

MINUTES AVCC Committee Meeting



5.30 to 7 pm on 5 October 2020
at Aro Valley Preschool

Present: Barbara Wheeler, Ingrid Downey, Ayse Altin-Wohlleben, Michael Henrys, Liam Hunt, Melanie Vautier, Martin Wilson, Jill Musgrave, Cameron MacKay, George Sapsford

(Quorum achieved)

Apologies:, Phaedra Brice-Chen, Lorna Travers, Emma Reid

1) Welcome through Co-chair Ingrid

Welcome and Karakia

2) Health and Safety

- Staff and Co-Chair are working on written health and safety regulations. This will likely expand to a larger Sub Committee for best results.
- Vegan vault: safety issues with blocked walkway

⇒ **Action:** *Ingrid will contact Dani and ask about this*

2) Update from co-chairs about their work

- First formal meeting as employers for the staff which is scheduled fortnightly: For future communication with the staff, the committee members can forward their questions, ideas or queries to the chairs who will then pass them on to staff members in the fortnightly meetings.
- Candidates meeting went well
- Spatial planning meeting
- Barbara has started meeting other chairs and community developers of community councils and trust (so far Mt.Vic, Mt Cook)

3) Review and approval minutes through secretary

- Minutes of the committee meeting on the 28th August need amendment as “use of email should be one way” and wasn’t stated clearly enough in the minutes

⇒ **Action:** *Ayse will amend the minutes and circulate them, need to be approved at the next committee meeting*

- Minutes of the strategy meeting approved and ready to on the website. This includes the calendar.

Moved by Barbara Wheeler

Seconded by Liam Hunt

Approved unanimously

- Minutes got signed by secretary and hard copy will be kept in a binder.

⇒ **Action: Ayse will contact Roxy to put them on the website**

4. Financial report through treasurer

Michael briefly explained the financial status by going over the balance sheets for August and September and the loss and profit overview for both months.

Moved by Barbara Wheeler

Seconded by Ingrid Downey

Approved unanimously

5. Register of conflicts

It is in the best interest for AVCC committee to keep a regularly updated register of conflicts.

There is no existing register of conflicts at the moment.

The committee feels the need to have a document that specifically reflects the needs of AVCC. Ingrid has provided documents from charity services and government to support the work of creating a register.

⇒ **Action: Ayse and Ingrid will create a register of conflicts to present at the next meeting**

⇒ **Action: Committee members to think about existing or upcoming conflicts that need to be documented**

6) Review of the planning day

Outcome - Means of communications:

The committee has still to decide about future means of e-communication. Liam has offered to research the best way to implement Office 365 and MS teams for AVCC staff and committee in order to get a solution that includes messenger, email services, live-streaming and document sharing options.

Liam has contacted several providers for professional assistance that offer software and IT support. His suggestion is to hire David Cahill, a sole trader in Wellington, who has worked with AVCC staff before. Liam has described this person as experienced and knowledgeable when it comes to community work and work with NGOs and had a very positive impression of him.

Services offered would include staff being able to contact David any time during business hours about technical problems.

For project-based issues Liam has offered to be the contact to forward the committee's wishes and work closely with David to create a suitable platform for the committee's needs.

Contract would be for a year and could come up to \$3000 for the whole year.

-- > Civil Defense Emergency group leadership needs to be handed on to someone else. Liam has suggested Phaedra for this role.

⇒ **Action:** Liam (as convenor of this subcommittee) will scope out a work programme that will show the committee what would be included in any service agreement with David C. focusing on short-term, long-term outcomes, outcomes for committee and staff.

⇒ **Action:** Ingrid to follow up what happened to the \$5000 grant that George was able to get granted to AVCC

The committee has decided to grant the chairs the full power of control over the amount (of about \$3000) that needs to be spend for implementing MS Office 365 and MS Teams so any decisions can be made in between committee meetings.

Moved by Ayse Altin Wohlleben, Seconded by George Sapsford, Approved unanimously

Employment subcommittee

Contracts are signed: AVCC staff is now in permanent employment

Outcomes - Comms/Engagement

- Participatory budgeting:

Mel has had a conversation with Max Rashbrooke (expert on participatory democracy) who has offered to support the project.

--> Action: Mel to approach Roxy to talk about grants application

- suggestion box: to use the read letter box as a suggestion box and later on publish anonymously the suggestions on FB, website; idea is that serious suggestions get handed in with contact details so we can follow up: byline "how can we help you engage in the community"; could include polls

- Ayse to organise a street art project that includes the wall where the share shack used to be; needs chalkboard paint, stencils and chalk. Idea is to not use any money from the community but to work with donations and volunteers

- spring event in Aro park or Polhill reserve would be a nice idea to have a community event where a speaker talks about pre-colonial history; collaboration with events subcommittee; George suggested a contact

- physical notice board "buy, sell, exchange"

- other ideas: volunteer bank, Aro Valley currency, promoting the mobility scooter, supporting the elderly community

7. General meeting

The GM will be held in the week from the 26th October to 1st of November. Doodle poll to be held about date after Ayse has contacted Dani about available dates

Subcommittee to prepare setup and agenda: Barbara, Ingrid, Ayse, Cam and Mel

Idea for General meetings:

to be theme based --> for the first GM: to have speakers about domestic health and energy use with a specific focus on renting

Also: General meeting to address business items just briefly and concentrate on community work

--> Action Ayse to contact Dani about hall availability and setup doodle poll

8. Staff report

Roxy has submitted a grant application for technology improvement: boost wifi, buy a new data projector and laptop

Volunteer Wellington membership: renew membership but AVCC should take more advantage of it; get advise from their side, enlist the roles that are available, use access to workshop and trainings; future emails to be forwarded to committee

Barbara is working on job descriptions for internship to help staff with social media/ website

--> Outcome: renew membership with Volunteer Wellington and invite contact person to talk to staff

TUI room:

Clean out done by Barbara and Cam; Some things might go to cupboard and Martin might be able to store XR stuff;

Idea: make the room a better place for other groups to use it

Tui has hardly been using the room over the last months.

Future plans: clean up, AVCC can rent it out, Tui can use it.

9. Aro street project

There is a meeting coming up on the 12th of October with WCC; Barbara and others (Phaedra, Mel) will attend it;

--> Actions Barbara will report back about this at the next committee meeting

10. Hall upgrade and site development

Tennis pavilion: tight and dry solution considered by WCC (minimal work tbd), no price announced so far, building doesn't pose an earth quake risk, asbestos in pipes will be removed as part of the tight and dry solution;

There is the unlikelihood of a new building to be build if the pavilion was to be removed as the new building would probably be substantially smaller (because of boundaries, underground cable etc.) but there is no further information available atm.

Next meeting with WCC on the 19th Oct: more info about tight and dry and cost, how much of that would come from 1.2 m budget

WCC has not yet announced what will happen with the hall:

Two options mentioned from the steering committee: for the footprint of the hall to stay the same and one slightly bigger version.

WCC announced that they already have a preliminary design, steering committee has not yet been informed about this

Timef rame for rebuild: June to November 2021

Barbara and Ingrid have been invited to comment on the landscape plan for its maintenance implications. They have requested that they be involved in the design brief, not just commenting on the maintenance implications.

Also: what about compensation for the loss of revenue -> this needs to be clarified

11. AVCC endorses SEEDS TO FEED project as supported by AVCC

Moved by Ingrid Downey

Seconded by Liam Hunt

Accepted unanimously

Actions:

Ingrid will contact Dani and ask about this

Ayse will amend the minutes and circulate them, need to be approved at the next committee meeting

Ayse will contact Roxy to put them on the website

Ayse and Ingrid will create a register of conflicts to present at the next meeting

Committee members to think about existing or upcoming conflicts that need to be documented

Liam will scope out a work programme that will show the committee what would be included in any service agreement with David C. focusing on short-term, long-term outcomes, outcomes for committee and staff.

Ingrid to follow up what happened to the \$5000 grant that George was able to get granted to AVCC

Mel to approach Roxy to talk about grants application

Ayse to set up doodle for GM poll

Ingrid: advise staff to renew membership with Volunteer Wellington and invite contact person to talk to staff

Barbara will report back about Aro street project at the next committee meeting

Barbara and Cam to clean out the TUI room

Meeting closed at 7.30pm.

Upcoming General Meeting (probably on Nov 1st 1.30 to 3.30pm)