

# CONFIRMED MINUTES

## WAITAKI POWER TRUST GENERAL MEETING (32ND MEETING OF THE 12TH TRUST)

At the **Waitaki Power Trust General Meeting (33rd Meeting of the 12th Trust)** on **13 Jul 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Waitaki Power Trust
<b>Date:</b>	Wednesday, 15 June 2022
<b>Time:</b>	8:30 am to 10:00 am
<b>Location:</b>	Brydone Hotel, Whitson Room, 115 Thames Street, Oamaru
<b>Board Members:</b>	Lichelle Guyan, Herb Tonkin, Doreen Cleave, John Clements (Chair), Mr Jock Webster
<b>Attendees:</b>	Sandra Tonkin

### 1. Opening Meeting

#### 1.1 Interests Register

J Webster: KDIC - added: in receivership.

### 2. Notices of General Business

#### 2.1 Meeting Venue



##### **RESOLVED:WPT12/288**

That meetings resume at the Network Waitaki Board Room.

<b>Decision Date:</b>	15 Jun 2022
<b>Mover:</b>	Mr Jock Webster
<b>Seconded:</b>	Doreen Cleave
<b>Outcome:</b>	Approved

Future meetings will be in the NWL Boardroom. Current Covid Protocols include testing and a negative Rat Test to enter site.

### 3. Confirmation of Minutes of Meeting - 18 May 2022

#### 3.1 Confirm Minutes

**Waitaki Power Trust General Meeting (31st Meeting of the 12th Trust) 18 May 2022**, the minutes were confirmed as presented.

**RESOLVED: WPT12/289**

That the minutes of the 31st Waitaki Power Trust General meeting held on the 18th May 2022 are a true and accurate record of the meeting.

**Decision Date:** 15 Jun 2022  
**Mover:** Mr Jock Webster  
**Seconded:** Doreen Cleave  
**Outcome:** Approved

## 4. Actions/Matters Arising

### 4.1 Action List

Due Date	Action Title	Owner
17 May 2022	Amend budget with amendments. <b>Status:</b> Completed on 25 May 2022	Doreen Cleave
18 May 2022	Email PwC <b>Status:</b> Completed on 7 Jun 2022	Sandra Tonkin
18 May 2022	Lichelle and Jock to work on this policy for the next meeting. <b>Status:</b> Completed on 10 Jun 2022	Lichelle Guyan
18 May 2022	Training for Herb on Friday 20th May <b>Status:</b> Completed on 18 May 2022	Sandra Tonkin
19 May 2022	Accounts to set up <b>Status:</b> Completed on 7 Jun 2022	Sandra Tonkin
19 May 2022	Reimbursements <b>Status:</b> Completed on 12 Jun 2022	Sandra Tonkin
20 May 2022	Email Board Pro <b>Status:</b> Completed on 7 Jun 2022	Sandra Tonkin
20 May 2022	Contact NWL in regards to audit <b>Status:</b> Completed on 7 Jun 2022	Sandra Tonkin
20 May 2022	Book the Ink box room <b>Status:</b> Completed on 7 Jun 2022	Sandra Tonkin
20 May 2022	Cancel Zoom Subscription <b>Status:</b> Completed on 20 May 2022	Sandra Tonkin
23 May 2022	Brackens - Stationery <b>Status:</b> Completed on 7 Jun 2022	Sandra Tonkin
23 May 2022	Letters to Directors <b>Status:</b> Completed on 7 Jun 2022	Sandra Tonkin
24 May 2022	Setting up Starter Plan - Xero <b>Status:</b> Completed on 22 May 2022	Doreen Cleave
24 May 2022	Draft a letter to request a meeting Chairman/Doreen approach NWL <b>Status:</b> Completed on 25 May 2022	Doreen Cleave
25 May 2022	Update Register <b>Status:</b> Completed on 25 May 2022	Doreen Cleave
25 May 2022	Annual Calendar <b>Status:</b> Completed on 7 Jun 2022	Sandra Tonkin
25 May 2022	Update interest register <b>Status:</b> Completed on 25 May 2022	Doreen Cleave
27 May 2022	Reimbursements <b>Status:</b> Completed on 25 May 2022	Doreen Cleave
31 May 2022	Approach CEO for NWL Fraud Policy information <b>Status:</b> Completed on 22 May 2022	Doreen Cleave
31 May 2022	Letter to Chris Mardon <b>Status:</b> Completed on 18 Jun 2022	Lichelle Guyan

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
31 May 2022	Draft two letters to ETNZ <b>Status:</b> Completed on 9 Jun 2022	Lichelle Guyan
1 Jun 2022	Roles and Responsibilities of Trustees Policy <b>Status:</b> Completed on 10 Jun 2022	Lichelle Guyan
1 Jun 2022	Financials for Annual Review <b>Status:</b> Completed on 15 Jun 2022	Doreen Cleave
2 Jun 2022	Community Energy Vehicles <b>Status:</b> Completed on 18 Jun 2022	John Clements
3 Jun 2022	Website <b>Status:</b> Completed on 9 Jun 2022	Doreen Cleave
8 Jun 2022	Amend Budget <b>Status:</b> Completed on 22 May 2022	Doreen Cleave
8 Jun 2022	Trust Deed - Stepping down Trustees <b>Status:</b> Completed on 25 May 2022	Doreen Cleave
21 Jun 2022	John/Sandra to work on a letter to Geoff on how best to keep WPT ... <b>Status:</b> Completed on 18 Jun 2022	Sandra Tonkin
30 Jun 2022	Website <b>Status:</b> On Hold	Sandra Tonkin
31 Jul 2022	Annual Report <b>Status:</b> In Progress	Sandra Tonkin

## 4.2 Healthy Homes

Initiative is going well with NWL partnering with the Oamaru Library. Increase of Healthy Home toolbox kits on free loan to community to check their homes are using electricity efficiently.

## 5. Correspondence

### 5.1 ETNZ - Marjorie Thomson - Letter

### 5.2 Board Pro

Letter sent to Board Pro on the Legal Status of WPT. No response as yet.

### 5.3 ETNZ Spring Conference

### 5.4 Trust Matters Newsletter

Fuel Alternatives to help with climate change.

### 5.5 2022 Clued Up Communities Expo

Invitation to take part in this 2022 free expo event. Network Waitaki, Stronger Waitaki and Fire and Emergency NZ (FENZ) are working together to help educate and support community to Stay Safe, Stay Warm and Save Power this winter. A great opportunity to showcase local business and community groups.

**Date: Saturday 30th July 2022. Time: 9am - 3.00pm. Location: Oamaru Fire Station, 240 Thames Street, Oamaru.**

NWL initiatives having a presence. Stalls can be booked and open to WPT to take part.

## 5.6 2022 NWL Sponsorship Awards

Trustee's have been invited to the NWL Sponsorship Awards which will be held at the Oamaru Opera House, The Empire Room on Thursday 30th June at 5.45pm for a 6.00pm start where sponsorship grants will be presented to the 43 community groups.

**H. Tonkin and J Webster to attend as WPT Representatives.**



### Notify NWL Trustees attendance

Email NWL - Michelle that H Tonkin and J Webster will be attending.

**Due Date:** 20 Jun 2022  
**Owner:** Sandra Tonkin

## 5.7 Correspondence Approved



### RESOLVED:WPT12/290

That the inwards correspondence be received and the outwards approved.

**Decision Date:** 15 Jun 2022  
**Mover:** Doreen Cleave  
**Seconder:** Lichelle Guyan  
**Outcome:** Approved

## 6. General Business

### 6.1 Website

Doreen and Sandra looked at the Google Analytics which cannot be accessed whether pages have been updated. Website can be accessed and some training needed. Fluid can assist with uploading of items.

### 6.2 Annual Calendar

Discussion on function as it is a guide to monthly/yearly activities and dates are useful. It was decided it would be a living document where changes can be made and kept current.

### 6.3 ETNZ - Spring Conference

**November Conference will be on Thursday 10 and Friday 11 November 2022** at the St Don Rowlands Centre - Mighty River Domain - Lake Karapiro and hosted by Waipa Networks Trust.

Accommodation for five trustees will be booked and to check and note cancellation policy and date. To enquire with the accommodation on corporate invoicing.

### 6.4 Trustees Roles and Responsibilities Draft for Feedback

Discussion on the draft. Making it relevant. Put on a new template. Level of detail to decide. To include an induction document which would be useful to be part of the Trustee Elections campaign process at the beginning. Comments and feedback for the next meeting.

## 6.5 Fraud/Theft Policy

NWL have provided their policy to look at. It has a good framework, layout consistency and on a template. There were four areas in all policies, purpose, scope, objectives and definitions. Simplicity in the WPT Fraud/Theft Policy draft.

**Action: Trustees to have a look at the comparisons and bring back feedback for the next meeting.**

## 6.6 Director Appointment Policy - Review

To change format and layout. L Guyan offered to draft a template which will provide a consistent look to policies. J Webster to review the Director Appointment Policy. J Clements to review the Access to Staff and Communication Policy for the next meeting.



### Director Appointment Policy

Review policy by 6 July 2022 for next meeting.

**Due Date:** 6 Jul 2022

**Owner:** Mr Jock Webster



### Review Access to Staff and Communication Policy

Review policy by 6 July for next meeting.

**Due Date:** 6 Jul 2022

**Owner:** John Clements

## 6.7 WPT - AGM

The WPT Annual General Meeting is on the Monday 25th July 2022 at the Oamaru Opera House starting at 5.00pm (Light Food and Refreshments) with a 5.30pm start. Faye Ormandy to be invited as a guest. Catering for 60 people. Cost - two items savouries/sandwiches, no tea or coffee, water is available. Beverages can be purchased from the bar. Venue has been booked.

**Speaker** - Jonathan Kay to be invited to speak on a chosen topic for 10-15 minutes.



### Speaker - Jonathan Kay

Email Jonathan to confirm as speaker for AGM.

**Due Date:** 22 Jun 2022

**Owner:** Sandra Tonkin

## 7. Financials

### 7.1 Cash Summary

### 7.2 Accounts for Payment

J Webster to amend invoice. GST cannot be claimed on mileage. IRD km rate has increased from 79 cents to 83 cents per km for the 2022 financial year.

Brydone Hotel	\$99.50
Oamaru IT Solutions	\$156.49
Oamaru IT Solutions	\$60.38
S Tonkin	\$735.00

J Webster Invoice for Conference Expenses



**RESOLVED:WPT12/291**

That the Financial Report to 31 May 2022 be received and the accounts listed be approved for payment.

**Decision Date:** 15 Jun 2022  
**Mover:** Doreen Cleave  
**Seconder:** Lichelle Guyan  
**Outcome:** Approved

**7.3 Xero**

Starter plan in place. NWL may find it useful with features. There has been contact/communication with NWL Finance on the general roles/tasks/processes and providing what is required for the yearly audit.

**7.4 Audit**

Audit Process underway with Annual Review and Financials.

**8. Close Meeting**

**8.1 Close the meeting**

**Next meeting:** Waitaki Power Trust General Meeting (33rd Meeting of the 12th Trust) - 13 Jul 2022, 8:30 am

Meeting stopped at 10am for Geoff Douch (CEO) and Tony Wood (NWL Director) to speak to the NWL Annual Report (under confidential meeting) Meeting resumed at 11.45am in general and closed at 12.10pm.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_