

CONFIRMED MINUTES

WAITAKI POWER TRUST GENERAL MEETING (15TH MEETING OF THE 13TH TRUST)

At the **Waitaki Power Trust General Meeting (16th Meeting of the 13th Trust)** on **17 Jan 2024** these minutes were **confirmed as presented**.

Name:	Waitaki Power Trust
Date:	Wednesday, 13 December 2023
Time:	8:30 am to 9:50 am (NZDT)
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**
2. Notices of General Business - None
3. Confirmation of Minutes of General Meeting - 22 November 2023
 - 3.1 **Confirm Minutes**

Waitaki Power Trust General Meeting (14th Meeting of the 13th Trust) 22 Nov 2023, the minutes were confirmed as presented.



RESOLVED WPT13/144

That the minutes of the General Meeting held on the 22 November 2023 are a true and accurate record of the meeting.

Decision Date:	13 Dec 2023
Mover:	Lichelle Guyan
Seconder:	John Clements
Outcome:	Approved

4. Actions/Matters Arising
 - 4.1 **Action List**

4.2 Matters Arising

Apple iPad Device - training is available at the Oamaru Library.

Amanda Fleming Presentation Course - D Cleave attended this two day course and remarked it was brilliant and beneficial. Confidence building, gaining valuable skills in preparation and presentations. It is individually based and a worthwhile professional development opportunity to improve on communication skills.

Public Speaking Course - L Guyan has spoken with Jason Gunn regarding the course and will send a link to Trustees to view the resource. The course can be purchased by Trustees individually and will be reimbursed if they wish to purchase.



RESOLVED WPT13/145

Move that the Trust reimburse the costs of course for Trustees who wish to purchase.

Decision Date: 13 Dec 2023
Mover: John Clements
Seconder: Herb Tonkin
Outcome: Approved

5. Correspondence

5.1 ETNZ - Feedback to Conference

5.2 Matters arising from Correspondence

ETNZ Conference - Slido is an interactive platform that provides interactive tools for Live events and engages with participants by way of a device to join and interact in real time was used at Conference. It is new technology and beneficial. Suggestions that it would be useful to educate participants before hand to fully utilise the features which saved time and engaged participants in answering questions, voting on topics and participation in discussions.

5.3 Correspondence Approved



RESOLVED WPT13/146

That the inward correspondence be received.

Decision Date: 13 Dec 2023
Mover: Herb Tonkin
Seconder: Morgan Easton
Outcome: Approved

6. Financials

6.1 Cash Summary/Accounts for Payment



RESOLVED WPT13/147

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

Decision Date: 13 Dec 2023
Mover: John Clements
Seconder: Morgan Easton
Outcome: Approved

Name	Description	Amount
BrackensPrint	Business Cards - Trustees	\$117.30
BrackensPrint	Pens (500)	\$793.50
Fluid	Annual Website Hosting	\$138.00
Institute of Directors (IoD)	Director listing on 29 November 2023	\$684.25
Oamaru IT Solutions	Microsoft 365 Business Standard Monthly Subscription	\$167.26
S Tonkin	Contracting Secretary Services for November 2023	\$1,180.00
Doreen Cleave	Reimbursement for Gift (for Jock Webster)	\$48.98
Brydone Hotel	End of Year Lunch - Trust	\$460.00
Notes	Doreen refunded \$32.82 to Trust Bank account (Paid \$776.25 should be \$743.43) Error amended. Correction - Duplicate payment refunded on 6 October 2023 for \$297.00 It should state Oamaru Print and Copy not Oamaru IT Solutions.	

7. General Business

7.1 Website/Media

81 Users, 67 NZ and remainder overseas.

7.2 Policy - Trustee Code of Ethics - Update

Trustee Code of Ethics updated with signatures - adding new Trustee, M Easton.

7.3 Reimbursement of Out of Pocket Expenses

Further to the Resolution WPT13/143 passed on 22 November 2023 Meeting, the Mileage Allowances as minuted is included in the Guidelines 4e of the Reimbursement of Out of Pocket Expenses on Trust Business Policy.

7.4 A & P Show 2024

A & P Show is on the Saturday 24th February 2024. J Clements is organising a display and will speak with NWL on the theme and booking of space. Ideas discussed were new technology,

displays and solar generation. Secretary to complete forms and process invoice once booking is confirmed.

7.5 ETNZ - Conference 2024

ETNZ approached the Trust with the opportunity to hold the 2024 Spring conference in Oamaru. It was decided not to hold a conference with considerations of the logistics and that it alternates and be held in the North Island next year.

7.6 Meeting Dates 2024

Meeting dates were confirmed with a change to March meeting which will be the Third Wednesday 20th March 2024.

Leave of Absence - It was noted that L Guyan will be on leave overseas from September to November 2024. Micosoft Teams is available if wishing to take part in meetings during that time.

7.7 Annual Calendar

8. Close Meeting

8.1 Close the meeting - 9.50am

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

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

Doreen Cleave
22 Jan 2024