# AVCC Minutes 21 March 2018

Present: Brent, Luke, Jay, Rachel, Hilary, Daniela, Madeleine, Nicole

Apologies: Roland, Heather, Nadine, Tom

### Minutes:

The agreement of the minutes and the Treasurer’s reports was deferred to email. All comments need to be submitted by the end of the weekend, otherwise the co chairs will note that they have been approved and will circulate the final versions.

**Matters arising from the February minutes**

Rachel confirmed that the End of Year accounts work is underway, and that she is helping Chris as needed.

Handbook/calendar – it was clarified that this was primarily for staff to create, and then the committee can fill in gaps using their ‘corporate memory’ of previous years.

Emergency management – it was agreed that we should postpone progression of this activity until after the General Meeting about the site redevelopment? Lexi to check dates, and is working with Ashley from WREMO to make flyers.

**Fair debrief**

The committee thanked Lexi and congratulated her for a successful Aro Fair.

* Noted correspondence from Roland around traffic management (cones, closing time).
* Brent noted need for clearer marking of stalls and preparing site map that would be easy to read in the dark.
* Green room was successful. Next year we could send email to performers and stall holders ahead of time to say that they could come to the Green Room. Would also help to have some idea of numbers.
* Invite Aro Cafe to do a coffee stall next year?
* Great to have Zeal doing a stage, also brought in an extra (and youthful) crowd.
* Wash Against Waste: not sure whether it was worthwhile, but was a good educational opportunity. Possibly need more plates, and more buy-in from stallholders. Could we aim for a zero waste fair in 2019? Lexi to look at applying for funding to allow us to have paid staff to look after waste and wash against waste activities.
* Waste – need to be clearer about what is ‘organics’ e.g. are paper plates organic? This may depend on where we are sending the different waste streams. Also could we set out a water bucket for rinsing things before recycling?

**Action: All to send photos of the fair to Lexi, and submit any other thoughts**

**Action: Lexi to send her Fair report to the committee once finished**

**Staff**

Joy has resigned from the ‘administrator’ role. It has been arranged that Sarah Childs (formerly employed to cover the ‘developer’ role) will be doing about 10 hours per week to fill in and look after hall bookings etc.

**Action: employment subcommittee to look at filling the role more permanently**

**Correspondence**

|  |  |  |
| --- | --- | --- |
| **Inwards correspondence to secretary@arovalley.co.nz since previous meeting** | | |
| Received from | Subject | Date received |
| Martin Wilson | redevelopment proposal plan’ | 15 March |
| Martin Wilson | request the GM for site redevelopment have an independent chair and plans, query re motions | 15 March |

Management of correspondence was discussed further.

The committee noted decisions reached via email in the days after the November committee meeting. The decisions resulted in Martin’s motion about attendance at committee meetings not being included in the Homelessness-focused General Meeting. (Noted in November minutes)

**Action: Hilary to investigate how ‘out of meeting’ communications should be minuted.**

**SITE REDEVELOPMENT**

Hilary provided an update from the subcommittee. There are about 5 documents on process so far: FAQs, constraints (i.e. why things were decided the way they have been), timeline, preliminary design. These will all go on the website: <http://www.arovalley.org.nz/aro-valley-site-development.html>  (Lexi/Sarah to upload) and into a booklet. This means that people can look at these before the General Meeting.

A date is being set for the General Meeting. We need to find week date options as we need the architect(s) to attend.

**Action: Lexi to look at calendar for 9th to 20th April (excluding Fridays), or possibly week after.**

**Action: subcommittee to write well-worded description of what the General Meeting will be about, emphasising that it is about the site redevelopment with an independent facilitator.**

Luke outlined the programme for the GM. There will be a presentation on the proposed design, a presentation on the background behind this project and a facilitated exercise. This exercise will involve debating the pros and cons of the proposed design and then asking the participants to give an endorsement of it (on a scale of 1-10).

It was noted that multiple options would not be presented e.g. there is no new option to refurbish the bunker as the funds required would preclude doing much of the work on the hall, and would necessitate an entirely different design. This would delay the opportunity to have this presentation and meeting. At this stage the design needs to be presented to the community to get feedback and testing, including on aspects of concern such as the tennis pavilion (feedback on the level of support for refurbishment or retaining it in some form) and the ‘pinch point’ next to the preschool entrance.

Rachel suggested that it would be better to have the background circulated first, before the proposed design, otherwise people will go straight to the design without an understanding of the progression from when designs were last presented and discussed, and in particular the presentation of just one option.

Lexi confirmed that the proposed design was already on the website, but nothing has been sent out via email. Hillary drafted a message, which went to Lexi with the material for the website. Some print materials have been added to the community noticeboard.

The subcommittee recognised that there is a risk that the community might feel that a lot of activity has occurred since they were last communicated with. This reflects that a lot of work has been going on, but has not involved decisions (instead being focused on assessments of feasibility etc). Martin Wilson has a petition on Facebook, but seems unlikely to get enough signatures to call a halt to the whole process.

**Action: Hilary to communicate with preschool, who would like to be kept informed.**