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| Description: ttp://www.graphicdesignblog.org/logo-design-gallery/wp-content/themes/logo-design-gallery/thumb.php?src=logo-design-gallery/wp-content/uploads/2012/05/Aro.jpg&h=190&w=330&zc=1&q=90 | MINUTESARO VALLEY COMMUNITY COUNCIL COMMITTEE DATE: 12 December 2016 7.30 pm |

Present: Luke Allen (Co-chair), Hilary Unwin (Co-chair), Roland Sapsford, Zeke O’Connor-Sapsford, Brent Efford, Heather Mackay (Secretary) , Rachel Griffiths (Treasurer), Jay Buzenberg, Madeline Rashbrooke, Krissy Cloutman, Sarah Child

Apologies: Nicole Benkert, Sacha Green, Jo Brien, Karen MacIntyre, Catherine Carey Smith, Chris Carey Smith, Daniel Brown,

Previous meeting: All preliminary proposals that were put forward at the previous inquorate meeting were approved at this meeting.

All actions from previous meeting were reviewed and any not done are carried over to these minutes.

**Guest**

Dave Harris from City Care. Project manager for renovations for the pre-school. Has official go ahead for the work now. Colour scheme was distributed. Will start about 22nd December – replacing roof and tank, new weatherboards where required and other external maintenance. Drainlayers will put in a new sump and complete drain work. Some issues with access to the site for cars after the 22nd. He will talk to the workers and doesn’t think that there will be any work outside of the preschool before Christmas it will be all in the preschool grounds. The arch will be taken off temporarily to allow truck access. All finished by the 20th of January. Some wiring will be put underground. Holiday programme will start on 16th and this activity was described but the building work will not disrupt this. Dave will be on site every day and contact people for us needed. Roland and Brent will be around over this time and volunteered. Dave distributed his business card and conversation finished at 7.53.

No power in office when Krissy and Sarah return to work on the 9th – some power may be possible via a power lead from the hall.

**Action**: Krissy will check what is needed to keep office running. Krissy to contact WCC Carrie Guthrie to let her know our requirements, copy Theresa. Agreed to email Dave to confirm our needs and copy Iona into it.

The AVCC welcomed Sarah Childes. Sarah has been appointed to Lexi’s position while she is on paternal leave.

**Correspondence Received and Replied to:**

Andy Grant 25 November. Reply from Heather

Martin Wilson 29 November. Reply from Hilary.

Charles Barrie. Reply from ?

Martin Wilson 1 December. Reply from Luke.

**HEALTH AND SAFETY**

The tailoring of the WCC general health and safety templates for our purposes is being worked on.

Roland talked about change in focus of new legislation from hazard identification and management to risk identification. Process for identification of serious risks is important this includes likelihood. Need to document that we have thought about the risks and any risk strategy.

Discussed the health and safety plan in place for the Christmas tree work. This includes a traffic plan, height for stacking trees, manual handling around the trees, buyers don’t saw their own trees, and buyers don’t go into the container. The document needs to be accessible in the office.

**Action: Sarah and Krissy to finalise Health and safety plan for holiday programme.**

**Action: Krissy to develop a list of what events need safety plans so they can be produced as necessary.**

**STAFF REPORT**

The AVCC staff report was tabled and spoken to by Krissy and Sarah.

Mural celebration this Friday – both murals are completed. Fantastic work. Garage project will supply beer.

Hopefully will get a forklift to move container to expose the mural but unlikely unfortunately.

Approval to spend $250 on food and juice for the mural celebration unanimously agreed.

Not able to secure any ESOL funding for the language courses. DIA community development funding application not successful either. Next WCC Social and Recreational fund applications open in March. We started in early 2000’s and the courses are well supported by people needing to learn English. Very worthwhile courses.

**Action: Rachel will look at AVCC finances to see if we can afford to run the courses within our budget even if we didn’t end up getting extra support.**

Vacuum cleaner stolen. New vacuum cleaner needed. Roland kindly donated one.

Christmas tree sales. More volunteers needed to help sell trees.

WREMO – emergency management planning meeting held. Need to look at our role as a community centre in an emergency. The Aru School is the emergency centre at the moment.

**Action: Krissy to invite Sam from WREMO community engagement to talk to us about the issues. Krissy has been sent some documentation she will circulate before meeting. Could possibly be a general meeting?**

Valley Voice will be delivered this week. Bi-monthly publication.

Russell will make bookshelf for book swap.

**Action: Krissy to do some investigation about the one noise complaint about drumming sessions held in the hall.**

School holiday programme emailed out and the organising is happening.

Carol singing in the park was yesterday. More promotion needed to get more numbers.

Staff report was accepted.

**ORGANISING OURSELVES**

1. **Financial report.**

November. Operational grant invoiced to WCC but not in yet.

Year to date we are looking great. Christmas trees, mural, holiday programme and site development still to impact.

Nothing of any note to draw attention to.

Invoicing the WCC is something to do for the consultation process for site development. Rachel to work with Krissy and contact Therese.

Questions about Valley Voice expenses and income. It is reported on and could be more granular if more information is needed

Roland suggested that an article for Valley Voice about Data Stream would be a good thing as they are no longer involved with Valley Voice and have been great supporters.

Financial report accepted.

1. **MOU**

AVCC has received the document – co-chairs will view and see if it aligns with previous conversations. Theresa will send MOU draft through and solar panels.

**Action: Luke will distribute draft MOU.**

WCC did the installation of the panels and not interested in the panel maintenance. Different Council departments were involved. No written records of different council discussions. People who installed it have shut business but we need it maintained.

1. **Loomio**

We have two AVCC Loomio accounts. Records finish about 2013 for first account. It would be good if we could join these two.

How to structure the account is important as well as being clear about what we are using it for and how. Not necessary suitable for all of our needs.

Loomio is being used by the Site Development Committee for their communication. It would be a useful tool for community participation for the site development work. Eliza from Loomio could do some work for us to help set this up. This would cost. Krissy and Sarah have been to a training session.

Could possibly promote through Neighbourly. Using it for site development consultation is conditional on cost (AVCC will probably have to pay for it) and on seeing some examples of successful use.

**Action: Hilary will find out what other community projects have used Loomio and report back.**

Stick with email for the main AVCC committee rather than using Loomio.

1. **School and Pre-School update**

No update from Sacha or Dan.

**COMMUNITY ISSUES**

**1. Site development**

Sub-committee meeting tomorrow to debrief after the Festival of Place weekend. Cally and Anne have a lot of information but are looking for more diversity of feedback. Notes from the weekend event need to be discussed. Late Jan or Feb for next workshop. Loomio also in the mix. Questionnaire also in the mix. RFP process has closed for architects services with seven responses.

**2. Meeting with Victoria University**

General meeting didn’t go ahead because main advisor from VUW was not available. Can be a General Meeting but advertising by focusing on the topic rather than on the fact that it is a general meeting may make it more mean that the topic speaks for itself and more people attend which is the aim.

**Action: Meeting to be rescheduled for 1st February.**

**3. Christmas Tree Sales Roster**

More people needed and volunteers put their names down as available. Thanks!

**ANY OTHER BUSINESS**

No other business.

**Meri Kihirimete me te tau hou ki a koutou katoa.**

**Meeting closed at 9.40.**

**Next meeting date: 16th of January (3rd Monday in the month!)**

**ACTIONS**

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| **What** | **Who** | **When** |
| Check what is needed to keep office running. Krissy to contact WCC Carrie Guthrie to let her know our requirements, copy Theresa. Agreed to email Dave to confirm our needs and copy Iona into it. | **Krissy** | **asap** |
| Finalise Health and safety plan for holiday programme. | Sarah and Krissy | Before holiday programme |
| Develop a list of what events need safety plans so they can be produced as necessary | Krissy | Early 2017 |
| Look at AVCC finances to see if we can afford to run the courses within our budget even if we didn’t end up getting extra support.  | Rachel | Early 2017 |
| Invite Sam from WREMO community engagement to talk to us about the issues. Circulate received documentation before the meeting, | Krissy | Early 2017 |
| Investigate the one noise complaint about drumming sessions held in the hall.  | Krissy | Early 2017 |
| Distribute draft MOU. | Luke | Early 2017 |
| Find out what other community projects have used Loomio and report back | Hilary | Early 2017 |