



BOARD MEETING MINUTES – JANUARY 2017

Date	19 January 2017	Time	6:30pm	Meeting #	7
Attendees	Joe Gatland, Hamish Tait, Taine Polkinghorne, Rachel Brebner, Jake Angus, Nick Laing, Toni Reid, Deb Doyle, Sophie Sills, Ryvre Thompson, Duncan Matthews, Emmy Rākete				
Apologies	Toni Duder				

Minute Items:

Item No.	Detail
1.	Meeting opened at 6:34pm.
2.	Sophie puts forward motion to pass November minutes. Seconded by Taine. All in favour.
3.	There was no board meeting in December. Reports, updates, recommendations, etc. from December to be discussed tonight
4.	Budget variance update from treasurer (Hamish). A lot of donations thanks to Brian Tamaki. No other significant variances.
4.	Executive Director Report (Duncan)
4a.	Contents from December report have been updated and included in January report.
	Joel arrives (6:38pm)
4b.	REDACTED
	Emmy arrives (6:46pm)
4c.	Joel puts forward motion to approve recruitment of a new Regional Coordinator - Bay of Plenty & Hauraki, with revised Job Description attached, at 20 hours per week, \$19.80 per hour for the fixed term of 10 months (provided the hours in the JD are updated). Seconded by Sophie. All in favour. REDACTED
4d.	Joel puts forward a motion to approve revised Charity Gala proposal. Seconded by Sophie. All in favour. Action items: <ul style="list-style-type: none"> ● Duncan to report back to board any updates on Charity Gala
4e.	REDACTED
4f.	Duncan picked up the cause of error from previous cash flow. Problem resolved. Funding reported good for the month - there have been multiple funders.

	(5 min break)
5.	Communications and Operations Manager report (Toni D. - presented by Duncan)
5a.	REDACTED
5b.	<p>Toni recommended the board implementing a system for reporting back the results of recommendations provided in reports.</p> <p>Action items:</p> <ul style="list-style-type: none"> ● Ryvre to email Toni following board meetings to confirm whether recommendations have been passed. ● Ryvre will email board meeting minutes to staff and board within following days of meeting. ● Duncan to organise post-board-meeting meetings for staff ● Ryvre to email Toni previous minutes from this board term for website upload
	General Business
6.	<p>Review of “Risks & Strategies” file. Risk and severity still to be completed.</p> <p>Action items:</p> <ul style="list-style-type: none"> ● Joel, Taine, and Nick to assist with completing risk ratings, and work out high priority items. To be completed this week. ● Board to review completed “Risks & Strategies” file next meeting. ● Duncan to organise de-escalation training. ● Staff to ensure basic health and safety risks are controlled. ● Taine to email Casper regarding wheelchair / mobility hazards. ● Taine / Sophie to ask for public library health and safety procedures.
7.	Rachel formally stepped down as co-chairperson
8.	Sophie put forward a motion to formally accept Taine as co-chairperson. Seconded by Rachel. All in favour.
9.	Silent vote for Joel to become gender diverse representative. All in favour (10).
10.	<p>Silent vote for 10th board members based on three candidates. Frances Arns voted in as 10th board member.</p> <p>Action item:</p> <ul style="list-style-type: none"> ● Jake to offer position to Frances Arns ● Jake to notify other candidates of outcome and inform them about the upcoming AGM.
11.	<p>Revisited recommendation to update Rainbow Youth’s values.</p> <p>Actions items:</p> <ul style="list-style-type: none"> ● Duncan / staff to gain opinion of value from wider Rainbow Youth community at pride events (RY open day, Big Gay Out). ● Ryvre to email Toni regarding update ● Board to revisit values collected next meeting

12.	<p>Committees to be discussed regarding clarification of tasks. Decision made to discontinue committees.</p> <p>Action items:</p> <ul style="list-style-type: none">• 30 minutes to be set aside at next board meeting to discuss committees (structure, tasks, etc.)• Unitec to be contacted regarding NGO strategy.
	<p>Meeting closed at 9:41pm</p>