

Meeting of the Aro Valley Community Council Committee

3 October 2018, 7:00 – 9:00pm

Chair: Luke Allen (Co-chair)

Minute taker: Ingrid Downey

Committee members in attendance: Madeleine Rashbrooke (Co-chair), Helen Baxter (Treasurer), Martin Wilson, Russell Taylor, Daniela Butterfield, Hemi Pairama-Lewington, Shan Jordon

Staff in attendance: Lexi Taylor, Tahiti Samina

1. Starting Business

Luke asked Ingrid to be minute taker, since the Secretary (Hilary) resigned via an email dated 12 Sept 18. Ingrid agreed and no one objected. Luke asked everyone for agenda items.

2. Approval of Minutes of last meeting (5 September 2018)

The Draft Minutes and Action Register were reviewed and were not approved.

Discussion took place and suggestions were made on the ways they needed to be updated so can accurately reflect the last meeting.

Action: Madeleine will revise the minutes and recirculate them in preparation for approval at the next meeting or by email before the next meeting.

Action: Ingrid will create minutes for this meeting and circulate them and take all feedback so that the minutes will reflect the wishes of the Committee before the next meeting and can quickly be approved, as any discussion about them will have been handled by email previous to the meeting.

3. Financial Report for the month of August and September 2018

Tahiti and Helen discussed the reports (Profit & Loss and Balance Sheet for both months circulated ahead of the meeting) and answered questions. Committee members are invited to meet with Tahiti and Helen to learn more about the finances of AVCC and how they are recorded in the system.

A discussion took place about the topic of potential conflict of interest regarding Committee members being paid by the AVCC for contracted work. Our Constitution has a specific clause about this issue. Committee confirmed that no paid work is currently contracted to any members of the Committee, but there have been some payments made for legacy work that was started before this committee year.

Action: Helen will provide a report/summary to accompany the October 2018 financial report to provide further information, answering some of the common questions asked.

Action: Tahiti, Helen and Lexi will work on an annual budget to more clearly identify programme financial activity so that the Committee can track funding which is dedicated to specific programmes.

Committee approved both financial reports, for August and September 2018

4. Compass Health ceased funding 2 classes

Funding has ceased for the Community Yoga class and Sit and Be Fit. Tahiti is applying to the WCC for funding for next year (in full), but the result of this application will not be known until November. So currently both classes are unfunded.

The yoga class instructor has accepted the suggestion that she run her class this term by asking for koha. The Sit and Be Fit class instructor will run the class only if paid for her instruction time. The Committee discussed the importance of the class, the likelihood of future funding through WCC, and the effects of this decision on other classes.

Decision: AVCC will cover the instructor cost (\$320) of Sit and Be Fit for the next term.

5. Staff Report for the month of Sept 2018

Lexi presented a written staff report (*AVCC Staff Report October 2018*) and reviewed the highlights.

Valley Voice deadline is 29 Oct for the Nov/Dec issue. It should contain an update on the redevelopment.

Decision: The Aro Valley Fair will be held on 9 March 2019.

There is a need for a member of the AVCC Committee to lead the AVCC Christmas Tree fundraiser this year (in conjunction with a representative from Te Aro School and the Aro Valley Preschool). No one volunteered, but Russell would like to know more.

Action: Lexi will discuss the responsibility of being AVCC's lead for the Christmas fundraiser with Russell.

Committee expressed appreciation for the staff report and efforts this past month.

6. Setting the next meeting date

The need to have both staff attend the monthly meeting was discussed.

Decision: Ingrid will create a Doodle Poll to set the next meeting date

Action: Committee to discuss the setting of meetings in general at a future meeting.

Action: Committee to discuss the Sub-Committees at a future meeting.

Meeting ended at 9:10pm

Action Register

This is where we register all Actions the Committee needs to take.

Register updated: 3 October 2018

Action Item	Who?	Status
Make the First Aid box more obvious	Tahiti	Assigned
Provide commentary for future financial reports	Helen	Assigned
Create Annual budget	Helen, Tahiti and Lexi	Assigned
Seek advice from Community Law on questions from the Committee on the Constitution	Luke + Madeleine	In Progress
Revise Sub-Committee structure	All	Assigned
Lexi will discuss requirements for the role of Christmas Tree Fundraiser AVCC lead	Lexi + Russell	Assigned
Circulate Minutes from this meeting for feedback	Ingrid	In Progress
Revise Minutes from meeting on 5 Sept. so they can be formally approved (by email or at next meeting)	Madeleine	Assigned
Report at next GM: Decision to fund a term of Sit and Be Fit.	Luke + Madeleine	Assigned