**AVCC committee meeting**

Thursday 15 August 2019

7pm, School of Philosophy

(Actions underlined)

Chairperson: Georgina Sapsford (co-chair)

Minute taker: Luke Allen (secretary)

Present: Martin Wilson, James Woods, Helen Baxter, Liam Hunt, Miguel Mitchell, Luca McDonnell.

Apologies: Rebecca Stewart, Lexi Taylor, Tahiti Samina, Ingrid Downey, Jay Buzenberg, Madeleine Rashbrooke.

**Health and safety**

This will be the first item on future regular committee meeting agendas. Noted that this meeting is a shorter meeting to cover carry over topics from the previous committee meeting.

**Review of previous minutes**

Discussion on audio recording of meetings. It was suggested that we make an audio recording of meetings, post it non downloadable on soundcloud, and delete after minutes are approved. Decision deferred until all committee members can give their approval. Proposed to record this meeting, Luke objected.

Draft minutes approved as per Martin's amendments; with one deletion reinstated about a follow up meeting to discuss subcommittees structure, and individual arrival times at the meeting were deleted. Noted that minutes are not to include personal details, so any members’ future absence dates are not to be recorded.

Action items not reviewed at this meeting.

**Training**

Martin talked to a document he prepared on training options, learning methods and organisational values.
Many free options, including online videos.

Martin's suggested training priorities: Employment responsibilities, being a good employer. Followed by Finances and Xero for the relevant staff and AVCCC members, and Governance, Meeting Facilitation.

How to provide for AVCCC members to access any training? It requires a big time commitment. Should any training be mandatory, and for whom? How would we compel that? How would we check it has been completed?

The AGM encouraged AVCCC to carry out any training it identifies as necessary ASAP, early in our year.

Xero provides ample training tutorials online.

We have 3 booklets in our office on Employment. Ingrid has these. Helen invited to be on Employment SC.

WCC and Community Law offer occasional training. Navigator Trust (NZ) provide free online Navigator assessment tools and CommunityNet training documents and links.

Relevant training documents to be collated by Martin into AVCC folders on CommunityNet for AVCCC members to access.

Martin to set up account for communitynet.
Martin to investigate paid meeting facilitation training.

Suggested that a sub-committee lead the training. Democratic Services SC (Martin, James, Ingrid) is currently leading it.

Martin to attach and share the training documents he prepared.

**Upcoming General meeting**

Agreed date and time: Sunday 8th September 3.30pm
Speakers: Politicians, environmental scientists, environmental activists, and sceptics have been invited.

Agreed agenda item:
Motion: For AVCC to declare a climate and ecological emergency

Suggested that proposed text of the full declaration should be published with the meeting notification.

Martin reported Bruno Martin-Edwards (11 years) wishes to move the motion, and Martin endorses this.

Other possible topics: Brief site development report, seek sub-committee (SC) members, appointment of Valley Voice editor (noting this only needs to be committee according to policy). GM approval required for co-opting of treasurers and for job sharing of the role.

14th September agreed date for meet the candidates meeting.

**Reports from subcommittees**

Reports from sub-committees:

Finance: Liam has no Xero log-in yet.

Democratic Services: report on training above.

Events: Who should organise our GMs? Candidates meeting Sat 14/9, 7pm. Liam currently leading.

**Next meeting**: after Ingrid’s return, tbc.

Meeting closes at 8.50pm.