

CONFIRMED MINUTES

WAITAKI POWER TRUST GENERAL MEETING (4TH MEETING OF THE 13TH TRUST)

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

Name: Waitaki Power Trust
Date: Wednesday, 15 February 2023
Time: 8:30 am to 9:20 am (NZDT)
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 - None
3. Confirmation of Minutes of General Meeting - 14 December 2022
 - 3.1 Confirm Minutes

Waitaki Power Trust General Meeting (3rd Meeting of the 13th Trust) 14 Dec 2022, the minutes were confirmed as presented.



RESOLVED WPT13/39

That the minutes of the 3rd Meeting of the Waitaki Power Trust General Meeting held on the 14th December 2022 are a true and accurate record of the meeting.

Decision Date: 15 Feb 2023
Mover: Lichelle Guyan
Seconder: Herb Tonkin
Outcome: Approved

4. Actions/Matters Arising

4.1 Action List

Due Date	Action Title	Owner
31 Oct 2022	Lichelle - Photo for Brochure Status: In Progress	Lichelle Guyan
19 Dec 2022	Trust Deed Status: Completed on 9 Feb 2023	Sandra Tonkin
25 Dec 2022	ASB Forms Status: Completed on 9 Feb 2023	Sandra Tonkin
9 Jan 2023	Letter to NWL Status: Completed on 9 Feb 2023	Sandra Tonkin
31 Jan 2023	Autumn Conference Status: In Progress	Sandra Tonkin
8 Feb 2023	Lichelle photo Status: Completed on 1 Feb 2023	Lichelle Guyan

5. Correspondence

5.1 Oamaru Club Inc - Outdoor Bowls Section

Letter acknowledged.

5.2 Chris Mardon - Information

5.3 ETNZ - Light Up Ukraine

5.4 Matters arising from Correspondence

Light up Ukraine Initiative - leave to NWL.

5.5 Correspondence Approved



RESOLVED - WPT13/40

That the inwards correspondence be received and the outward approved.

Decision Date: 15 Feb 2023
Mover: Jock Webster
Seconder: John Clements
Outcome: Approved

6. Financials

6.1 Cash Summary/Accounts for Payment



RESOLVED WPT13/41

That the Cash Summaries for December 2022/ January 2023 be received and the following accounts be approved for payment.

Decision Date: 15 Feb 2023
Mover: Jock Webster
Seconder: John Clements
Outcome: Approved

BrackensPrint	Badge	\$14.38
ETNZ	Annual Levy	\$8789.90
Oamaru IT Solutions	Jan - MS 365 Sub	\$156.49
Oamaru IT Solutions	Feb - MS 365 Sub	\$156.49
S Tonkin	Contracting Work December	\$910.00
S Tonkin	Contracting Work Jan & Reimbursements	\$531.11

7. General Business

7.1 Website/Media

7.2 2023 Meeting Dates Schedule

Wednesday 15th March Meeting - to go ahead. Herb Tonkin to put an apology for this meeting.

2023 Annual Planner - Rolling policy dates to be included. Code of Conduct to be included in April.

7.3 A & P Show 2023

The **A & P Show** will be held on the Saturday 25th February. John Clements will be there all day. Herb Tonkin, Lichelle Guyan and Doreen Cleave will be available on a rotation during the day. A table will be provided by NWL, chairs - John Clements. Tickets to drop off to Doreen Cleave. John Clements will be organising some props for the day.

7.4 Brochure

Corrections to Brochure

First page - Chairperson, amend to Chair. Provide current new emails. Insert Lichelle Guyan's phone details.

Second Page - Under Who Are We? heading, amend Asset management Plan with capital M in Management. Third column amend spelling mistake to Network Waitaki Ltd. Add a statement about community with John Clements to work on wording.

Lichelle Guyan will have a photo taken on the Wednesday 22nd February for brochure. Discount section - First sentence, insert full stop after the words power bill. Delete the rest of words in sentence - "that you will received from your energy retailer". Delete the year "2022" after the word November (in twice). Changes to be sent to John Clements who will forward to BrackensPrint.

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

Trustees will confirm attendance by email to the secretary who will then book their accommodation. Trustees are to be responsible for booking their flight travel.

Comcom meeting - This was historically organised by WPT for 100% Consumer Trusts to attend. For a number of years some 100% Consumer Trusts met after the ETNZ Conference and it has been beneficial. Last meeting chairing was not clear.

Action: Secretary to email ETNZ whether they can arrange the meeting or not and if there is anything that they would like to raise with Comcom. Comcom will then be contacted with any topics.



ETNZ - Comcom Meeting

Contact ETNZ with Comcom Meeting.

Due Date: 28 Feb 2023

Owner: Sandra Tonkin

7.6 Training - BoardPro and IPAD

Some members would like to have some more training with the IPAD and also using Board Pro. It was suggested that during a meeting that Lichelle Guyan will share some learnings.

8. Close Meeting

8.1 Close the meeting - 9.20am

Next meeting: Waitaki Power Trust General Meeting (5th Meeting of the 13th Trust) - 15 Mar 2023, 8:30 am

Signature: LMcleave

Date: 15 March 2023