



RAINBOWYOUTH BOARD MEETING MINUTES – SEPTEMBER 2017

Date	18th September 2017	Time	6:30pm	Meeting #	3
Attendees	Madie Brownlee, Morgan Butler, Lucy Cowie, Alice Dee, Anahera Foley, Cinnamon Lindsay, Laura Olsen, Sophie Sills, Bella Simpson, Taine Polkinghorne, Hamish Tait, Ryvre Thompson, Duncan Matthews, Toni Reid.				
Apologies	Nick Laing, Toni Duder.				
Absent (no apology)	-				

Minute Items:

Item No.	Detail
	Ryvre proposes a motion that RainbowYOUTH agree to the 6 month License to Occupy (LTO) with Tauranga City Council, for space within the Historic Village, <u>Redacted</u>
	<u>Redacted</u>
	Meeting opened at 6:32pm.
1.	Apologies from Nick Laing and Toni Duder for tonight's meeting.
2.	Introductions and check in round from all attendees.
3.	Sophie proposes a motion to accept the August minutes as a true and accurate representation of the August board meeting. Seconded by Lucy. Motion passed. (6 in favour, 2 abstentions).
4.	A request was forwarded to the Executive Director and Co-chairpersons for the Executive Board members of RainbowYOUTH to receive a monthly koha of \$40 per person subject to attendance of each board meeting. Action item: <ul style="list-style-type: none"> • Duncan to check if a monthly koha to the board would conflict with the constitution, and whether it would need to be taxed, etc. • Morgan to collect anonymous opinion from staff members of whether or not board members should receive a koha, and feedback collective opinion to board. • Board members each to fill out the anonymous survey and decide whether or not they think a monthly koha would be appropriate • Ryvre and Morgan to make a google form for board anonymous contributions • Ryvre to put item on the agenda for October meeting: "Board reimbursement (koha)"
	Reports
5.	<u>Treasurer report (Hamish)</u>
5a	Budget variance discussed and any key aspects were addressed - RY is up 38,000 positive variance for this month. Additional personal donations were made from Laura Lawson's friends and family. Action item: <ul style="list-style-type: none"> • Morgan to acknowledge and thank Laura Lawson's friends and family on behalf of RainbowYOUTH - recommendation to send rainbow flag



6.	<u>Executive Director report (Duncan)</u>
6a.	<u>Upcoming dates, projects update, and funding update</u> reported. Strategy update N/A. Action item: <ul style="list-style-type: none">• Duncan to follow up with Vel about the Youth LEAD fund due June 2017
6b.	<u>Health and Safety</u> : no incidences! All policies and procedures are completed and in the team drive to be discussed later.
6c.	<u>Cash flow update</u> : Graph is looking great and RY is sitting above the projected cash flow from the beginning of this year.
6d.	<u>Recommendation 1: Allow Grants Coordinator to apply for funding from Infinity Foundation.</u> Sophie proposed a motion that we as the board of RainbowYOUTH (Rainbow Youth Incorporated) agree to allow the grants coordinator Velvi Ryder to apply for funding from the Infinity Foundation to the total of \$1500, for the purchase of new office furniture for the Auckland Regional office based in the Auckland CBD. We confirm that the information in the application is true and accurate to the date applying, September, 2017. Seconded by Ryvre. <u>Motion passed.</u> (8 in favour)
6e.	<u>Recommendation 2: Allow Grants Coordinator to apply for funding from Southern Trust:</u> Sophie proposes a motion that we as the board of RainbowYOUTH (Rainbow Youth Incorporated) agree to allow the grants coordinator Velvi Ryder to apply for funding from the Southern Trust to the total of \$7500, for the purchase of new office furniture for the Auckland Regional office based in the Auckland CBD. We confirm that the information in the application is true and accurate to the date applying, September, 2017. Seconded by Hamish. <u>Motion passed.</u> (8 in favour).
6f.	<u>Recommendation 3: Recommend that the new policy Staff Review Policy be adopted.</u> Some further adjustments to be made. The document will be circulated via email when complete to be passed. Action item: <ul style="list-style-type: none">• Nick and Taine to edit the 'Staff Review Policy' document and circulate via email for passing when complete.
6g.	<u>Recommendation 4: Redacted</u>
6h.	<u>Recommendation 5: Redacted</u>
7.	<u>Communications Manager and 2IC report (Presented by Duncan and Anahera)</u>
7a.	<u>Upcoming dates, Projects update, Staff update, & Other updates</u> given. Anahera spoke about the TV campaign project script from MediaWorks and Y&R. MediaWorks has offered continued supports after our partnership with them finishes. <u>Strategy update</u> : N/A.
	<u>General Business</u>
8	<u>Health and Safety:</u> No incidences recorded this month! All policies and procedures were read through by the board members. The majority were looking great, and some minor suggestions were made for any improvements. The Executive Board will follow up on any policies or procedures that had significant changes that needed to be made. These documents were:



	<ul style="list-style-type: none">- Conflict Health & Safety- Health and Safety Overnight Travel <p>Action item:</p> <ul style="list-style-type: none">● Board to follow up on any procedures with significant changes to be made at the next Board meeting (Conflict H&S; H&S Overnight Travel)
9.	<p>Conflicts of interest in the board: The board will send secretary a list of their conflicts of interest, which will be put into a document and passed in the October Board meeting.</p> <p>Action item:</p> <ul style="list-style-type: none">● Board to email conflicts of interest to Ryvre● Ryvre to create document with conflicts of interest● Board to pass conflicts of interest in the November board meeting
10.	<p>Accessibility and cultural inclusion within RY: To be discussed properly early in the next meeting.</p> <p>Action item:</p> <ul style="list-style-type: none">● All board members to come up with a list of ideas for how RY, and the Executive Board, can be more accessible and culturally inclusive● Ryvre to email board again closer to the meeting to remind all board members● Ryvre to list this as an agenda item early in the October board meeting
11.	<p>November Board Meeting: A query wondering if a change of date would suit members, for the November board meeting.</p> <p>Action item:</p> <ul style="list-style-type: none">● Bella to create a poll on the facebook group with the suggested options
12.	<p>Staff supervision: Inquiry about the supervision of staff clarified.</p>
12.1.	<p>Board meeting length: Recurring complaints that these are running too long, and need to be shortened.</p> <p>Suggested solutions:</p> <ul style="list-style-type: none">- Restructure agenda to place priority items first- If anyone has an additional agenda item, they need to create a document for the board with information prior to the meeting.
13.	<p>Policy regarding how researchers can approach RainbowYOUTH: It can be difficult for researchers to communicate efficiently with RainbowYOUTH. A document/form to fill out before they approach RY would be useful for both parties. This form would include basic information such as who they are and what they're researching, to clarify their intentions.</p> <p>A suggestion that the promotion form could be tweaked to include this. Lucy has volunteered to follow up on this with Toni and Anahera.</p> <p>Action item:</p> <ul style="list-style-type: none">● Lucy to follow up with Anahera and Toni about creating a policy for researchers approaching RY
14.	<p>Staff appreciation policy: It would be useful to chat with staff about ideas they might have to show that they are</p>



RainbowYOUTH

*Know who you are, **be who you are.***

Whaia to ake ngakaunui, i te pono i te marama.

	<p>appreciated.</p> <p>Action item:</p> <ul style="list-style-type: none">• Lucy to chat with staff to see what appreciation might look like for them.
	<p>Meeting closed at 9:46pm</p>