

CONFIRMED MINUTES

WAITAKI POWER TRUST GENERAL MEETING (7TH MEETING OF THE 13TH TRUST)

At the **Waitaki Power Trust General Meeting (8th Meeting of the 13th Trust)** on **23 Jun 2023** these minutes were **confirmed as presented**.

Name:	Waitaki Power Trust
Date:	Wednesday, 24 May 2023
Time:	8:30 am to 10:00 am (NZST)
Location:	The Business Hive, 120 Thames 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 - 12 April 2023
 - 3.1 Confirm Minutes

Waitaki Power Trust General Meeting (6th Meeting of the 13th Trust) 12 Apr 2023, the minutes were confirmed as presented.



RESOLVED WPT13/75

That the minutes of the General Meeting held on the 12th April 2023 are a true and accurate record of the meeting.

Decision Date: 24 May 2023
Mover: Lichelle Guyan
Seconder: Jock Webster
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	

4.2 Matters Arising

Matters Arising are covered in General Business.

5. Correspondence

5.1 Chris Mardon

5.2 ETNZ Newsletter

5.3 ETNZ Conference

5.4 Matters arising from Correspondence

ETNZ Newsletter - General Discussion.

5.5 Correspondence Approved



RESOLVED WPT13/76

That the inwards correspondence be received and the outward approved.

Decision Date: 24 May 2023
Mover: Lichelle Guyan
Seconder: John Clements
Outcome: Approved

6. Financials

6.1 Cash Summary/Accounts for Payment



RESOLVED WPT13/77

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

Decision Date: 24 May 2023
Mover: Herb Tonkin
Seconder: John Clements
Outcome: Approved

Name	Description	Amount
Allied Press	Ads in Oamaru Mail and ODT for Directorship	\$276.00
Berry & Co	Preparation of Solicitor Representation Letter for Audit	\$209.88
Fluid	Website work - Directorship	\$335.80
Hayley Casey Photography	L.Guyan Headshot photography Brochure/Website	\$287.50
Institute of Directors	Ad on Website - Directorship	\$287.50

James Cook Hotel Wellington	Accommodation for Conference	
	H Tonkin	\$496.00
	D Cleave	\$468.00
	J Webster	\$572.00
	L Guyan	\$468.50
Oamaru IT Solutions	Monthly Subscription MS365 Business Standard	\$156.49
S Tonkin	Contracting Secretary Work for April	\$1330.00
Paper Plus Oamaru	Parker Pens - WPT 30 Years Anniversary	\$431.84
S Tonkin	Reimbursement for Subway (Lunch) Director Interviews	\$50.20
J Webster	Reimbursements for ETNZ Conference	\$722.14

Action: Secretary to check with James Cook Hotel Wellington with invoice for meals.

6.2 End of Year Audit/Annual Review

Annual Review - The Draft was reviewed and to be circulated for amendments.

Annual Audit - Letter of Engagement has been signed.

7. General Business

7.1 Website/Media



RESOLVED WPT13/78

The Trust moved that the Estimate Quote for work on the WPT Website be accepted.

Decision Date: 24 May 2023
Mover: John Clements
Seconder: Lichelle Guyan
Outcome: Approved



RESOLVED WPT13/79

That the Secretary contact Bruce Smith from Otago Presbyterian Support to provide a Link for the Energy Mates Initiative to put on the WPT Website.

Decision Date: 24 May 2023
Mover: Lichelle Guyan
Seconder: John Clements
Outcome: Approved

