

CONFIRMED MINUTES

WAITAKI POWER TRUST GENERAL MEETING (14TH MEETING OF THE 13TH TRUST)

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

Name:	Waitaki Power Trust
Date:	Wednesday, 22 November 2023
Time:	10:45 am to 11:30 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

Engage with Ashley Smyth as needed with communication matters.

1.2 Interest Register

2. Notices of General Business - None

3. Confirmation of Minutes of General Meeting - 11 October 2023

3.1 Confirm Minutes

Waitaki Power Trust General Meeting (13th Meeting of the 13th Trust) 11 Oct 2023, the minutes were confirmed as presented.



RESOLVED WPT13/140

That the minutes of the General Meeting held on the 11 October 2023 are a true and accurate record of the meeting.

Decision Date: 22 Nov 2023
Mover: Morgan Easton
Seconder: Herb Tonkin
Outcome: Approved

4. Actions/Matters Arising

4.1 Action List

4.2 Matters Arising

Policy Reviews - Discussion on looking at other Trust policies and procedures as an opportunity to ensure Trust's documentation is relevant and covers all essential areas.

Director Appointments - ETNZ conference offered policies and procedures to assist with Director appointments.

5. Correspondence

5.1 Chris Mardon

5.2 ETNZ - Post Conference Update

5.3 Downstream Conference 2023

5.4 NWL End of Year Function

5.5 Insurance - New Trustee

5.6 Oamaru IT Solutions - MS 365

5.7 Matters arising from Correspondence

Multifactor Authentication (MFA) for Microsoft 365 is available as extra security sign in and IPads can be set up with this feature at Oamaru IT Solutions.

Insurance - M Easton has been included.

NWL End of Year Function - held on Friday 1st December 2023 with an invitation for Trustees to attend.

5.8 Correspondence Approved



RESOLVED WPT13/141

That the inward correspondence be received and the outward approved.

Decision Date: 22 Nov 2023
Mover: John Clements
Seconder: Herb Tonkin
Outcome: Approved

6. Financials

6.1 Cash Summary/Accounts for Payment



RESOLVED WPT13/142

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

Decision Date: 22 Nov 2023
Mover: Herb Tonkin
Seconder: Morgan Easton
Outcome: Approved

Name	Description	Amount
BrackensPrint	Name Badge - Morgan Easton	\$14.38
D Cleave	Reimbursement for Course (50% funded by WPT) ETNZ Conference refund from Accomodation refunded to D Cleave Credit Card \$126.00 Conference Expenses \$93.18 Total Course fee \$1552.50 in which Doreen has paid and to be reimbursed \$776.25 less the Credit \$126.00 (Ascot Park Hotel Refund for accomodation which was credited to Doreen's credit card as the Trust does not have a credit card) received and adding expenses of \$93.18 to claim. Final amount for reimbursement.	\$743.43
Ben Nettleton	Advice on Trust Deed Review	\$1086.75
Oamaru IT Solutions	Set up of IPAD for Morgan Easton	\$215.63
Oamaru IT Solutions	Monthly MS365 Subscription	\$167.26
S Tonkin	Secretary Work October 2023	\$1080.00
L Guyan	Reimbursement Conference Expenses Meals - \$33.50 Mileage - Invercargill 600km x 0.95cents - \$570.00	\$603.50
H Tonkin	Reimbursement for Conference Expenses Mileage - Invercargill 620k, x 0.95cents - \$589.00	\$699.00

	Meals	
Oamaru IT Solutions	Note: Duplicated payment \$297.40 has been refunded on the 6 October 2023	

7. General Business

7.1 Website/Media

57 Users month of October. 37 NZ and remainder overseas. M Easton to check website.

7.2 New Trustee

Trustee Induction progressing.

7.3 Trustee Remuneration

Further to the Resolution made on Wednesday 9th August 2023 -

RESOLVED WPT13/113 That Trustee Remuneration increases by CPI and effective from 1 October 2023.

Trustee fees be increased by the current CPI of 5.6% (September 2023) with the Chair fee \$27,168.77 per annum and Trustees' fee \$21,508.61 per annum.

7.4 Business Cards

Generic business cards and pens to be ordered. Contact details can be written on the back of card. The brochure is outdated, alternatively the public can be referred to the website where information is current.

7.5 ETNZ Conference - Debrief

General Discussion on conference. Slido was used, a Q & A and polling platform used for participants to interact, ask and prioritise questions on a device. Great MC and Trustees attended are encouraged to provide feedback to the email survey. It was suggested to register and book all accomodation early and cancel if needed.

7.6 Policies - Reviews and Operating Procedures

Discussion on Mileage Allowances to and from Trust meetings. It was agreed that within 20kms to and from meeting venue would be covered as own cost and any kms over 20km can be claimed. Inclusion in the Reimbursement of Out of Pocket Expenses on Trust Business Policy.



RESOLVED WPT13/143

That Trustees living more than 20kms from the location of the meeting shall be entitled to claim any additional kms over and above 20kms.

Decision Date: 22 Nov 2023
Mover: Morgan Easton
Secunder: Herb Tonkin
Outcome: Approved

7.7 ETNZ Spring Conference 2024

ETNZ have approached WPT to consider holding the next Spring Conference 2024 in Oamaru. Held over for discussion.

7.8 WPT End of Year Function

Wednesday 13 December will be the last meeting for the year followed by lunch at the Brydone Hotel at 12pm. Jock and Helen Webster to be invited.

7.9 Secretary - Leave

The Secretary will be on leave from 3 February 2024 to 9 March 2024. It was agreed to have a January meeting, no February meeting and 13th March 2024 meeting.

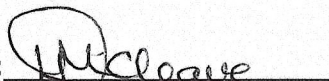
7.10 Annual Calendar

8. Close Meeting

8.1 Close the meeting 11.30am

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

Signature: _____



Date: _____

13 December 2023