

CONFIRMED MINUTES

WAITAKI POWER TRUST GENERAL MEETING (35TH MEETING OF THE 12TH TRUST)

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

Name: Waitaki Power Trust
Date: Wednesday, 14 September 2022
Time: 8:30 am to 9:30 am
Location: NWL Board Room, 10 Chelmer Street, Oamaru
Board Members: Doreen Cleave, John Clements (Chair), Herb Tonkin, Mr Jock Webster, Lichelle Guyan
Attendees: Sandra Tonkin
Guests/Notes: 9.30am Bruce Smith and Paul Ryder - Otago Presbyterian Support (EnergyMates)

1. Opening Meeting
 - 1.1 Interest Register
2. Notices of General Business - None
3. Confirmation of Minutes of General Meeting - 10 August 2022
 - 3.1 Confirm Minutes

Waitaki Power Trust General Meeting (34th Meeting of the 12th Trust) 10 Aug 2022, the minutes were confirmed as presented.



RESOLVED WPT12/319

That the minutes of the 35th Meeting of the Waitaki Power Trust General meeting held on the 14th September 2022 are a true and accurate record of the meeting.

Decision Date: 14 Sep 2022
Mover: Lichelle Guyan
Seconder: Doreen Cleave
Outcome: Approved

4. Actions/Matters Arising

4.1 Action List

Due Date	Action Title	Owner
30 Jun 2022	Website Status: Completed on 9 Sep 2022	Sandra Tonkin
6 Jul 2022	Director Appointment Policy Status: Completed on 19 Sep 2022	Mr Jock Webster

Update: 14 September 2022

Duplicated action also appears in the Confidential Meeting Action List.

There was discussion that Policies for Review be done in the Confidential Meetings.

5. Correspondence

5.1 PwC - Appointment of Auditor

5.2 ETNZ - Photos for Website

5.3 ETNZ - Spring Conference

5.4 ETNZ - Trust Matters September

5.5 Matters arising from Correspondence

5.6 ETNZ - Photos for Website

Photo Images

Contact NWL - Michelle McLean for suitable photos to put on website.

Due Date: 23 Sep 2022
Owner: Sandra Tonkin

5.7 ETNZ Spring Conference

Accommodation can be paid via invoicing.

Spring Conference

To confirm registrations to conference after the Trust Elections.

Due Date: 22 Sep 2022
Owner: Sandra Tonkin

5.8 ETNZ Trust Matters

RESOLVED WPT12/320

Article A - Electricity Authority (EA) now overseeing rebates and dividends on page 3 is an important item to be aware of.

That a letter be written to the NWL Board for confirmation that we meet the requirements

Decision Date: 14 Sep 2022
Mover: Mr Jock Webster
Seconder: Herb Tonkin
Outcome: Approved



Letter to NWL Board

S. Tonkin to draft a letter to the Board of the new code which took effect from 1st September 2022.

Due Date: 23 Sep 2022
Owner: Sandra Tonkin

5.9 Correspondence Approved



RESOLVED:WPT12/321

That the inward correspondence be received and the outward approved.

Decision Date: 14 Sep 2022
Mover: Lichelle Guyan
Seconder: Mr Jock Webster
Outcome: Approved

6. Financials

6.1 Cash Summary/Accounts for Payment



RESOLVED:WP12/322

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

Decision Date: 14 Sep 2022
Mover: Doreen Cleave
Seconder: Lichelle Guyan
Outcome: Approved

Berry & Co	\$2,032.63
Fluid	\$477.83
Oamaru IT Solutions	\$156.49
S. Tonkin	\$945.00

Xero Starter Plan is downgraded to the lesser cost plan of GST Cash book which is sufficient.

7. General Business

7.1 Website

There have been 152 users for the month of August 2022. Average viewing session 3.30 minutes. Breakdown is 147 users from New Zealand and the rest from overseas. Sessions by device - 66% Desktop, 26% Mobile and 8% Tablet.

S. Tonkin has completed some training with Fluid with the website which has a Content Management System(CMS) framework called SilverStripe.

It was suggested that we review the website content to keep it updated and refreshed each month.

7.2 WPT AGM

Annual General Meeting minutes held on the 25th July 2022 were reviewed and there were no corrections.

7.3 Trustee Elections - Voting Statistics

7.4 Access Policy

The Policy has been formatted correctly. Word administrative added.



RESOLVED WPT12/323

That the Access Policy be accepted with the changes.

Decision Date: 14 Sep 2022
Mover: Lichelle Guyan
Seconder: Herb Tonkin
Outcome: Approved

7.5 Payment Policy



RESOLVED:WP12/324

The Online Banking Policy which is outdated has been replaced with the Payment Policy.

That the Payment Policy be accepted.

Decision Date: 14 Sep 2022
Mover: Lichelle Guyan
Seconder: Doreen Cleave
Outcome: Approved

8. Close Meeting

8.1 Close the meeting - 9.30am

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner
5.6	Photo Images Due Date: 23 Sep 2022	Sandra Tonkin
5.7	Spring Conference Due Date: 22 Sep 2022	Sandra Tonkin
5.8	Letter to NWL Board Due Date: 23 Sep 2022	Sandra Tonkin

Signature: 

Date: 14 / 11 / 2022