# AVCC Committee Meeting

# 7:00pm 12 Sept 2019, preschool

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| **Presiding: Co-Chair Ingrid Downey** | | |
| Present: | Ingrid Downey & George Sapsford (co-chairs), Liam Hunt & Luca McDonnell (co-treasurers), Martin Wilson (minutes), Tahiti Samina, Madeleine Rashbrooke, Lexi Taylor, Miguel Mitchell; Alec Morris (Valley Voice). | Apologies: Luke Allen (secretary), James Woods, Helen Baxter; Lydia and Emma (staff). |
| Circulated: | Staff report, AVCCC contacts, playground design, Emergency Declaration. |  |
| Health & Safety | Rubbish in Essex St – use WCC “Fix-It’ app.  Driveway chain is often down. Ingrid to talk to staff: clients not to drive in unless unloading; keep locked. Committee to lock it if they see it open.  Madeleine – AVCCC email bullying?  GM – good safety practices. | Keysafe at gate? No decision.  People to think about this |
| Minutes of previous meeting | Luke absent. Motion, circulate minutes again: Motion: Tahiti, Second: Miguel, unanimous | Luke: Minutes to be circulated again |
| Action items: | Charities issue – Helen not here | Helen – Charities issue |
|  | Results of GM Resolution on Climate and Ecological Emergency  Our task to create a plan for Aro Valley and take a climate emergency lens on what we do. |  |
| Liam | Communication and Document platform for Committee and staff: “Slack”. Live demo of functions including DropBox, Doodle Bot, Polls. Free versions and paid versions. Content can be archived to save space. Motion: Slack trial period, Motion: Liam, Second: Miguel, unanimous. Share with community after trial period. | Liam to set up Slack as an AVCC communications platform, and AVCCC members to use it, for a trial period. |
|  | Review communications policies and social media, re members, access etc. | Future agenda item |
| Last GM: | Thanks to Liam & Martin & those who contributed.  Passing of Declaration of Climate and Ecological Emergency, and three clauses accompanying it. Copy separately provided. Remove quotation marks, as we have changed one word from Justin Lester’s quote. Add the reference to “scientist’s warnings, IPCC”. Post to AVCC policies page. Emma can now do this. Resilience SC to address Declaration. All AVCC’s actions to now align with this new policy. All hall users to comply? AVCC provide sustainable options? Ingrid to email members about the Declaration | Form Resilience SC  Ingrid to email declaration to members |
| Sub-Committees | Who chairs them? Facilitates? Rotate facilitator? Any rules? Keep minutes? Can keep minutes as threads on a public channel of Slack. |  |
| Noticeboards | Miguel would like a proper noticeboard at the Minimart. Martin suggested we could have several throughput the valley. | Miguel and Martin to talk to Minimart about new noticeboard |
| Offer of donation from UAE | The UAE Embassy have offered AVCC a donation of $2500. No strings attached beyond their request for a visit by AVCC to their office for a meet and greet to receive the donation. Concerns expressed about lack of UAE LGBTQ rights, and state ownership of oil & airlines. Decline donation: Motion: Ingrid, Second: George, passed unanimously. | Ingrid to contact Embassy and decline donation.  This decision to be reported at the next GM. |
| Co-chair updates | Nikau Trust funding application submitted, thanks Liam, Martin. Noted that room hire was added to the costs of our programs and to the application. Noted that we do have some money for Sit & Be Fit, and Yoga  WCC, playground upgrade. Funding available for it to be done this financial year. Open Day suggested for Sat 28/9, 10-12. Ingrid to ask for a different date as many families will not be available that day.  Xmas trees. Kate from Te Aro School (TAS) contacted us to get things started. Tahiti – we can improve on last year – delegate one person to communicate with the coordinator. Xmas trees are not the coordinator’s job. Meeting 24/9. Lexi will be our lead on this project. Create a Slack channel for communications about this programme.  Live Xmas trees? Can’t unilaterally change the program, we must do it in conjunction with our project partners, Te Aro School and Aro Preschool . Trial a few live ones? It’s the margin that is the important part of the price. Previously $25 per tree. Saplings could come from WCC or nursery. | Ingrid to ask for different playground Open Day date. |
| Code of conduct | Discussion and Rewrite will be lead by George at next meeting. Ingrid – one policy to AVCCC at a time to discuss and agree, then take to GMs for approval. Then publish on website officially. | George |
| Employment | A preferred Developer candidate has been identified. Coordinator interviews to start soon. |  |
| Use of rooms | Liam – what groups could use the rooms when they are not in use by clients? Need to develop a policy on this. | Develop policy on Hall hire. |
| Farewell for Lydia | Lydia’s last day under contract as Sustainability Projects Coordinator (funded by special MSD programme) comes to an end on Friday, 22 Sept. | Madeleine to arrange |
| Monthly accounts | Tahiti – auditor suggested the presentation of monthly accounts (Profit & Loss statement and Balance Sheet) at AVCCC for approval. To be done via Slack. | Treasurers to post the July and August financial documents for Committee to review and approve. Questions can be asked via Slack. |
| Poll for meeting days | Liam to poll AVCCC for best available days for future meetings. | George |
| Doodle for next mtg | George to do a doodle poll for next meeting | George |
| **Meeting closed at 9pm** | | |
| Deferred:  Report from SCs that have met and can report  Discussion on other Sub-Committees  Communications and the appointment of VV editor  Training  Ideas for next GM and topics we want to cover at future Committee meetings  Review of Business Plan  Discussion on Meeting Minutes – what is the importance of minutes and how do we achieve good minutes? | | |