**Minutes of AVCC Meeting held on 26 November**

Present: Roland, Tony, Jadwyn, Julia, Lisa, Cindy, Kelvin, Jay, Hilary, Madeleine, Rachel, Rochelle, Sacha

Apologies: Sarah-Jane, Charles, Bridget, Mattie, Luke

**Minutes from the previous meeting:**

1. One correction: Under the subject of WW1 commemorations, we should replace the word “finding” with “including” regarding Conscientious Objectors.

2. The amended Minutes were approved.

3. Actions were reviewed as follows:

a) Kelvin and Jay have fixed the email list and the address committee@arovalley.org.nz is up to date and usable.

b) Liaison with the pre-school regarding upcoming ESOL classes has occurred. Advertising flyers will be available and distribution of these is an action for further review.

c) Charles and Roland have taken on liaison with the WCC over the Memorandum of Understanding for the solar power project. This action is to stay on the agenda for further review.

d) Temporary Co-ordinator: Jo Brien has accepted our offer to act as Co-ordinator during Kelvin’s absence.

e) Kelvin is to contact MSD regarding the Holiday Programme.

f) Kelvin will forward details regarding existing hall users to the Committee.

g) Planning Days: Charles had located Sarah-Jane’s lists from last year’s meetings and Lisa had contacted Jaqui Tutt regarding use of her home for our Planning Session.

h) Julia raised the issue of where hard copies of previous Minutes are kept. Charles and Roland will investigate and report back.

**New Action:** Charles and Roland to follow up with Sarah-Jane re folder of signed minutes – Julia and Kelvin have been unable to find these in the office.

**Coordinators report**

1. Funding applications:

Fun Lab: $1800 successfully won from the WCC for Aro Valley Fun Lab – programme of fun games and workshops leading up to the Fair. We may want to use the end room (former office) as part of strategy to coordinate ideas and activities.

**Action:** Kelvin to circulate information about Fun Lab activities

Sit and Be Fit – Compass Health have reallocated funding for Conga to Sit and Be Fit – will cover programme until March. Participants have sent letter/petition to WCC’s CEO that says that the Aro Hall programme will end if not funded.

ESOL: Kelvin has secured funding for ESOL – and we have volunteer who will do promotion

1. Street Art – Kelvin spoke to WCC contractors and officer, have achieved agreement that chalk doesn’t need to be cleaned off the wall between the basketball court and Aston Tower
2. School Holiday Programme (SHP) – have staff confirmed, Tawhai leading again, mostly returners plus giving some Aro Valley youngsters a chance when more people needed. Programme to be finalised end of these week, will be included with Te Aro school newsletter. Has not made the current VV, but plan to work on having a regular page to feature activities and build interest. Looking at visits – will have to drop planned Fix and Fog peanut butter tour as one regular child has peanut allergy. Possible trip to Hutt school doing innovative food gardening.
3. **Fair – 21 March** – working on getting word out, plan to build on last year’s programme including Green Room. Probably two stages, possibly micro stages based on Fun Lab activities. Looking at bringing together things like the ‘paint your own cardboard house’, bike course for kids. Battacuda want to hold a costume making workshop during the Fair, preparation for Cuba Street Festival.

Lisa and Rochelle will be the main committee contacts helping Kelvin.

Generator: need to look at what is needed, larger generator needed for coffee cart. Possible that MoJo would provide own generator if they were the coffee supplier.

**Action:** Need to contact participants, get permits etc before Xmas.

**Action:** Tony to bring up at Te Aro School Board meeting, Sasha to start planning with pre-school.

1. **XMAS party:** Jo and Julia organising this – those invited will be committee, VV deliverers, key hall users etc
2. **Holiday cover:** Jo and Kelvin have planning underway.

**Treasurer’s Report - Rachel**

**AGREED:** September financial report accepted

October report – WCC grant received, money now in interest-bearing accounts (still shows in cheque account in October data), higher wage bill due to coordinator back pay and lump sum for coordinator cover (Jo and others), Ian to start working through Aged Receivables to check invoices and see if we can get some of this money paid to us.

Aro Solar – currently generating more than using, and as at present it is incorrectly connected to meter we are actually ‘running the meter backwards’ and therefore getting full price for the electricity we are feeding back in. This is the power company’s mistake, hopefully will all work out.

**AGREED**: October financial report accepted

**BUDGET to March 2015**

Rachel presented budget for until March 2015, shows projected budget compared to 2014 actuals. Some differences due to getting fewer grants but also fewer outgoings. This budget projects a $7,000 surplus, this is consistent with where we are now. ‘Income’ includes hall hire ($20k), SHP and a few other things – this can be split out into component parts if people interested. This is the budget that we submit to WCC as condition of our grant.

**BUDGET April 2015 – March 2016**

Rachel circulated two projections – one with employee costs as present, second with extra 12 hours of administrator time. The second projection assumes extra money from MSD for SHP, also $5,000 extra from hall hire (reflecting more efficient running of hall bookings etc). Also assuming better handling of invoicing to avoid accruing large amounts of aged receivables. Status quo budget would have us $10k in profit, 12 hour admin plan would be down to $3k.

Rachel believes that we can and should try this plan, and notes that we could possibly even cope with a year of adjustment before the extra admin hours pay off in terms of extra income.

**ACTION:** Rachel to circulate projections, ALL to read and consider.

**ACTION:** Charles/Roland to recirculate Charles’ document re staffing change rationale.

**AGREED**: Decision to be deferred until all committee members have had a chance to review and discuss, especially those who are not here. Will also consider information from Feedback Forums, other upcoming events.

**Xmas trees – Jadwyn & Rachel**

Starts next Friday 5 December, 3:30-6:00 weekdays, 10:00 to 6:00 ish on weekends

18 Dec – 23 Dec is the AVCC’s 6 days, all committee members to volunteer

Have printed 50 for limited use, not using Phantom contra (the idea is to save this for promoting the Fair etc), will be emailing poster for people to print and display in their workplaces

Not doing the sand and buckets, as the total profit from this part of the Xmas trees was around $75 in 2013 and it’s a lot of hassle for a small return.

Possible auxiliary activity – selling Xmas tree decorations, made by kids? Too late for this year – idea for next.

**Website/e-list - Jay**

Things to add: Feedback Forum poster, Xmas tree information/poster

 **School update - Tony**

Te Aro School has been assessed as a decile 10 school (previous decile 6) – this is likely to be appealed. This represents a significant loss of funds and doesn’t reflect the high number of children for whom English is not a first language and other forms of disadvantage. This is a general trend, but most school have not been as badly affected as Te Aro School (e.g. Mt Cook went up 1 decile).

**Preschool update – Sacha**

Relatively new committee, looking for new Treasurer. Working on new leaflets and signs, better communication with public. Have had working bee and enthusiasm for getting involved in the general site planning.

**Feedback forum and Volunteers Party - Julia**

3:00-4:30 Feedback Forum All in hand, committee to turn up before 3pm to set up etc. Everybody take a poster and put one up somewhere. Madeleine will be writing suggestions on the whiteboard and Graeme Whimp will be facilitating.

5:00-6:30 Volunteers Party (another booking at 7:00). Bring a plate – ideally finger food – and a bottle if possible.

AGREED: Happy to approve up to $200 for food and fruit juice for volunteers party.

AGREED: Look at having a committee party the week before the January committee meeting – 21st January

**Polhill Gully**

Roland has seen a public notice in the newspaper from Maori Trustee about possible development opportunity in the vicinity of Polhill Block. Roland and Charles both have work roles where it would be inappropriate to get involved.

Action: Lisa to follow up and find out more.

**Parks Management Plan**

Draft Surburban Reserves Management Plan out for consultation. Julia intend to suggest purchase of land adjacent to reserves as it come up. Also proposal ‘pram track’ at top of Epuni Street, using old 4WD drive track, possibly connecting to Central Park.

Note: Te Araroa route about to be moved so it no longer goes through the Valley, and will instead take walkers along the waterfront and Oriental Bay.

**ACTION:** Julia to circulate draft submission

**In Committee discussions:**

Planning – 88 Aro Street

Roland has received a legal opinion from Tom Bennion today – may be grounds for judicial review as the WCC appear not to have followed all the steps set out in the District Plan. Tom writing this up and will provide advice as what to do next – but AVCC may need to make a decision soon. As we don't have a meeting in December decision may need to be made by phone or email.

Action: Roland to scan and share with Julia.

Agreed: Decision on whether to authorise legal action may be made by phone or email in December

Note: Luke advised that he would need to abstain from any decision making on this matter.

**Employment Matters – in committee**

Accounts clerk - Performance Review and Living Wage discussion.

**All Other Business**

Madeleine shared that a resident in Landcross Street is being troubled by an audible hum. Nobody else has noticed - possible topic for feedback forum?