# Aro Valley Community Council Monthly Meeting

Date and time: 25 January 2022: 7-9pm

Venue: 25 Epuni Street

Present: Jacki Tutt, Richard Skinner, Roland Sapsford, Lisa, Madeline Rashbrooke, Heather Mackay

Apologies: Sarah Jane Parton, Phaedra Brice-Chen, Bridget Stocker, Mattie Timmer

Minutes:

## 1. Financial report

Last month saw low activity due to COVID and the holiday break affecting the hall use. Key results:

* Cash on hand $119k
* Net profit of $3.2k in January
* Hall hire income of $1.3k for the month, down from $2.2k in December

## 2. Minutes

Minutes of previous meeting have been circulated.

**Action: Richard to add numbers to both sets of minutes where highlighted then Heather will circulate them together for confirmation.**

## 3. Community Centre Development

### a. Staffing: Support for Dani/Community Developer

Lisa updated us on her and Roland’s work around staffing, the Community Centre and the WCC.

Dani is going on parental leave on 17 March for 12 months. She is in contact with us and is happy and well supported.

In the next couple of weeks we need to establish what a sustainable rate of pay is for the next employee.

Between now and the next committee meeting we need to appoint someone to the community developer role so they can work with Dani before she leaves. Vorry Mahal, a previous employee, has been in touch as she is moving back to the area and is interested in the position. She has all the necessary previous experience and knows the community well. The community developer role will be 20 hours per week (half time} while Dani is still working and close to full time while she is on parental leave. The role will be to work with the community while the hall is closed and to help with the development of the community plan (such as doing a needs assessment) which is due soon.

The AVCC Employment Policy and the AVCC Conflict of Interest Policy have been checked and the Employment Committee can recommend appointment. The Co-Chairs are responsible for the appointment of staff and approval of employment agreements.

There will be need to be a clear work plan while the hall is closed so the job will be somewhat different. With more work around developing a strategy and a needs analysis, the letter of offer needs to clearly outline what we want the person to concentrate on. There may be tasks outside of the current JDs.

To progress this work an Employment sub-committee is needed.

**Decision: Roland and Lisa were nominated and appointed as the Employment sub-committee.**

**Action: Roland and Lisa to explore both fixed term and permanent replacement with a focus on ensuring cover and continuity during Dani’s parental leave**

### b. Hall refurbishment

Roland and Lisa are planning for when the hall is closed which is from 28 March 2022. We need to have everything cleared out by then. Two inventories are needed (one for the hall and one for the office) with decisions made about what should be kept or disposed of. Everything that needs to be removed should be listed (including curtains) and notes made of the condition and whether it is worth keeping. Would be useful to talk to the people who use the hall for their opinion on what is worth keeping. The inventories are needed by the end of February.

**Action: Jaqui volunteered to work on the inventories.**

We now have confirmed that a vaccine pass is needed for all hall users. Lisa has advised Dani. All current hall users have agreed and are continuing to use the hall until closure.

During the hall refurbishment we need to have a relationship with the person operating the site as at times the site will need to be closed. We have asked for as little disruption to the use of the site as possible.

## 4. Reporting and new funding cycle – next steps

Lisa to draft the report previous six months on the last funding cycle. This is drawn from the annual report from the last AGM with a few additional points and conclusions.

**Action: Lisa to finish the report and submit to the WCC**.

A new plan is needed for the next three years. Templates will be provided by the WCC for the operational funding plan for the next three years. When Lisa has completed the six month report we will then turn our attention to the operational plan when the templates are sent.

**Action: Roland to get Richard and Heather set up on Flux (a reporting and funding portal).**

## 5 .Aro Valley Fair

The fair is scheduled for 12 March. The WCC has been consulted on how we could run it under the orange traffic light setting and they said it would be problematic because the access to the site is so open. We would need large volunteer capacity. The assumption is that we would still be in the red traffic light setting – but nothing is certain. Hard to organize with this degree of uncertainty.

Proposal to cancel the fair for 2022 and instead to replace with an event in late November to celebrate the hall reopening a spring fair was suggested. It is better to give people certainty and in the current situation it is too precarious, too uncertain and risky to continue with the fair.

**Decision: It was agreed in the light of current circumstances to cancel the fair.**

**Action: Roland and Lisa to advise Dani.**

## 6. Newsletter

Production of a newsletter at the end of February was discussed earlier. The suggestion was to hand deliver to letterboxes around the time the students were back. Welcome back to the valley etc. Suggestion is to give this job to Dani to do as the fair now doesn’t need to be organized.

Suggested topics for the newsletter:

* Sorry no fair but here’s what will be happening
* Introducing the new community developer
* Bit about the submission on the change to the District plan and
* some story telling about the valley

**Action: Roland and Lisa to raise this with Dani on Thursday**.

## 7. Planning issues – next step

We have submitted our comments on the District plan. The round table is next which involves a couple of councilors and the submitters. Who would like to be involved in this?

The draft District plan is supposed to be done by end of May.

At the meeting in the hall previously held WCC Councilor Tamatha Paul suggested we have another meeting. Roland suggested he could organize this. We could discuss putting together a proper plan for the valley around where could we put the extra housing – to talk about the how rather than debate the ‘do we don’t we’. How to do sensible and thoughtful intensification. . End of March – Roland. Instead of ‘do we don’t we’ and talk about the how. How to do sensible and thoughtful intensification and identify areas where taller building would have minimal harm? Discussed what would be useful and engaging – came up with large plan of area with Lego blocks to move around the plan… something interactive, illustrative and fun. Other ideas welcome.

A meeting under the red traffic light setting could have 50 people in the hall only.

**Action: Roland to put a document together around this and approach Tamatha about a meeting/event in early March.**

## 8. Other business

Roland has advised he is moving away to Melbourne. Congratulations from the AVCC on being appointed CE for the Climate and Health Alliance organisation. He is phasing into his new job already and will stand down as co- chair and resign from the AVCC at the end of March. We don’t have to have a co-chair but need to have enough people to do the jobs. It would be good to coopt more people. Have a think about others you know who would be interested in being on the AVCC.

Ways to find new members were discussed:

* The new community developer could help to identify new people for the committee.
* We could advertise for members in the newsletter or at the centre
* There were lots of new people at the recent meeting – we have their addresses and Roland has emailed them that we did the submission. Who would be good to have on the committee?

Phaedra is not able to attend meetings because of her family commitments.

Meeting ended at 9.58pm.

Next meeting Tuesday 22 February venue TBC.