



BOARD MEETING MINUTES – MARCH 2017

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| Date | 16th March 2017 | Time | 6:30pm | Meeting # | 9 |
| Attendees | Joel Gatland, Taine Polkinghorne, Deb Doyle, Sophie Sills, Ryvre Thompson, Nick Laing, Toni Reid, Duncan Matthews, Toni Duder, Frances Arns | | | | |
| Apologies | Jake Angus, Rachel Brebner, Emmy Rākete, Hamish Tait | | | | |

Minute Items:

| Item No. | Detail |
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| | Meeting opened at 6:30pm. |
| 1. | Minutes from February board meeting not passed due to quorum not reached |
| | Reports |
| 2. | Executive Director's Report (Duncan) |
| 2a. | Update on health and safety incidents - files attached to report. |
| 2b. | Update on 'It's a bit Posh' Gala. The food and drink budget decreased, and more tickets have been sold. |
| 2c. | Joel proposes motion to approve adopting the updated Health and Safety Policy, alongside the new Health and Safety Manual. Seconded by Taine. Motion passed. |
| 2d. | Sophie proposes motion to approve the budget as presented for 1st April 2017 - 31st March 2018. Joel seconded. Motion passed. |
| 2e. | Taine proposes motion to approve RainbowYOUTH putting \$40,000 into a 12 month term deposit. Seconded by Sophie. Motion passed. |
| 2f. | Joel proposes motion to approve increasing RainbowYOUTH's entry pay rate from \$19.80 to \$20.20, effective 1st April 2017. Seconded by Frances. Motion passed. Action item: <ul style="list-style-type: none"> • Toni and/or Duncan to advertise where appropriate about RainbowYOUTH being a living wage organisation |
| 2g. | REDACTED |
| 2h. | Recommendation 6: Approve next step in van options. The board is in favour of having a long term (3 years) lease van as RainbowYOUTH's vehicle option. Duncan is to provide further information on the long term lease contract and different long term lease options, plus any additional necessary information for next board meeting. |

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| | <p>Action items:</p> <ul style="list-style-type: none"> • Duncan to provide information to board for next meeting. Information to be provided includes: who can drive it (is there an age restriction?), further research on long term lease options, any additional information that the board should be aware of. • Duncan to put money aside for long term leases as insurance. |
| 2i. | REDACTED |
| 3. | Communications and Operations Manager's report (Toni) |
| 3a. | Update on projects - all going well: The Takatāpui resource has gone to print |
| 3b. | Staff updates: Auckland Schools Coordinator and Communications and Office Coordinator. |
| 3c. | Health and safety: no incidents to report |
| 3d. | Update on donation management software: Toni has been doing great work looking at different options to find one that will best suit RainbowYOUTH's needs and will continue to narrow down options further. Action item: <ul style="list-style-type: none"> • Toni to draw up donations software table |
| 3e. | Charity auction update: Comedians confirmed, 'security date' set, and staff competition set up (see report for more info). |
| 3f. | Social media update. New reporting strategy (as discussed at last meeting) to be used from now on. |
| 3g. | Sophie proposes motion to remove staff induction from policy. Joel Second. Motion passed. |
| | General business |
| 4. | Risk & Strategies file: board satisfied with file - no further questions. |
| 5. | Updated more accessible 2016 / 2017 board term strategy still in progress. |
| 6. | Revisit of need to update RainbowYOUTH values. Action item: <ul style="list-style-type: none"> • Joel to speak to RainbowYOUTH groups and gain membership voice • Dillon to be emailed by Toni or Joel |
| 7. | REDACTED |
| | AOB |
| 9. | Potential changes to board representative roles. Action item: <ul style="list-style-type: none"> • Joel and Frances to look at job descriptions for board and speak to Duncan about potential new roles on the board: tangata whenua rep, intersex rep, and tau iwi rep • Joel and Frances to feed back to board at next meeting |
| | Potential changes to constitution RE: absences from board meetings. Action item: <ul style="list-style-type: none"> • Sophie to draft constitution changes for next board meeting. |
| | Meeting closed at 8:45pm |