



BOARD MEETING MINUTES – APRIL 2017

Date	20.04.2017	Time	6:30pm	Meeting #	10
Attendees	Hamish Tait, Taine Polkinghorne, Sophie Sills, Ryvre Thompson, Nick Laing, Toni Reid, Duncan Matthews, Toni Duder				
Apologies	Deb Doyle, Rachel Brebner, Joel Gatland, Jake Angus, Frances Arns				
Absent (no apology)	Emmy Rākete				

Minute Items:

Item No.	Detail
1.	REDACTED
2.	Motion proposed by Taine (via email) to adopt the CCTV Use and Policy document proposed by Toni. Seconded by Ryvre. Motion passed (10.04.2017)
	Meeting opened at 6:30pm.
3.	REDACTED
4.	Quorum not met to pass February and March minutes. Minutes to be passed via email. Action item: <ul style="list-style-type: none"> • Propose passing minutes via email.
	Reports
4.	<u>Treasurer</u> Nothing outstanding to report. Everything is looking good.
5.	<u>Communication and Operations Manager's report</u>
5a.	REDACTED
5b.	Strategy update and Project update given.
5c.	Brief Health and Safety update from Toni.
5d.	Staff update: Auckland Schools Coordinator and Communications and Office Coordinator. Great work being done.
5e.	Donation Management Software: Progress being made on the table comparing 5 different options. It will be available for the next board meeting. Action item:

	<ul style="list-style-type: none"> • Provide donation management software table at next board meeting.
5f.	'It's a bit Posh' Gala officially going through (yay!) - enough tickets have been sold.
5g.	Toni and Anahera working on looking at bottom social media posts.
5h.	<p>'Team Drive' section on Google Drive will now be used for all board information, instead of the previous Board folder. All files have been moved to Team Drive. When something is uploaded to Team Drive it is automatically shared to everyone, and all files are owned by Team Drive, instead of an individual person. This should make things more efficient for general board business and board handovers each term.</p> <p>Action item:</p> <ul style="list-style-type: none"> • Investigate temporarily locking files/folders on Team Drive
6.	<u>Executive Director's report</u>
6a.	<p>Health and safety update:</p> <ul style="list-style-type: none"> • Casper and Duncan are continuing work to evaluate potential risks and minimise these. • Improvements reported. • Hazard management plan for aggression is in progress and will be completed by June. • Policy is being worked on by Duncan and Morgan regarding entry into the centre to ensure optimum safety of our young people (e.g. in regards to age requirements, or people being under the influence). • Currently not many staff are trained in first aid. It would be useful for key staff and/or interns to complete training. To be followed up. <p>Action item:</p> <ul style="list-style-type: none"> • Board to follow up on first aid training, hazard management plan (aggression), and centre entry policy.
6b.	Strategy update and projects update given.
6c.	REDACTED
6d.	Recommendation 2: Approve offering the 'Contract for Services - RY & Q-Topia' to Q-Topia REDACTED
6e.	REDACTED
6f.	REDACTED
7.	Health and Safety discussed.
8.	<p>Rainbow Youth values survey and update on job descriptions for new board positions: no progress.</p> <p>Action item:</p> <ul style="list-style-type: none"> • Sophie / Taine to follow up with Joel regarding these.
9.	<p>Constitutional changes: Recommended that the position for gender diverse rep. is taken off but not replaced with intersex rep as the position is: a) too outing, b) very difficult to fill. The place will be left available as a general board member position. The proposed changes to attendance are recommended. Changes to the punctuation of the constitution to be made.</p>

	<p>Action item:</p> <ul style="list-style-type: none"> • Sophie to take off position of gender diverse or intersex rep. • Duncan, Taine and Sophie to collaborate to change constitution in all appropriate places (including punctuation). • Sophie to email through drafted changes to constitution for board to pass.
10.	<p>Board had a discussion around board member size. The general consensus is that a smaller board (of about 8 people) would be preferable as this allows for more efficient engagement, ownership, and continuity.</p> <p>Action items:</p> <ul style="list-style-type: none"> • Discuss downsizing of board at next board meeting • Sophie / Taine to email board RE: attendance
11.	<p>Updated strategy reviewed by board. Changes not passed. No further progress to updating strategy will be made.</p>
	<p>Meeting closed at 9:13pm</p>