

CONFIRMED MINUTES

WAITAKI POWER TRUST GENERAL MEETING (6TH MEETING OF THE 13TH TRUST)

At the Waitaki Power Trust General Meeting (7th Meeting of the 13th Trust) on 24 May 2023 these minutes were confirmed as presented.

Name: Waitaki Power Trust
Date: Wednesday, 12 April 2023
Time: 10:30 am to 12:15 pm (NZST)
Location: NWL Board Room, 10 Chelmer Street, Oamaru
Board Members: Doreen Cleave (Chair), Herb Tonkin, Jock Webster, John Clements, Lichelle Guyan
Attendees: Sandra Tonkin

1. Opening Meeting
 - 1.1 Interest Register
2. Notices of General Business
3. Confirmation of Minutes of General Meeting - 15 March 2023
 - 3.1 Confirm Minutes

Waitaki Power Trust General Meeting (5th Meeting of the 13th Trust) 15 Mar 2023, the minutes were confirmed as presented.

RESOLVED WPT13/72

That the minutes of the 6th Meeting of the Waitaki Power Trust General Meeting held on the 15th March 2023 are a true and accurate record of the meeting.

Decision Date: 12 Apr 2023
Mover: Lichelle Guyan
Seconder: John Clements
Outcome: Approved

4. Actions/Matters Arising

4.1 Action List

Due Date	Action Title	Owner
31 Oct 2022	Lichelle - Photo for Brochure	Lichelle Guyan
	Status: Completed on 19 May 2023	

Due Date	Action Title	Owner
31 Jan 2023	Autumn Conference Status: Completed on 28 Mar 2023	Sandra Tonkin

4.2 Matters Arising

Change of Meeting Date: The 17th May meeting will be rescheduled for the 24th May with some Trustees not being available on the original meeting date.

5. Correspondence

5.1 Chris Mardon

5.2 ETNZ Newsletter

5.3 ETNZ Conference - Directors

5.4 ETNZ - Nominations for Executive

5.5 ETNZ - ComCom Meeting

5.6 ETNZ - Group Insurance

5.7 Berry & Co - Solicitor's Presentation Letter

5.8 Empower Energy Charitable Trust

5.9 Matters arising from Correspondence

ETNZ - Group Insurance letter acknowledged.

Comcom Meeting - ETNZ confirming that they will now plan the meetings with the Commerce Commission.

ETNZ Executive Nominations - Considerations and Opportunities available.

5.10 Correspondence Approved

RESOLVED WPT13/73

That the inwards correspondence be received and the outward approved.

Decision Date: 12 Apr 2023
Mover: John Clements
Seconder: Jock Webster
Outcome: Approved

6. Financials

6.1 Cash Summary/Accounts for Payment

RESOLVED WPT13/74

That the March cash summary be received and the following accounts be approved for payment.

Decision Date: 12 Apr 2023
Mover: Lichelle Guyan
Seconder: John Clements
Outcome: Approved

Name	Description	Amount
Lichelle Guyan	Reimbursement Flights to ETNZ Conference	\$494.60
Doreen Cleave	Reimbursement Flights to ETNZ Conference	\$404.60
Fluid	Website - Directorship Information	\$94.88
Oamaru IT Solutions	MS365 April Subscription	\$156.49
ETNZ	Conference Registration	\$1100.55
BoardPro	Annual Subscription	\$1,725.00
S Tonkin	March Contracting Invoice	\$1,365.00
H Tonkin	Reimbursement for Travel to Conference Flights \$332.00 Meilage \$207.50	\$539.50
Institute of Directors	Director Fees Review	\$1,719.25

6.2 End of Year Audit/Annual Review

Action Point: Secretary to send Repayment Letter to NWL for the Auditors.

7. General Business

7.1 Website/Media

Action Point - Secretary to contact Fluid to sort out the Google Analytics as there is no data being captured.

7.2 Policy Review of Trustees Code of Conduct

Trustees Code of Conduct - This policy was reviewed in 2019.

Action Point: H Tonkin to review this policy.

7.3 What should be in the General/Confidential Meetings

It was agreed that the following topics be under these headings.

General	Confidential
Policy Reviews	Budgets
General Information	NWL Matters
	Election Reviews
	Director Appointments
	Matters of a private and confidential manner

7.4 ETNZ Conference 11th - 12th May 2023 - Wellington

ETNZ Wellington Conference: Waitaki Power Trust Attendees are Doreen Cleave, Lichelle Guyan, Jock Webster and Herb Tonkin. There are no local directors attending. Mike Underhill and Jonathan Kay are attending under another capacity.

7.5 Brochure

7.6 Annual Calendar

Trustees Code of Conduct Policy to be included in April.

It was agreed that the next meeting be on the 24th May at 8.30am.

8. Close Meeting

8.1 Close the meeting - 12.15pm

Next meeting: No date for the next meeting has been set.

Signature:  Date: 24 May 2023