



## BOARD MEETING MINUTES – MAY 2017

<b>Date</b>	18.05.2017	<b>Time</b>	7:15pm	<b>Meeting #</b>	11
<b>Attendees</b>	Joel Gatland, Hamish Tait, Taine Polkinghorne, Rachel Brebner, Debra Doyle, Sophie Sills, Ryvre Thompson, Nick Laing, Duncan Matthews, Toni Duder, Frances Arns				
<b>Apologies</b>	Toni Reid				
<b>Absent (no apology)</b>	Emmy Rākete				

### Minute Items:

<b>Item No.</b>	<b>Detail</b>
1.	Motion proposed by Sophie (via email) to accept Jake's resignation from the Executive Board team. Seconded by Hamish. Motion passed. (3.5.17)
2.	Motion proposed by Sophie (via email) to accept the February Board meeting minutes as a true and accurate representation of the meeting. Seconded by Hamish. Motion passed. (3.5.17)
3.	Motion proposed by Sophie (via email) to accept the March Board meeting minutes as a true and accurate representation of the meeting. Seconded by Hamish. Motion passed. (3.5.17)
4.	<b>REDACTED</b>
5.	<b>REDACTED</b>
	<b>Meeting opened at 7:15pm.</b>
6.	Apologies were given from Toni Reid.
7.	Board meeting minutes from April can not be approved due to not meeting quorum at the April meeting.
	<b>Reports</b>
8.	<b><u>Treasurer: state of finances</u></b>
8a.	Currently at a low financially due to extra spending on Takatāpui resources, but financial increases are expected over the next few months.
9.	<b><u>Executive Director report</u></b>
9a.	<p><u>Health and Safety updates:</u>            De-escalation training organised for Friday 26th May.            This has been RainbowYouth's biggest incident recording month: 2 low risk, 2 moderately serious, and one serious incidences.            All incidences have been reviewed and steps have been taken to reduce any recurrences.</p>

	These steps include signs being put up in the toilets, having stricter entry requirement rules into the centre, and continued work around resolving previous issues.
9b.	<i>It's a Bit Posh</i> event: Very successful night! Many thanks given to all staff, volunteers and sponsors who helped with the event. Some transactions still to be reconciled due to staff absence. Feedback for future similar events: Reconsider alcohol restrictions (e.g. price, legalities).
9c.	Funding update given.
9d.	Cash flow update unable to be provided this month due to reduced staffing capacity.
10	<b><u>Communications Manager and 2iC report</u></b>
10a.	AGM Executive Board Position applications open.  Action item: <ul style="list-style-type: none"> <li>• Number of board members and AGM date to be updated on website.</li> </ul>
10b.	Strategy update and projects update given.
10c.	Staff update: staff working very well. One member absent but their work has been covered.
10d.	Social media update given.
10e.	Rachel proposes a motion for the board to pass the unbudgeted cost of buying new ribbons and pins at the following costs: Ribbons = \$319 for 3,000 yards Pins = \$1356.65 for 25,000 pins.  Motion seconded by Sophie. Motion passed.
	<b>General Business</b>
11.	<u>Donations software update from Deb:</u> <i>Clever</i> is the current donations software option of choice. It will cost \$960 per annum, with an ongoing cost of \$50 per week. Benefits: A lot of staff time will be saved; it can be customised to our preferences; it's only for non-profits and charities; New Zealand based company; looks accessible. When the demo is received it will be tested and more formal information will be provided to the board.
12.	<u>Health and Safety:</u> Deadline for processes to be in place is 6th June. Strong focus on door answering and entry requirements for the centre. The security cameras which were put in place have been useful at deterring negative behavior. Staff de-escalation training will be happening next week.
13.	<u>Update from Joel on RainbowYouth values survey:</u> The survey draft was reviewed by the board via email prior to the board meeting and is now ready to be rolled out. Joel will be visiting RainbowYouth groups and handing out paper copies for members to fill in. Paper copies will also be handed out at the upcoming AGM.  Action items: <ul style="list-style-type: none"> <li>• Toni to add values survey to AGM agenda</li> <li>• Joel to visit group and gain wider membership voice</li> </ul>
14.	<u>Board review of Tangata Whenua Representative JD:</u> General agreement to changes suggested on the document. An annual hui recommended,

	<p>rather than quarterly hui, as this is a more realistic goal. More specificity around feedback required from hui, and a specific purpose / direction for hui to be outlined. The board has agreed to revisit this when the new Tangata Whenua Representative has been assigned, after the AGM.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Board to revisit next board term when Tangata Whenua Representative position is filled.</li> </ul>
15.	<p><u>Social Media Competition (Deb):</u> A social media competition will be set up to encourage staff and volunteers to submit their own content to the RainbowYouth Facebook page. This is to allow a variety of different voices and personalities on the social media page. No approval required from board. Further information to be sent out next week via email.</p>
16.	<p><u>Downsizing of the RainbowYouth Executive Board:</u> General consensus that the board should be downsized for the next board term, from ten members to eight. The board doesn't need to be so large now that the organisation is more successful; downsizing will allow for more efficiency during meetings. The new board will consist of: 2 co-chairpersons, 1 treasurer, 1 secretary, 1 tangata whenua representative, and 3 general board members.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Schedule for motion of downsizing to be proposed at 2017 AGM.</li> </ul>
17.	<p><u>Reviewal of the draft constitution:</u> Board read through and reviewed changes made to constitution. Joel proposes a motion to accept the drafted constitution to be put forward for formal approval at the 2017 AGM, provided a statement is added which specifies that a person needs to leave the room when discussion is being held regarding their dismissal. Taine seconds the motion. Motion passed.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Taine to add statement in constitution regarding the need for a person to leave the room when discussing their potential dismissal.</li> <li>• Formal approval of updated constitution to be added to AGM schedule.</li> </ul>
18.	Review panel for executive board applications for AGM has been appointed.
	<b>Closed session.</b>
	<b>Meeting closed at 9:41pm</b>