

MINUTES AVCC Committee Meeting



5.30 to 7 pm on 24 August 2020
at Aro Valley Preschool

Present: Barbara Wheeler, Ingrid Downey, Ayse Altin-Wohlleben, Michael Henrys, Lorna Travers, Liam Hunt, Phaedra Brice-Chen, Melanie Vautier, Martin Wilson, Jill Musgrave

(Quorum achieved)

Absent without apologies: Cameron MacKay, George Sapsford

Apologies received on 25th: Emma Reid

1) Welcome through Co-chair Barbara

Short acknowledgement to recognise the cultural, spiritual, historical and traditional association of the local iwis Ngāti Toa Rangatira, Ngāti Raukawa and Te Āti Awa with the land that was taken from them through colonisation.

2) Health and Safety (Community Hall and AVCC office at level two)

Current employees: Dani (Community Coordinator), Roxy (Community Developer), Yi-Ching (regular cleaner) and on-call/after-hours-cleaner

The staff have done great work by responding fast and efficiently to the change from level one to level two. It's still hard to ensure all the responsibilities.

Also: Health and Safety protocols need to be reviewed and re-written in line with new H&S legislation.

Question raised by Lorna: Does the staff have First Aid Training certification?

⇒ **Action:** Ingrid will check upon the first aid training status of the staff and report back to committee

Other issues:

- Liam has again seen mopeds driving through the park and told people off.
- Ayse has raised concerns about mouldy smell in TUI room

2) Outcome of AGM No Confidence Motion

The co-chairs and the person who the no-confidence motion was made against have attended meetings with a mediator and the matter has been resolved.

3) Discussion on the Code of Conduct:

Although the existing code of conduct needs to be reviewed, all thirteen committee members, officers included, have agreed upon following the code of conduct and the expected behaviour.

Expectations of Behaviour

- Attendees of AVCC meetings are expected to take responsibility for their own behavior, and agree to:
 - behave courteously and respectfully towards each other
 - discuss ideas and viewpoints in a constructive way
 - manage any disagreement without conflict
 - recognise the diversity of people in the Valley, their right to hold diverse views, and their right to voice those views
 - own their perspectives and avoid generalisations or speaking for other people
 - do their best to present their points concisely and respect the timeframe and agenda of the meeting

They have also agreed to raise their voices if they feel the code has been breached and have discussed the resulting actions as mentioned in the code of conduct should there be a breach:

- Individuals (including AVCC officers, Committee members and members) who do not respect this code of conduct, or otherwise behave in a way that is inconsistent with this code towards members of the Committee or Community may be excluded from or asked to leave a meeting and/or be excluded from subsequent meetings. This refusal will stand until such time as consensus has been reached by the AVCC that it is appropriate for them to return.

There has been a short discussion about the meaning of consensus.

⇒ **Action:** Barbara will look further into the meaning of consensus decision making with the help of Liam if needed.

What kind of behaviour does this include?

The work of the committee is based on a strong sense of community which is built through reliability, integrity and honesty. Losing those values results in a lack of trust which then causes disturbances and hinders the committee to work productively.

In order to avoid for trust to erode the different behaviours were highlighted.

Trust eroding behaviour:

- questioning the motives of others
- manipulating others
- bad mouthing others behind their backs
- withholding information or resources
- misleading others
- deliberately saying things that are not true
- coercing others

Trust building behaviour:

- being open about motives, concerns and uncertainties
- honesty and transparency
- building personal connections
- commit and deliver (don't commit if you can't)
- show humility, admit mistakes and give credit to others
- a willingness to learn, to improve and to be open
- show equal respect to all members, don't have favourites

Expected behaviour within the committee/community:

- Don't interrupt others
- Consider mentioned issues and do not jump at others
- be mindful, be curious
- come to meetings prepared (read Agenda and other forwarded documents)
- stay with the issue
- try and manage issues without conflicts
- speak up when feeling discomfort

Part of this discussion is also the quantity of emails/messages to expect and the way how the committee is contacted by officers and other members.

EDITED: Emails shall be strictly used as a "one way" means of communication for notifications, arrangements etc. Discussions shall not be held through email but should rather take place through a more suitable means of communication like a messenger eg.

This needs to be further discussed.

⇒ **Action:** Liam will prepare a presentation about different means of communication

Discussion on how to report a breach of the Code of Conduct

If people feel uncomfortable or concerned that there has been a breach of the code of conduct the committee has agreed upon following procedures:

Anybody who doesn't feel comfortable should speak up. The first people in line to contact would be the co-chairs Barbara or Ingrid, followed by Ayse or Michael.

If the person does not feel comfortable about contacting the officers or someone within the committee there will be a kindness officer available to contact (Angela C.).

⇒ **Action:** Barbara will forward the kindness officer's details to the committee/ staff

Additionally there will be some sort of bell available at meetings. This bell can be rang if situations get out of hand and/or committee members feel uncomfortable.

⇒ **Action:** Mel to do further research on best ways how to include the bell in meetings and will organise a bell for future meetings

Raised point by Martin:

There needs to be a written protocol that outlines the procedures following a breach of the code of conduct.

4. Protocol for communicating with AVCC Staff

The staff can be contacted directly by the officers (Co-Chairs, Secretary and Treasurer) but shall not be contacted by other committee members.

If there are any AVCC matters that need to be discussed with or forwarded to staff the committee members can contact the Co-Chairs who will then contact staff if necessary.

Staff will also no longer attend committee meetings as their time is in better use serving the community than serving the committee.

Ayse has volunteered to report back from staff at future committee meetings when necessary.

⇒ **Action: Ayse will get in contact with staff and inform them about her offer**

5. Calendar of future meetings and planning session

Future meetings will be held either ***Mondays or Thursday from 5.30 to 7pm*** with polls to be held beforehand to find out which of the two weekdays is more suitable. Ideally, the committee would meet **every six weeks**. (This is still open for discussion)

The next committee meeting will be a special planning session where strategies and other topics will be discussed.

It will be held on **Sunday, the 6th of September 2020 from 12.30 to 5pm** at Aro Community Hall OR Aro Valley Preschool

If committee members are not available at this date:

Barbara has offered to bring forward anybody's ideas or thoughts.

Please, contact her in advance.

⇒ **Action: Barbara(?) will contact preschool to see whether available**

6. Gathering of Agenda items for next meeting and required preparation

- Annual report review as a setup to talk about the committee's purpose
- Policies need to be reviewed and renewed (Lorna will assist Barbara in preparation for this)
- Defining the work of subcommittees and working groups
- Critical assessment of survey outcome
- Further discussion about calendar and meetings
- Employment subcommittee (Ingrid, Michael and George) will report back to committee
- Role descriptions for the officer roles in the committee
- Barbara to report back on "Speeding on Aro street" and ask for endorsement from AVCC

- Civil defence emergency management – Liam (*endorsed by the committee to be responsible person*) supported through Phaedra will talk about this
- Events for the year
- Overview: redevelopment: Ingrid will report back from steering committee
- How do we engage more with the community?
- Brainstorming of more participatory activities
- Short presentation about different options of e-communication (Liam)

SUMMARY:

Actions:

Barbara will contact preschool to see whether available for the 6 th of September + Staff to see whether hall would be available
Liam will prepare a presentation about different means of communication
Ingrid will check upon the first aid training status of the staff and report back to committee --> Report back = Dani is currently certified and Roxy is waiting to attend a training once Covid restrictions are lifted.
Barbara will forward the kindness officer's details to the committee/ staff
Barbara will look further into the meaning of consensus decision making with the help of Liam if needed.
Mel to do further research on best ways how to include the bell in meetings and will organise a bell for future meetings
Ayse will get in contact with staff and inform them about her offer to report back to committee for them

In preparation for next meeting:

- Policies need to be reviewed and renewed (Lorna will assist Barbara in preparation for this)
- Employment subcommittee (Ingrid, Michael and George) will report back to committee
- Barbara to report back on "Speeding on Aro street" and ask for endorsement from AVCC
- Civil defence emergency management – Liam (*endorsed by the committee to be responsible person*) supported through Phaedra will talk about this
- Overview: redevelopment: Ingrid will report back from steering committee
- Short presentation about different options of e-communication (Liam)

Meeting closed with a short karakia at 7.30pm.

Next Meeting 6th of September, 12.30 to 5pm at Aro Hall OR Preschool