processes relating to both incidents. One case involving the mental health and safety of a young person was of particular concern. All processes were followed appropriately by RainbowYouth staff at time of event. However, no briefing was given to RY staff from organisations mutual to the young person, regarding their state of health. Debrief with staff involved followed the event. The board has advised for a clause to be added regarding the need for a staff member to call the police if a situation is no longer manageable.  Action item: <ul style="list-style-type: none"> <li>• Toni and Duncan to add clause to Health &amp; Safety policy regarding need for staff to phone police if a situation becomes too stressful / unmanageable.</li> </ul>

3d.	<u>Recommendation 1: Approve updated job description for the role of Support Manager</u> Taine proposes a motion to approve updated job description for the role of Support Manager. Seconded by Joel. Motion passed.
3e.	<b>REDACTED</b>
3f.	<b>REDACTED</b>
3g.	<b>REDACTED</b>
3h.	<u>Recommendation 5: Approve expenditure of \$7,535 (excl GST) for centre related improvements pending a check of effects of insurance.</u> Rachel proposes motion to approve expenditure of \$7,535 (excl GST) for centre related improvements pending a check of effects of insurance. Seconded by Sophie. Motion passed.
3i.	<u>Recommendation 6: Approve signing ILGA Host Rōpu MoU and Contract for service delivery with ILGA. Option one provided the contingencies are added.</u> ILGA contract, conference contingency plans, feasibility budget, Host Rōpū MoU, and risk register for the ILGA event provided to board. In-depth discussions from board regarding potential options of involvement (provided in table from Duncan) and weighing pros and cons of these. <b>REDACTED</b>
	<b>20:35 Break</b> (ten minute break to process opinion)
	<b>20:45 Meeting continued.</b>
3i cont.	Opinions of board individuals expressed. Joel proposes a motion to approve signing ILGA Host Rōpu MoU and Contract for service delivery with ILGA as a full, equal partner provided that the discussed contingencies are added to the contract / MoU. Contingencies to be added are the following: <ul style="list-style-type: none"> <li>• Staff time of up to 6 hours per week only to be spent in first 6 months. Gradual increase of hours per week as required closer to the time of the event.</li> <li>• At least two points of contact within RainbowYouth at all times (not doing it alone).</li> <li>• Risks are managed (perhaps better than ever before)</li> <li>• Wellbeing of staff</li> <li>• Budget for recruitment to limit workload on ED and Toni</li> </ul> Motion seconded by Sophie. Motion passed.  Action item: <ul style="list-style-type: none"> <li>• Duncan to add agreed contingencies to the appropriate ILGA agreements.</li> </ul>
3j.	<u>Recommendation 7: Approval to spend \$1,380+GST to improve the security and accessibility of our 11 Edinburgh St entrance.</u> Motion proposed by Hamish for \$1,380+GST to be spent to improve the security and accessibility of RainbowYouth's 11 Edinburgh Street entrance. Seconded by Rachel. Motion passed.
4.	<b><u>Communications Manager and 2iC report (Toni)</u></b>
4a.	<u>Strategy update, projects update, and staff update</u> given. All is good. RainbowYouth 2017 annual report has been finished and is available to read.
4b.	<u>Donations software update</u> New programme, <i>Infoodle</i> , preferred. More information to be provided at the next board meeting.

	<b>General Business</b>
5.	<p><u>Health and safety</u></p> <p>Progress on reducing a number of the Risks identified earlier in the year has been good since the last Executive Board meeting. Most items are on track to still be resolved by their identified deadline (end of June 2016). Updated health and safety to be reviewed by the Executive Board at the next meeting.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Executive Board to review updated health and safety policies next board meeting</li> <li>• Taine and Sophie to complete health and safety tasks</li> </ul>
6.	<p><u>Executive Director recruitment</u></p> <p>Recommended that in future it be the shared responsibility of the board to recruit a new Executive Director, not just the co-chairpersons.</p>
	<b>Closed session</b>
	<b>Meeting closed at 9:34pm</b>