# Aro Valley Community Council Monthly Meeting

Date and time: 22 February 2022: 7-9pm

Venue: 13 Boston Terrace

Present: Roland Sapsford, Richard Skinner, Heather Mackay, Lisa Thompson, Madeleine Rashbrook (in person) and Sarah Jane Parton (by Zoom)

Apologies: Jaqui Tutt, Mattie Timmer, Bridget Stocker, Phaedra Brice-Chen

Minutes:

Minutes of previous two meetings 7 December 2021 and 25 January 2022 which had been distributed were approved.

## Financial Update

Richard provided the update.

Not a lot of activity due to COVID.

Key results:

* Cash balance $115000
* Hall hire income of $1300 for the month, down on normal average of $1500 per month

Regular expenses out but nothing significant.

Richard has looked at what we could support for an employee and this has helped inform staffing decision.

Profit and loss forecast for the next year is in progress and Richard will present to the committee which will be reasonably straight forward. In a good position to take advantage of the cash in hand and to make some decisions for next year.

Key activity is to get the Council grant approved. Total trading income in 2021 is $150000 - $60000 of which is from the Council.

**Decision Committee accepted the financial report with thanks.**

**Action: Richard to bring a budget for 2022/23 to the next meeting.**

## Community centre update and staffing

Community Centre update from Lisa

All is looking good for the building upgrade to start. We will be meeting with the people involved when they are ready. Jaqui will be doing inventory as discussed last meeting. Also looking at what to do with planter boxes.

Ticking off issues and integrating actions as we go e.g. Community food for neighbour’s day – will try and work that into the hall opening and improving signage (recent vandalism) by integrating into office redevelopment - slotting things in as we can.

Staffing update from Lisa and Roland.

We are meeting ever week on Tuesday with Dani who is working 20 hours a week. Due to finish Thursday before Good Friday then annual leave from Tuesday after until the date her baby due - 17 (the difference of 2 days between that and parental leave will be special leave.) Dani has applied for one year of parental leave. Due back around 14/15 April 2023.

Have had discussions with Vorrie and offered her a mixture of fixed term and permanent tenure.

Currently Vorrie is working 20 hours a week doing hand over with Dani. This will transition to 35 hours a week when Dani goes on parental leave. Then Vorrie will work 15 hours in Dani’s role and the remaining time as Community Developer until Dani’s return then Vorrie will be 20 hours as Community Developer.

 Pay has been increased pay to $29 an hour and for Dani as well. Working towards parity with Council employed community centre staff who are paid $30-31 per hour.

Staff are happy with the opportunity for hand over. We are now considering what Vorrie’s role will be while the hall is closed.

The Committee discussed a farewell gift for Dani.

**Action: Lisa to ask Vorrie to help with organising a gift for Dani and the baby - $100 for each gift agreed**.

**Action: Roland to invite Vorrie to the next committee meeting.**

## Planning issues

The AVCC has received an invitation to present about our submission. This is likely to be a one hour conversation session with three WCC councillors. Roland to go and to decide who else to invite. The session will be by Zoom. Lisa will be attending a session as she put in a personal submission.

As discussed at the last meeting the intention is to organise a community meeting along the lines of ‘what does density well done look like in Aro Valley?” (Where in the valley could intensification best happen?). Roland hasn’t been able to get hold of Tamatha so far but aiming for the meeting to be on the weekend of 26/ 27 March (last weekend hall is open). The idea is to have a big printed plan of Aro Valley to be drawn on and to include Tamatha in the activity so that she can see what planning could achieve. This activity and some write up would be all we can do through one meeting.

Question was raised about how the meeting could be held if Omicron was rampant. It would probably need to be held remotely – need to plan for this. There is some interactive software used for meeting collaboration that might be useful.

**Action: Heather to find out the name of meeting collaboration software that her flatmate is using.**

**Action Sarah to research participatory activities/tools useful for online or if meeting is held outside.**

**Action: Roland will continue to work on this event as much as he can.**

## Newsletter

Staff are getting quotes for publishing and Dani is keen to put it together. We need to write some content.

Roland – to write a history of valley/AVCC? to use for welcome to Aro Valley; planning and our submission; co-chair’s chat

Madeleine – how recycling works here; Simon’s obituary

Lisa – being a good community member; hall redevelopment and timetable

Sarah – to ask family member to contribute a piece completed for a Year 13 assignment on Bill Sutch and the toilet block

Richard – Polhill renamed to Waimapihi

Madeleine and Heather – overview of trapping/reforestation in the area– Kiwifoot/Matapino(?)/ Kelburn weeders/Epuni Gully

Someone/Sarah? To write an article on Pies of the Aro Valley or something to appeal to students; comparison of people with different living situations in Aro Valley

Advertising – we fund the first one then start to include advertisements

We will talk about distribution of newsletter next time.

Deadline 2 weeks for the content writing. Due date to Dani 8 March end of the day. Editable format.

**Actions: committee members as noted above to send copy to Dani by due date 8 March.**

## Next steps: Roland’s Task Transition

Roland needs to hand over his AVCC tasks:

Task: employment of staff and the hall – always good to have two people involved. Council relationship and staff management are important – doesn’t take that much time but needs to be regular - can’t let things slide. Lisa said she is Ok to manage on her own for now. Her main focus is reinvigorating and redeveloping staff and committee – we need more people coming through to pick more tasks.

Task: convening and planning meetings and follow up i.e. to make sure we have an agenda and thinking about what we need to talk about as a group. Key gap here including checking up on people doing what they say they would do.

**Action: Richard and Heather to talk to Jaqui about chasing up actions on the agenda.**

**Decision: Richard and Heather to put the agenda together.**

Task: Planning issues. Sarah Jane asked Amy Paterson (?) if she wanted to be involved but she is too busy.

**Action: Sarah will ask around.**

**Action: Roland to ask Jaqui if she can talk to Mark Bailey – he has a COI but he may be able to recommend someone else.**

## End of year finances

Dani has raised end of year reconciliation as something that needs to be sorted before she leaves (18 March is her last day). Accounting for Charity did it for us last year. Change of person doing the accounts now (Effie). Key thing to cover off is the financial report which Hema put together last time. Her manager then audited the accounts and provided the audit report. That worked well - they were in close contact, used a template and the auditor supported Hema. Richard was only involved as a reviewer although he is happy to be involved and do whatever is needed this time. We need to let Accounting for Charity know that our staff are changing.

**Action: Lisa to inform Dani and Vorrie about Richard’s involvement**.

**Action: Richard to talk to Dani to understand the situation**

**Action: Who? To let Accounting for Charity know that our staff are changing.**

## Other financial matters

We are waiting for templates from WCC to submit for grant. No reply as yet

**Action: Lisa to send another message to WCC asking if template is available yet.**

**Action: Roland to contact Mark Farah at WCC and Flux administrator for access to Flux for Richard, Lisa and Heather**.

## Any other business

None

Meeting ended at 9.05pm

Next meetings 22 March, 26 April, 24 May.