# MINUTES AVCC Committee Meeting

# 7.30pm 28th January 2015

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| **Preliminary Matters *10mins*** | | |
|  | **Present:** Roland, Tony, Jadwyn, Madeleine, Lisa, Cindy, Jay, Bridget, Mattie. Jo, Rachel,  Luke |  |
| **2.** | **Apologies**: Sarah-Jane, Julia, Sacha |  |
| **3.**  **4.**  **5.**  **6.** | **Minutes**  We discussed means of taking Minutes and distributing them in a timely manner. Lisa volunteered to take these Minutes.  **Guests: Brian Aspin and Richard Thomson of the Memorial Park Alliance**  Brian advised that they had come to discuss changing the light phasing at the intersection of Karo Drive and Willis Street. He said that they had tried many options to load crossing in favour of the pedestrians but that caused a significant backlog in traffic flow. Efforts to accommodate pedestrian crossing on the diagonal had failed and change was urgently required, preferably before commencement of the school year.  Richard further detailed the trialled phasing options and said that despite much tinkering, traffic travel times had not improved. The measure of traffic flow is based on travel time between the airport and Terrace Tunnel. Richard outlined the proposed changes to light phasing which will provide for similar timing prior to the trial but will have a clockwise sequence which will work for pedestrians. There will also be changes to auto sequencing during the day and other minor changes. A red light camera will be added to the Victoria Street-Karo Drive intersection with a view to modifying driver behaviour.  We took the opportunity to raise a number of traffic related concerns with Brian and Rachard:   1. That changes at the Karo/Willis intersection should not been seen in isolation. There is traffic backup all the way from Cobham Drive at certain hours. 2. The addition of the new lane on Victoria St. Richard advised that this was part of the forward plan for this area. 3. Creation of dedicated cycle lanes 4. The effect of closing roads and creation of traffic walls and that short journeys were being compromised in favour of long journeys 5. Investigation of alternative walking routes through the city was sought   Richard advised that funding for cycle ways was available and central city routes were under consideration.  We suggested that it was important to advise the school of changes to the crossing signals.  Thanks were offered to Brian and Richard for sttending the meeting.  **Co-ordinator Topics**  Jo spoke to her written report and confirmed that the office was running smoothly. She advised that we should note that an alternative supplier of coffee for Fair Day was required as Mojo was not available.  Topics discussed were:   1. WCC is to install bike racks outside the hall. 2. Jo advised that Emma Draker, Crossways Co-ordinator, was going on leave and Jo would be filling that role during Emma’s absence. The dates for this are 18 February to 18 March. Jo noted this was an excellent opportunity for cross-pollination of Crossways and AVCC processes. 3. Starship Phone Appeal: We discussed the proposal to provide a collection point for old phones that Starship collects as a fundraiser. We agreed that Jo should proceed with this. 4. The funding application by Julia and Cindy for funding for *My Country: Right or Wrong* had been successful. Help was required for a range of tasks. Jo is to send an email which will advise what is required and on what dates. 5. Pam Whittington: We noted the enormous contribution that Pam had made to the Valley. Her funeral, which was held at the Centre, had been well attended. Roland proposed that we dedicate a memorial issue of the Valley Voice in Pam’s memory which could include an obituary from her daughter, photos and stories. We agreed that notification of this be included in the next Valley Voice with a view to the following issue being the memorial issue.   **Organising ourselves**  ***Reconfiguring Staff Roles:***  Roland noted that we had put this on the agenda for this meeting and as Kelvin had resigned we needed to decide how we would advertise for a new co-ordinator/s. In essence we needed to decide if we wished to maintain the status quo, increase the hours for a sole charge co-ordinator or whether to split the role in two. The current role is 25 hours per week which includes 5 hours on school holiday preparation.  We noted that historically we had employed a co-ordinator/s to do the day to day work and tasks of the AVCC. Feedback had been that this could be lonely for a sole charge co-ordinator. We thought that different people had brought different strengths to the position. We had employed on an individual and job share basis in the past.  If the role was split into two parts, one would have an administrative focus and the other a community development focus. The split of hours between the two roles was discussed. We thought it was important to create a sense of equality and inter-relationship between the two roles as many of the tasks a co-ordinator undertakes involve an administrative and community development component. One benefit of splitting the roles would be that the advertisements for each position could target people with strength in specific areas.  There was some concern as to how we would fund any additional hours. One way of focussing on what was required was to better define our expectations of the role/s. These included:   * Increasing hall hire in a discerning way * Identifying opportunities for funding, completing the necessary applications and ensuring accountability in a timely way * Day to day aspects of office management * Organizing the Fair   **DECISION**: We agreed, in principle for work to be undertaken in defining the roles, division of roles and job descriptions.  Roland, Rachel and Lisa to present a proposal for the next meeting.  ***Financial Report:***  Rachel presented her reports for November and December. She noted that the Christmas Tree money had been received with the Pre-School and School shares were to be distributed. The aged receivables are in hand and thanks were offered to Jamie and Ian for their work on these.  **APPROVED**: The financial reports for November and Decmber were approved.  The Committee offered its condolences to Rachel on the sudden death of Ian Athfield. A public memorial service will be held in Civic Square on Sunday 1 February at 3pm.  ***Christmas Trees:***  Jadwyn advised that the tree sales had gone well and confirmed Rachel’s report in this regard.  ***Website/E-list:***  Jay reported that there was an issue with menus not working on some computers. The answer lies in updating the website. Jay and Luke will investigate and report back to our next meeting.  ***School:***  Tony confirmed that the school year starts on 4 February.  ***Pre-School:***  Sacha had sent a report. The term starts on 2 February. The Pre-School is looking to appoint a head teacher.  Community Issues   1. We had already discussed a tribute to Pam Whittington. 2. Re 88 Aro St:   Decision: Confirm decision made by email in December to initiate judicial review proceedings in the High Court re WCC decision not to publicly notify resource consents. Note Roland is leading this work. There had been no significant developments on this or any other of the planning matters.  The meeting closed at 9.35pm |  |