

Meeting of the Aro Valley Community Council Committee

12 December 2018, Wednesday 7.15 – 9pm

Presiding: Luke Allen (Co-chair)

Minute taker: Ingrid Downey

Additional Committee members in attendance: Madeleine Rashbrooke (Co-chair), Helen Baxter (Treasurer), Martin Wilson, Russell Taylor

Apologies: Daniella, Hemi, Jay, Shan, Hilary

Staff in attendance: Lexi (from 7:45 – 8:10pm)

1. Starting Business

Ingrid agreed to be minute taker, as the Committee has no Secretary. It was agreed that a quorum was present, as there were 6 present from a total Committee made up of 12, including two Co-Chairs.

d) The quorum for a meeting of the Committee is half the members of the Committee together with, except in an emergency, at least one co-chair;

A general discussion about taking minutes at all AVCC committee meetings took place, and there was general agreement that they should primarily record decisions and actions.

Decision: It was agreed that we keep minutes of all AVCC committee meetings, noting that this is how we already operate, even as our Constitution is silent on the issue of minutes.

There was also a discussion about the importance of recording any decisions made outside of Committee meetings (by phone or email) in the next set of meeting minutes after that decision is made, so they are clearly recorded.

2. Approval of Minutes of last meetings (11 November and 26 November 2018)

Both sets of draft Minutes had been circulated, however, they were not present at the meeting. The approval has been postponed until the next meeting.

3. Xmas Tree fundraiser

Russell provided an update on this activity and brought a couple of items to the attention of the committee regarding the contractors' contracts and supplier payments [in committee].

Action: Co-Chairs and Treasurer respectively will follow-up.

There was also a discussion about the clarification of existing and formation of new Sub-Committees. Certain Sub-Committees are defined in our policies and others would be wise to form, to support the activities of the AVCC.

Action: Add to agenda for committee to discuss.

4. Report by Lexi on Summer Sounds and the invitation of Hana Koko (“Maori Santa”) to Wellington.

Lexi arrived to report on the campaign of locals Natasha Crombie and Lexi and others to invite Rob Herewini to Wellington to show appreciation for him after the media firestorm regarding his appearance in the Santa sleigh in a Christmas Parade in Nelson. A Facebook page has been created by Natasha and Lexi and has attracted a lot of interest. A Give-a-Little page has raised \$2000 which will cover his travel expenses.

Lexi outlined how preparations were progressing with having him as a guest (along with another Santa Claus) at the Summer Sounds event on 22 December.

The committee held a discussion about how to support the smooth and safe running of this event, and AVCC’s role and position on this visit (including in relation to media and Maori protocol), and the discussion followed Lexi’s departure from the meeting.

Action: Madeleine will draft a short media statement by AVCCC regarding this event, in case one is needed.

Action: Luke and Madeline will follow up with Lexi the event risks the Committee expressed concern about, e.g. crowd numbers, pedestrian / traffic safety, in terms of whether these are covered in the event plan / risk register that is being prepared (and supplied to WCC). Russell to contact WCC Local Hosts.

Ingrid left the meeting at 9:00pm. The meeting became inquorate.

5. Financial Report for the month November 2018

Postponed, hard copies available at the meeting, but they had not been circulated by email.

6. Staff Report

Staff circulated their Staff report by email, no discussion took place due to time constraints

Action Register

Register updated: 14 December 2018

Action Item	Who?	Status
Create Annual budget for FY19-20	Helen, Tahiti and Lexi	Ongoing
Provide all approved AVCC Committee meeting notes (in pdf) for posting on the website	Madeleine and Tahiti	Assigned
Review the application of funding from WCC (Social and Recreational funds)	Committee	Assigned
Report on AVCC Public Liability Insurance	Tahiti	Assigned

Request WCC review the rotten section of the wood ramp	Staff	In progress
Review the AVCC H&S policy	Russell	Assigned
Talk to Room at the Inn to understand their request to have Committee Reps present	Tahiti	Completed. <i>Later reply: This request has been rescinded, no Committee Reps required</i>
Review of the unused Kai-O-Te-Aro funding	Lexi, Russell and Martin	Assigned
Questions about the Financial report – comparison of Oct 18 and Oct 17. Addition of YTD column to the monthly report	Helen	Assigned
Review of the contract on the photocopier	Madeleine	Assigned
Create process for co-opting a new Secretary and possibly 2 additional members of the Committee	All	Assigned
Follow up contractor contracts and supplier payment	Luke + Madeleine + Helen	Assigned
Create a Press Release to use if needed by AVCCC for the 22 Dec Summer Sounds event and the invitation of Hana Koko and a Santa Klaus to be special guests.	Madeleine	Assigned
Follow up with Lexi the event risks discussed for the 22 Dec Summer Sounds event.	Luke + Madeleine	Assigned
Contact Local Hosts for attendance at Summer Sounds event	Russell	Assigned
Report at next GM: Decision to fund a term of Sit and Be Fit, MOU with WCC, Martin as manager of compost centre, Hilary co-opting to Committee, Staff member added due to funding from MSD.	Luke + Madeleine	Assigned