

## **Meeting of the Aro Valley Community Council Committee**

**Wednesday 27 February 2019, 7:00 – 9:20pm**

**Presiding:** Luke Allen (Co-chair)

**Minute taker:** Madeleine Rashbrooke (Co-chair)

**Committee members in attendance:** Ingrid Downey, Helen Baxter (Treasurer), Martin Wilson, Russell Taylor, Jay Buzenberg.

**Apologies:** Hilary, Hemi, Daniela, Shan, Pearl

**Staff in attendance:** Lexi , Tahiti, Lydia (briefly)

### **Minutes 14th November 2018**

These minutes were accepted by consensus.

**Minutes 26 November 2018** - this was a special meeting focused on two topics: Site Development and Committee Activities & Priorities, including subcommittees. Due to the length of the discussion on the site development topic, the second agenda item was deferred.

Action: as requested by Martin, the minutes will be amended to reflect the 7:20 start time

These minutes were passed with Martin voting against.

### **Minutes 12 December 2018**

These minutes were passed by consensus.

### **Matters arising from minutes as listed above**

Generally actions agreed in the Matters Arising discussion have been added to the Action Register, and not duplicated here.

It was agreed that there would be a brief report on committee decisions at the next General Meeting (as listed in the action register), although it will be a 'single issue' meeting focused on the Site Development project.

It was agreed that we need to have a wider discussion of procedures and policies ('standing orders') with a view towards increasing membership participation. This discussion may cover procedures for reporting on General Meetings, and how minutes of General Meetings are approved. This has been added to the Action Register.

Lexi noted that an article had been prepared that summarised the latest General Meeting, but as Valley Voice has been delayed (due to a lack of advertising revenue) the article will be posted to the Aro Valley website instead.

Bulk Funding Application - this is coming up and will cover the next 3 year block. The challenge here is to allow for the disruption to our normal activities that will be caused by the site development implementation stage. Actions arising from this discussion have been added to the Action Register.

### **Staff Report:**

Lydia talked about the **ESOL fundraiser** she has organised - 25 March at the Garage Project Bar - committee to share details with friends and family, put up posters in workplaces etc, and sell tickets if possible.

**The Mayor** will be at the Aro Valley community centre on 26th March - would be good if committee members were there to share issues and ideas.

**Aro Fair** is coming up soon - 9 March - committee to put up posters, sign up to help with set-up, rubbish management, pack-down and clean up, Green Room for performers etc

**ArOlympics** - reduced capacity from founders Kelvin and Steve, so everybody to encourage participation and enthusiasm in their street and on the day.

Lexi brought to the committee that the sound technician for the second (basketball court) stage had requested a stage cover (\$200 cost to AVCC) and assistant technician (\$250). The issue is that the Fair generally breaks even (major revenue comes from stall holders, major costs are stages and technicians), so this extra cost is not insignificant and was not budgeted for.

Ingrid raised a motion that we authorise Lexi to accommodate these requests up to a value of \$450, while attempting to negotiate a lower price for the assistant technician. The motion was passed with Martin voting against.

**Committee stall at the Fair** - could have WREMO kit on display, site development information, general enquiries, but limited committee member capacity to person the stall as will have other duties (rubbish, preschool etc)

**Valley Voice** needs new advertisers in order to continue as a printed newspaper - Lexi asked if somebody on the committee could take on this task or if they knew of anybody who could. In the meantime, we can get more of the content online. It was agreed that the future of Valley Voice needs to be a topic of a further discussion.

### **Financial Report**

Unfortunately the financial reports were not circulated before the meeting and there was insufficient time to read and discuss them. Helen will circulate these via email for approval at the next committee meeting. We note that the committee had authorised by email the purchase of new computers for the office and Lexi's attendance at a course.

### **Co-option to Secretary role**

Two committee members had put themselves forward to be co-opted as Secretary: Russell and Martin. Russell withdrew, followed by Martin when his nomination was not unanimously endorsed.

It was agreed that we would advertise the role to the wider community and consider the nominations at the next General Meeting.

## Action Register

Register updated: 19 November 2018

Action Item	Who?	Status
Recruit candidates for co-option as Secretary	Committee	Assigned
Financial reports for November, December and January to be circulated by email and agreed.	Helen, committee	Assigned
Organise further discussion of Valley Voice's future	Committee	Assigned
Survey committee on capacity to be part of a committee stall at the Fair	Madeleine	Assigned
Add discussion of the WCC bulk funding application to the agenda for the next committee meeting	Luke, Madeleine	Assigned
Discussion with WCC around 3 year bulk funding application in regard to site development	Tahiti, Helen	Assigned
Post article about Site Development GM to website	Lexi	Assigned
PDF of the AVCC Constitution to be re-uploaded to the website (currently incompatible with some Apple computers?)	Jay, Madeleine and Lexi	Assigned
Create Annual budget for FY19-20	Helen, Tahiti and Lexi	Ongoing
Provide the AVCC Committee meeting notes (in PDF) for posting on the website	Madeleine and Tahiti	Ongoing (due to confusion over which minutes needed)
Review the application for funding from WCC under Social and Recreation Funds by April 19.	Committee	Assigned
Seek advice from Community Law on questions from the committee on the Constitution	Luke + Madeleine	Completed. Madeleine provided the answers from Community Law to the committee by email.
Consider further discussions around updating the AVCC Constitution and formulation of Standing Orders or similar guidelines	Committee	Open
Request WCC review the rotten section of the wooden ramp up to the Hall.	Staff	Completed - ramp has been repaired.
Find template for AVCC Health and Safety Policy	Russell	Ongoing
Review and report on AVCC Public Liability Insurance	Tahiti	Completed - via email in December 2018.
Review of the unused Kai-O-Te-Aro funding	Lexi, Russell and Martin	Deferred
Questions about the Financial report – comparison of Oct 18 and Oct 17. Addition of YTD column to the monthly report	Helen	Ongoing
Review of the contract on the photocopier	Madeleine	Open
Create process for co-opting a new Secretary and possibly 2 additional members of the Committee	All	Open - on agenda for 27 Feb meeting
Follow up contracts for Xmas tree contractors and supplier payment	Luke + Madeleine + Helen	Done

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	Superseded
Follow up with Lexi the event risks discussion for the 22 Dec Summer Sounds event	Luke + Madeleine	Done
Contact Local Hosts for attendance at Summer Sounds December event	Russell	Done
<b>Report at next GM:</b> 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	Open - will be covered as part of discussion of Standing Orders