

# CONFIRMED MINUTES

## WAITAKI POWER TRUST GENERAL MEETING (2ND MEETING OF THE 13TH TRUST)

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

<b>Name:</b>	Waitaki Power Trust
<b>Date:</b>	Monday, 14 November 2022
<b>Time:</b>	11:30 am to 12:00 pm (NZDT)
<b>Location:</b>	NWL Board Room, 10 Chelmer Street, Oamaru
<b>Board Members:</b>	Doreen Cleave (Chair), John Clements, Herb Tonkin, Jock Webster, Lichelle Guyan
<b>Attendees:</b>	Sandra Tonkin

1. Opening Meeting
  - 1.1 Interest Register
2. Notices of General Business
  - 2.1 WPT End of Year Function
  - 2.2 A & P Show
3. Confirmation of Minutes of General Meeting - 12 October 2022
  - 3.1 Confirm Minutes

**Waitaki Power Trust General Meeting (1st Meeting of the 13th Trust) 12 Oct 2022**, the minutes were confirmed as presented.



### RESOLVED WPT13/24

That the minutes of the 1st Meeting of the Waitaki Power Trust General Meeting held on the 12th October 2022 are a true and accurate record of the meeting.

**Decision Date:** 14 Nov 2022  
**Mover:** Jock Webster  
**Seconder:** John Clements  
**Outcome:** Approved

## 4. Actions/Matters Arising

### 4.1 Action List

Due Date	Action Title	Owner
14 Oct 2022	ETNZ Newsletter <b>Status:</b> Completed on 27 Oct 2022	Sandra Tonkin
14 Oct 2022	Transport Options <b>Status:</b> Completed on 19 Oct 2022	Sandra Tonkin
14 Oct 2022	Oamaru IT Solutions <b>Status:</b> Completed on 19 Oct 2022	Sandra Tonkin
19 Oct 2022	Berry & Co <b>Status:</b> Completed on 8 Dec 2022	Sandra Tonkin
21 Oct 2022	Election Services <b>Status:</b> Completed on 27 Oct 2022	Sandra Tonkin
31 Oct 2022	Lichelle - Photo for Brochure <b>Status:</b> Completed on 12 Dec 2022	Lichelle Guyan

## 5. Correspondence

### 5.1 ETNZ - New Website Live

### 5.2 ETNZ - Trust Matters - Use of information

### 5.3 NZ Productivity Commission

### 5.4 ANZ - Tax Compliance Returns

### 5.5 Matters arising from Correspondence

**ETNZ Trust Matters Newsletter** - Trust can extract information from the newsletter with referencing to ETNZ and upload on the WPT website.

**ANZ Bank forms** - Tax Residency and Foreign Tax Information Forms to be completed for ANZ Bank.

### 5.6 Correspondence Approved



#### RESOLVED WPT13/25

*That the inward correspondence be received and the outward be approved.*

**Decision Date:** 14 Nov 2022  
**Mover:** Lichelle Guyan  
**Seconder:** John Clements  
**Outcome:** Approved

## 6. Financials

### 6.1 Cash Summary/Accounts for Payment



#### RESOLVED WPT13/26

*That the cash summary be received and the following accounts be approved for payment.*

**Decision Date:** 14 Nov 2022  
**Mover:** Jock Webster  
**Seconder:** John Clements  
**Outcome:** Approved

<b>Payments to:</b>	<b>Amount</b>
Fluid - Biennial Domain Name Renewal	\$138.00
Fluid - DNS (Domain Name System)	\$149.00
Oamaru IT Solutions - email set up	\$633.93
Oamaru IT Solutions - MS365 October	\$156.49
Oamaru IT Solutions - MS365 November	\$156.49
Election Services (Final payment)	\$6,976.28 (Paid 1/10/22) Ratify
S Tonkin - Invoice October 2022	\$1,050.00
BrackensPrint - Badge	\$14.38
H. Tonkin - reimbursement(Conference expenses) Accommodation \$1194.00 (Hidden Lakes Hotel) Airport Parking \$20.00 Meilage \$232.40	\$1,446.40
L. Guyan - reimbursement (Conference expenses)	\$212.70

## 7. General Business

### 7.1 Website

86 Users for October 2022 with 75 users from NZ and the rest overseas. Report tabled.

### 7.2 Policy and Procedures

The Chair talked about Procedures and Policy which will be a main focus for Trustees to work on for the new term.

### 7.3 Long Term Plan 2023-2025

The Long Term Plan is up for review.

Begin in the New Year and to include Social Media - KPI.

Trust Deed to align with NWL Constitution.

**Action Point:** *Trustees to come back with ideas for Long Term Plan in February 2022.*



## 7.4 Brochure

Work in progress

## 7.5 WPT End of Year Function



### RESOLVED WPT13/28

*That an End of Year event to be held on Sunday 27th November at 5.00pm.*

Decision Date:	14 Nov 2022
Mover:	Herb Tonkin
Seconder:	John Clements
Outcome:	Approved

## 8. Close Meeting

### 8.1 Close the meeting 12pm

**Next meeting:** Waitaki Power Trust General Meeting (3rd Meeting of the 13th Trust) - 14 Dec 2022, 8:00 am

***Please note the meeting will start at 8.00am.***

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

*W Cleave*

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

*15/02/2023*