

CONFIRMED MINUTES

WAITAKI POWER TRUST GENERAL MEETING(19TH MEETING OF THE 13TH TRUST)

At the **Waitaki Power Trust General Meeting (20th Meeting of the 13th Trust)** on **22 May 2024** these minutes were **confirmed as presented**.

Name:	Waitaki Power Trust
Date:	Wednesday, 10 April 2024
Time:	8:30 am to 9:15 am (NZST)
Location:	NWL Board Room, 10 Chelmer Street, Oamaru
Board Members:	Doreen Cleave (Chair), Herb Tonkin, John Clements, Lichelle Guyan, Morgan Easton
Attendees:	Sandra Tonkin

1. Opening Meeting

1.1 Strategic Plan

1.2 Interest Register

Updated. None Declared.

2. Notices of General Business

2.1 Data Storage

3. Confirmation of Minutes of General Meeting - 20 March 2024

3.1 Confirm Minutes

Waitaki Power Trust General Meeting (18th Meeting of the 13th Trust) 20 Mar 2024, the minutes were confirmed as presented.



RESOLVED WPT13/172

That the minutes of the General Meeting held on the 20th March 2024 are a true and accurate record of the meeting.

Decision Date:	10 Apr 2024
Mover:	John Clements
Secunder:	Herb Tonkin
Outcome:	Approved

3.2 Matters Arising

Annual Review:

M Easton - Experience as a new Trustee and Community Engagement

L Guyan - ETNZ, change of management and directors

AGM Quorum - Under the Electricity Industry Act 2010, Clause 102 (3) it states the quorum for the annual general meeting is 20 beneficiaries.

4. Actions

4.1 Action List

Communication/Presentation Course - M Easton completed and provided an overview of course. Individuals can work through it online, beneficial content and other Trustees are encouraged to do the course.

Policy and Procedures - Reviewed by L Guyan. There have been changes and to identify/document them in Version controls with the change and rationale. There may be some that are operating procedures rather than policies.

5. Correspondence

5.1 ETNZ - March Newsletter

The newsletter continues to be informative and L Guyan will feedback to ETNZ. Trusts are exempt from the 39% Tax Rate and will remain taxed at the current 33% tax rate.

5.2 Matters arising from Correspondence

5.3 Correspondence Approved



RESOLVED WPT13/173

That the inward correspondence be received.

Decision Date:	10 Apr 2024
Mover:	Lichelle Guyan
Seconder:	Morgan Easton
Outcome:	Approved

6. Financials

6.1 Cash Summary/Accounts for Payment



RESOLVED WPT13/174

That the Cash Summary be received and the following accounts be approved for payment.

Decision Date:	10 Apr 2024
Mover:	John Clements
Seconder:	Lichelle Guyan
Outcome:	Approved

Name	Description	Amount
BoardPro	Annual Subscription	\$3162.50
ETNZ	Registration Fees Conference Thursday dinner included in registration fee	\$1384.98
Oamaru IT Solutions	Monthly Microsoft 365 April 2024	\$167.26
H Tonkin	Airfares to Wellington Conference (Reimbursement)	\$381.60
L Guyan	Airfares to Wellington Conference (Reimbursement)	\$572.60
S Tonkin	Contracting Admin March 2024	\$700.00
Director Interviews	Reimbursement of Expenses	\$804.94
M Easton	Reimbursements: Presentation Course \$79.00 Flights to Wellington Conference \$205.60	\$284.60
J Clements	Flights to Wellington Conference (Reimbursement)	\$327.00

7. General Business

7.1 Website/Media

53 Users, 37 NZ and rest are overseas.

7.2 ETNZ Conference

Registrations have been confirmed. AGM Programme to be finalised.

7.3 Data Storage

Discussion on the secure storage/archiving of WPT documentation for the future. It was decided to approach NWL to use their facilities and store data in two digital places. It was recommended to have a Decisions Register. Currently in BoardPro decisions are automatically generated in a Decision's Register from 1st April 2022 when the Trust started using the meeting software. A Decision Register would be manually created for decisions from 1993 to March 2022.



RESOLVED WPT13/175

That documents are stored in two digital locations and approach NWL to use their facilities to scan and store records.

Decision Date: 10 Apr 2024
Mover: Doreen Cleave
Seconder: John Clements
Outcome: Approved

7.4 Annual Calendar

Secretary to update the Annual Calendar with the insertion of policies for review.

8. Close Meeting

8.1 Close the meeting - 9.15am

Next meeting: Waitaki Power Trust General Meeting (20th Meeting of the 13th Trust) - 22 May 2024, 10:30 am

A handwritten signature in black ink that reads "D. Cleave". The signature is written in a cursive style with a large, looped initial 'D'.

Doreen Cleave
25 May 2024