

# CONFIRMED MINUTES

## WAITAKI POWER TRUST GENERAL MEETING (29TH MEETING OF THE 13TH TRUST)



At the **Waitaki Power Trust General Meeting (30th Meeting of the 13th Trust)** on **9 Apr 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Waitaki Power Trust
<b>Date:</b>	Wednesday, 12 March 2025
<b>Time:</b>	11:05 am to 12:20 pm (NZDT)
<b>Location:</b>	NWL Board Room, 10 Chelmer Street, Oamaru
<b>Board Members:</b>	Doreen Cleave (Chair), Herb Tonkin, John Clements, Lichelle Guyan, Morgan Easton
<b>Attendees:</b>	Sandra Tonkin

### 1. Opening Meeting

#### 1.1 Strategic Plan

#### 1.2 Interest Register

J. Clements declared a conflict of interest in the Confidential minutes.

### 2. Notices of General Business - None

### 3. Confirmation of Minutes of General Meeting - 12 February 2025

#### 3.1 Confirm Minutes

**Waitaki Power Trust General Meeting (28th Meeting of the 13th Trust) 12 Feb 2025**, the minutes were confirmed as presented.



#### **RESOLVED WPT13/298**

That the minutes of the General meeting held on 12 February 2025 (28th Meeting of the 13th Trust) are a true and accurate record of the meeting.

<b>Decision Date:</b>	12 Mar 2025
<b>Mover:</b>	Herb Tonkin
<b>Second:</b>	John Clements
<b>Outcome:</b>	Approved

## 4. Actions/Matters Arising

### 4.1 Action List

The Election Review 2022 will be added to the Action List.

### 4.2 Matters Arising - None

## 5. Correspondence

### 5.1 Chris Mardon

### 5.2 EECA Caroline Shone

### 5.3 Matters arising from Correspondence

### 5.4 Correspondence Approved



#### RESOLVED WPT13/299

That the inward correspondence be received.

**Decision Date:** 12 Mar 2025  
**Mover:** John Clements  
**Seconder:** Herb Tonkin  
**Outcome:** Approved

## 6. Financials

### 6.1 Cash Summary/Accounts for Payment



#### RESOLVED WPT13/300

That the cash summary for February be accepted, and the accounts, including reimbursement for H. Tonkin's airfares and L. Guyan's Institute of Directors membership fee, be approved for payment.

**Decision Date:** 12 Mar 2025  
**Mover:** Morgan Easton  
**Seconder:** John Clements  
**Outcome:** Approved

Name	Description	Amount
Oamaru IT Solutions	Microsoft 365 Business Standard Monthly Subscription January (Missed payment)	\$167.26
Oamaru IT Solutions	Microsoft 365 Business Standard Monthly Subscription March	\$167.26
Oamaru IT Solutions	IPad - H Tonkin	\$107.81
S Tonkin	Contracting Secretary Services for February 2025	\$1210.00

Ben Nettleton	Trust Election Advice	\$1,247.75
ETNZ	Annual Membership Renewal 2025	\$10,230.20
Fluid	Website Updates - Consultation	\$419.75
D Cleave	Reimburse Airfares - ETNZ Conference in Wellington	\$351.97
L Guyan	Reimburse Airfares - ETNZ Conference in Wellington	\$350.38
H Tonkin	Reimburse Airfares - ETNZ Conference in Wellington	\$367.22
L Guyan	Reimburse IoD Subscription 2025	\$635.00
<b>Notes</b>		

## 6.2 Term Deposit

## 6.3 Budget 2026

A budget for the 2026 financial year was presented as a last minute addition to the Board papers. Trustees will look at this and come back with comments at the next meeting.

## 6.4 End of Year Audit

The Secretary will complete tasks for the upcoming audit.

### Topics for the Annual Review:

- Sponsorship and Community Engagement: M. Easton
- Contracting: H. Tonkin
- New Projects: J. Clements
- Regulatory, Submissions, and Consumer Consultation: L. Guyan
- Financials: D. Cleave

## 7. General Business

### 7.1 Website/Media

68 total users, 51 from NZ, 9 from US and the remainder overseas for the month of February.

### 7.2 NWL Sports Awards

Trustees will attend the NWL Sports Awards on Monday, 17th March 2025 at the Waitaki Recreation Centre.

### 7.3 A & P Show - Debrief

Powerswitch and Energymates participated this year, joining NWL and WPT in a shared space. It was a worthwhile event. Trustees will request a change to the layout for next year so there will be

an opportunity to assist with the both groups. The Trust felt that they did not need their own space and felt there was an alignment with Powerswitch and Energymates which should be built upon.

A letter will be sent to thank Powerswitch and Energymates for their participation and to enquire about obtaining permission to include their links on the WPT website. A letter will also be sent to NWL outlining the feedback discussed and recommendations for next year.

#### **7.4 ETNZ - May Conference**

Accommodation has been booked with the James Cook Hotel Wellington and Trustees have been registered. M. Easton to confirm availability for the Fundamentals of the NZ Electricity Industry workshop.

#### **7.5 Oamaru Mail**

Media Article in the Oamaru Mail on 7 March 2025 with minimal feedback.

#### **7.6 WPT AGM**

The WPT AGM will be held on Monday, 28th July 2025, and the Inkbox Room at the Oamaru Opera House has been booked. The format will be similar to last year. A letter will be sent to NWL CE Dylan Andrews, inviting him to speak on the overall performance of the company and future projects.

#### **7.7 Elections 2025**

A fact sheet titled "What a Trustee Should Bring to the Table" will be developed as supporting documentation for the election nomination form. The fact sheet will be ready by May and used to inform community about the upcoming elections. The Election of Trustees Fact Sheet 2019 will be updated. Trustees are requested to forward their contributions for the Trustee fact sheet. Morgan to lead

#### **7.8 Review Long Term Plan**

Trustees are to review the wording for the Long Term Objectives and Long Term Plan Objectives and to provide feedback. The action plan dates will be updated.

Objective 1: Follow Trust Deed, Legislation and Relevant Policies. Wording to be added: 'Policies to be followed prior to decisions.'

#### **7.9 Trust Matters - February 2025**

General Discussion.

#### **7.10 Annual Calendar**

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** Waitaki Power Trust General Meeting (30th Meeting of the 13th Trust) - 9 Apr 2025, 10:00 am

A handwritten signature in black ink, appearing to read "D. Cleave". The signature is written in a cursive style with a large initial "D" that loops around the start of the name.

Doreen Cleave  
30 Apr 2025