

# CONFIRMED MINUTES

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

At the **Waitaki Power Trust General Meeting (14th Meeting of the 13th Trust)** on **22 Nov 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Waitaki Power Trust
<b>Date:</b>	Wednesday, 11 October 2023
<b>Time:</b>	8:30 am to 9:35 am (NZDT)
<b>Location:</b>	NWL Board Room, 10 Chelmer Street, Oamaru
<b>Board Members:</b>	Doreen Cleave (Chair), Herb Tonkin, Lichelle Guyan, Morgan Easton
<b>Attendees:</b>	Sandra Tonkin
<b>Apologies:</b>	John Clements

### 1. Opening Meeting

#### 1.1 Election of Chairperson

Doreen Cleave was nominated by Lichelle Guyan and seconded by Herb Tonkin. There were no other nominations and Doreen Cleave was elected Trust Chair.

**WELCOME:** The Chair thanked the Trustees and welcomed new Trustee Morgan Easton to the meeting.

#### 1.2 Strategic Plan

**Further develop WPT Image** - Lichelle Guyan has approached Ashley Smyth to assist with communications.

#### 1.3 Interest Register

None declared.

### 2. Notices of General Business

#### 2.1 Trustee Induction Plan

### 3. Confirmation of Minutes of General Meeting - 13 September 2023

#### 3.1 Confirm Minutes

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



#### **RESOLVED WPT13/126**

That the minutes of the General Meeting held on 13 September 2023 are a true and accurate record of the meeting.

**Decision Date:** 11 Oct 2023  
**Mover:** Lichelle Guyan  
**Seconder:** Herb Tonkin  
**Outcome:** Approved

### 4. Actions/Matters Arising

#### 4.1 Action List

**Anniversary Event** - photos to be uploaded to website.

#### 4.2 Matters Arising - None

### 5. Correspondence

#### 5.1 Stuff News - Discount

#### 5.2 ETNZ - Letter to Richard Allison

#### 5.3 ETNZ Conference

#### 5.4 ETNZ October Newsletter

#### 5.5 Matters arising from Correspondence

**Stuff News** - A reporter had requested information on the Community Discount and this was provided as it is available as Public information.

**ETNZ Newsletter** - general discussion.

#### 5.6 Correspondence Approved



#### **RESOLVED WPT13/127**

That the correspondence be received and outward approved.

**Decision Date:** 11 Oct 2023  
**Mover:** Lichelle Guyan  
**Seconder:** Herb Tonkin  
**Outcome:** Approved

## 6. Financials

### 6.1 Cash Summary/Accounts for Payment

It was felt that a mileage allowance should only be paid to Trustees travelling to meetings if the actual mileage was excessive. It was agreed that Trustees would consider what an appropriate mileage is and discuss it at the next meeting.



#### RESOLVED WPT13/128

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

**Decision Date:** 11 Oct 2023  
**Mover:** Lichelle Guyan  
**Seconder:** Herb Tonkin  
**Outcome:** Approved

Name	Description	Amount
Ascot Park Hotel - Proforma Invoice 484160	Doreen Cleave - Conference accomodation	\$432.00
Ascot Park Hotel - Proforma Invoice 20725	Herb Tonkin - Conference accomodation	\$432.00
Ascot Park Hotel - Proforma Invoice 20726	Lichelle Guyan - Conference accomodation	\$432.00
Ascot Park Hotel - Proforma Invoice 20727	John Clements - Conference accomodation	\$432.00
ETNZ	Registrations for Conference	\$1,479.96
Ben Nettleton	Advice - Trust Election Process 2022	\$241.50
Brydone Hotel	Room Hire - Trustee Interviews 2 Oct 2023	\$80.00
Brydone Hotel	Room Hire - Trustee Appointment 6 Oct 2023	\$80.00
Oamaru IT Solutions	IPAD Reset and Clean J Webster	\$107.81
Oamaru IT Solutions	Microsoft 365 Business Subscription	\$167.26
S Tonkin	Contracting Secretarial Support September 2023	\$720.00
<b>Oamaru Print and Copy</b>	<b>Payment for \$297.40 has been duplicated. They have been notified and will provide a refund</b>	

## 6.2 Bank Signatories



### RESOLVED WPT13/129

That the ANZ signatories mandate be updated to remove Jock Webster and add Morgan Easton.

**Decision Date:** 11 Oct 2023  
**Mover:** Lichelle Guyan  
**Seconder:** Herb Tonkin  
**Outcome:** Approved

## 7. General Business

### 7.1 Website/Media

**Website Visits** - 71 users, 47 NZ, 10 USA and the rest are other.

**Website Updates** - Amend Jock Webster's profile of retirement from Trust and add Morgan Easton who will provide photo and bio.

### 7.2 Induction Plan

L Guyan presented a Trustee induction plan for discussion.

### 7.3 New Trustee

**Induction** - Lichelle Guyan went over the key areas with Morgan Easton.

**Insurance** - Secretary to contact Marsh Insurance to add new Trustee and to send Insurance Schedules to M Easton.

**Business cards** - It was agreed to have a generic card in which Trustees can write their contact details on the back.

### 7.4 Trustee Renumeration

Trustee Renumeration will be held over to next meeting.

### 7.5 ETNZ Conference

M Easton will check whether he is able to attend conference.

Accommodation has been paid as per payment by proforma invoice. Any cancellations can be placed within 48 hours notice and a full refund will be given.

### 7.6 Annual Calendar

L Guyan would like to review the timing of policies review cycles within the Annual Calendar.

## 8. Close Meeting

### 8.1 Close the meeting - 9.35am

**Next meeting:** Waitaki Power Trust General Meeting (14th Meeting of the 13th Trust) - 22 Nov 2023, 10:45 am

Trustees are at ETNZ Conference during 7th - 10th November 2023.

A handwritten signature in black ink that reads "Doreen Cleave". The signature is written in a cursive style with a large, looped initial 'D'.

Doreen Cleave  
30 Nov 2023