



## BOARD MEETING MINUTES – FEBRUARY 2017

<b>Date</b>	16th February 2017	<b>Time</b>	6:45pm	<b>Meeting #</b>	8
<b>Attendees</b>	Hamish Tait, Taine Polkinghorne, Rachel Brebner, Deb Doyle, Ryvre Thompson, Nick Laing, Duncan Matthews, Frances Arns, Toni Reid				
<b>Apologies</b>	Joel Gatland, Jake Angus, Sophie Sills, Emmy Rākete, Toni Duder				

Minute Items:

Item No.	Detail
1.	Board approved required servicing of Mahipahi (01.02.2017) - further action to be discussed tonight.
2.	Motion put forward by Hamish (via email prior to board meeting) to approve amended Communications and Office Coordinator job description. Seconded by Deb. 6 in favour. Motion passed (03.02.2017).
3.	<b>Meeting opened at 6:45 pm.</b>
4.	Welcome to Frances Arns, a new executive board member joining the team from tonight.
2.	Motion proposed by Taine to pass the January board meeting minutes. Seconded by Ryvre. 5 in favour. One abstains due to being a new member.
3.	<b>Reports</b>
4.	<b>Executive Director Report (Duncan)</b>
5.	Update on cancellation of Rainbows End Pride Night event. Cancelled due to ticket selling requirements not being met.
6.	Update on Health and Safety. Two low risk/urgency incidents reported, files attached to report.
	<b>REDACTED</b>
	<b>REDACTED</b>
7.	<b>REDACTED</b>
8.	<b>REDACTED</b>
9.	<p>Recommendation 3 (To approve proceeding with discussions and signing an MoU with Q-Topia) discussed.</p> <p>The board would like to see a copy of the agreement before approving.</p> <p>A Contract of Services is to be used, rather than an MoU.</p> <p>Duncan advised to refine, and to make clear, the purpose and expectations of future connections between Rainbow Youth and Q-Topia in Contract of Services.</p>

	<p>Board will review draft of the Contract of Services at next board meeting.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Duncan to draft Contract of Services for next board meeting</li> <li>• Board to review Contract of Services draft at March board meeting</li> </ul>
10.	<p>Recommendation for Taine and Sophie to review 6 High urgency risk tasks assigned to the Executive Board to address. Recommendation noted.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Taine and Sophie to review mentioned high urgency tasks</li> </ul>
11.	Duncan states the cash flow projection is looking “better and better”.
12.	<b>Board looked over Communications and Operations manager’s report</b>
13.	<p>Board member voiced disappointment of missed opportunity to share the new donation website page to the community at Big Gay Out. Consensus that it would be useful to include the importance of seizing fundraising opportunities in staff KPIs or similar.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Deb and Taine to write up ‘event kit’: items to include when we have a presence at any event</li> <li>• Duncan to look into adjusting KPIs</li> </ul>
	<p>Action item:</p> <ul style="list-style-type: none"> <li>• Deb to update board on donation/contact management software progress next board meeting</li> </ul>
	<p>Action item:</p> <ul style="list-style-type: none"> <li>• Board to review risks and strategies file individually</li> </ul>
	<p>Action item:</p> <ul style="list-style-type: none"> <li>• Board to discuss updating Rainbow Youth’s values next meeting including organising future meeting for a proper conversation with any interested members</li> </ul>
	<p>Board reviewed possible reporting strategies regarding social media successes/failures for Anahera &amp; Toni</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Deb to report these to Anahera and Toni</li> </ul>
	Hamish ran through budget report.
14.	<p>Jake still in process of rewording board strategy.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Board to review strategy next meeting</li> </ul>
	<p><b>REDACTED</b></p> <p>Action item:</p>

	<ul style="list-style-type: none"> <li>• Discuss and decide on future Rainbow Youth transport next board meeting</li> <li>• Duncan to put together potential options for next board meeting - costings, etc.</li> <li>• Taine to email Ace Rentals for quote</li> </ul>
15.	<p>Taine shares Morgan's feedback with the board.  A system to be put in place to organise volunteers. Potentially having a volunteer coordinator or advisory group (e.g. volunteer committee) which set up goals for volunteers, and breaks down the volunteer strategy into simpler steps. A focus on cultural aspect.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Taine to set up a general meeting to discuss Morgan's feedback and volunteer stuff further</li> <li>• Duncan to feed back to Morgan regarding discussion at board meeting</li> <li>• Taine to meet with Morgan next week</li> </ul>
	<p>Taine shared update on library de-escalation training, etc.</p> <p>Action item:</p> <ul style="list-style-type: none"> <li>• Taine to gather health and safety policy from organisation and email to board members to read</li> <li>• Review at next board meeting</li> </ul>
	<b>Closed session</b>
	<b>Meeting closed at 9:13pm</b>