



**MINUTES: Outcomes and Actions  
AVCC Committee Strategy Meeting  
12.30 to 5 pm on 6 September 2020  
at Aro Valley Hall**

**Present:** Barbara Wheeler, Ingrid Downey, Ayse Altin-Wohlleben, Michael Henrys, Lorna Travers, Liam Hunt, Martin Wilson, Jill Musgrave

**Late arrivals:** Melanie Vautier, Phaedra Brice-Chen, Emma Reid

**Staff member (3pm onwards):** Dani Fuenzalida

**Visitor (for introductions only):** Angela Campbell, kindness officer

**Absent with apologies:** George Sapsford

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## **1) Welcome through Co-chair Ingrid**

Karakia and short welcome

Introduction of kindness officer Angela to the committee

## **2) Reports**

### **2.1 Financial position (Michael)**

(Estimates are made after first five months of financial year)

**Estimated income:** \$97,700 – \$109,700 consisting of:

- WCC operational grant: \$56,364
- Hall rental (impacted by Covid 19): \$7,448.08 so far, estimated \$12,000 to \$24,000 by end of financial year
- Wage subsidy: \$ 29,387

**Estimated expenses:** \$97,400

- Salaries: \$60,814
- Operations: \$36,600
- Others (event, GMs, AGM): ?????

**Grants unspent:**

- Governance: \$5,000 (Survey project)
- Lottery: \$5,000 (Use to be determined)
- Other: \$10,600 (Community fridge Newtown and AVCC, garden funds)

**Accumulated funds:**

- Safety net of \$ 34,233

**Estimated outcome:** AVCC will probably break even at end of financial year (+/--\$1000)

## **2.2 Electronic communications (Liam)**

AVCCC is using several platforms for electronic communication at the moment. These are (in parts) Dropbox, Slack, email, Doodle polls and Loomio for communicating within the committee, making decisions and sharing documents. The idea is to review these means of electronic communication to simplify meeting planning and administration processes in the future in order to have a more streamlined solution. Ideally this decision would happen rather earlier than later so committee members don't have to switch systems mid-work.

Relevant collaboration platforms are Slack, Loomio and MS Teams

### **Slack:**

- US company (-)
- up to 2000 users (+)
- free (++)
- already in use (+)
- quite complicated (-)
- use in combination with other platforms necessary (dropbox etc) (-)
- target group: tech startups (-)
- video calls possible (+)
- no integrated file sharing (-)

### **Loomio:**

- Aotearoa NZ company (+)
- 1\$ per user (++)
- wider community could be brought in (+)
- target group: low budget volunteer groups (+)
- great decision-making tool, several options (++)
- built in doodle poll (+)
- designed to produce minute style outcome (+)
- no app/ only on PC (-)
- other platforms still needed (-)
- small company means slow development (-)

### **MS Teams:**

- US company (-)
- office subscription needs to be changed anyway (+)
- should be free for staff, executive officers probably free, rest of committee might be cheaper (estimation --> discounted it should come up to netcost of \$ 60/month) (-)
- contractor needed to manage IT system and set up --> this is needed regardless as we need to minimise security risk in the future (+)
- virtual meeting room, chat function, webinars, events streaming possible (++)
- file sharing possible (++)
- real-time co-editing and chat on documents possible (++)
- going to be standard, already in use at most companies, governmental organisations in Aotearoa NZ--> easy to network (+)
- target group (NGOs) (+)
- future proof organisation (+)
- "team" like environment (+)
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## **ACTION:**

- Liam will research actual costs (MS teams), start trail towards talking to contractor (set up and maintenance) and inform committee when information is available and record the single steps for staff
- Committee will then hold Zoom meeting to investigate further information and then decide if possible
- Time frame: in about 2 weeks

### **2.3 Vision for AVCC (Lorna)**

Instead of only looking at day-to-day operations (running a community center as defined by WCC) it makes sense to look at a long-term strategy to protect, enhance and advance the community of Aro Valley.

**Vision:** Inspirational idea “Why are we here and what is our vision for the future?”

**Mission:** Purpose statement “What do we do, why and who are we doing it for?”

#### **Questions:**

How do we move forward? Which policies need to be reviewed and how do we update them?

How do we change them into living documents that can grow with future committees and generations?

Enhancing the character of Aro Valley should include:

History, heritage landscape, natural environment, diversity, inclusivity, accessibility, growth, te tiriti, connection, resilience

### **2.4 NOTE: Reports about “Hall upgrade” & “Community Survey results” pushed to later date**

## **3. Group work and discussion**

### **3.1 Outcome Breakout groups and discussion: Vision for AVCC**

The group has identified several needs:

- to review and refresh policies --> suggestion to form a subcommittee that tackles code of conduct, role descriptions and the role of Te Tiriti as all three are closely related
- to review and refresh the constitution --> suggestion to form a working party to think about necessary changes. The committee would then start working towards it together with a lawyer
- to establish a register of conflicts --> suggestion for secretary and co-chair (Ingrid) to work on this
- staff --> employment subcommittee (led by one of co-chairs)
- finances --> suggestion to form a financial subcommittee, led by the treasurer
- resilience (climate, crisis, health) --> one subcommittee with different working groups
- vision and mission statement --> subcommittee to work on this

### **3.2 Outcome Breakout group and discussion: Role descriptions**

As there are no existing job descriptions for officer roles, role of committee members or outlines for subcommittees/ working groups, there is a need for descriptions or definitions of these.

The breakout group has reviewed some presented definitions and will work on amendments so the descriptions will fit AVCC's needs. Ideally a handbook for future committee members would be part of the outcome.

The working group (Ayse, Ingrid and Michael) will keep on working on definitions for co-chairs, secretary, treasurer, committee members, subcommittees and working groups and aims at presenting a first draft at the next committee meeting to keep the rest of the committee updated.

### **3.3 Outcome Breakout group and discussion: Community Engagement**

Ideas for Community Engagement:

- Participatory budgeting  
(Let community decide through poll what purpose a specific amount of funding is spent on)
- Arts platform: artists can ask for help from AVCC to get funding for (street-) art projects in Aro Valley
- Aro Valley Citizens and Aro Valley passport for volunteers: let people enroll as volunteers and through this become Aro Valley "citizens"
- Aro Valley currency: local currency to encouragement to spend locally
- Gardening projects (ongoing)
- Suggestion box: easy and cheap method for more community engagement
- Street art project "Before I die, I want to...": street art project to create strong sense of community
- Reactivate Valley voice (?)
- Communications strategy: to better reach younger/ tech savvy group and people on the other end who do not want to use online communication
- Community dinners and potlucks

Suggestion: to create a working group where ppl can join temporary or long term

### **3.4 Outcome Breakout group and discussion: Existing and New Events**

Existing projects:

- classes (Sit and be fit, Yoga)
- Aro Fair
- Room at the Inn
- School holiday program

New Projects:

- Xmas-tree fundraiser in cooperation with Aro school (new concept: craftwork, native plants)
- Childrens' representative from Aro school
- Civil defense planning for emergencies
- Seeds to feeds: Summer growing season project for growing food, to develop appropriate gardening strategies for this area eg home gardens, planter boxes at the Community Centre, partnering with Tanera Park Communityguerilla gardening etc and a community dinner in autumn: Barbara is the Aro Valley Seeds to Feeds coordinator
- Summer sounds (live music, at the park, led by Martin → idea: apply for resource consent
- Safety on Aro Street → a community led initiative partnering with Wellington Council that is in early stages of discussion. Seeking endorsement from committee, **needs to be ratified at next meeting**

#### **4. Calendar:**

Committee meetings to happen every six weeks Mondays or Thursdays, General meetings every 3 months, AGM at the last week of July 2021

The calendar states the weeks chosen for meetings.

This calendar needs **to be ratified at the next committee meeting**

#### **Committee meetings:**

#### **General meetings:**

<b>week 41</b> (05.10. or 08.10)	
	<b>1. GM week 44</b> (26.10. - 01.11.)
<b>week 47</b> (16.11. or 19.11.)	
<b>week 1</b> (04.01. or 07.01.)	
	<b>2. GM week 4</b> (25.01.- 31.01.)
<b>week 7</b> (15.02. or 18.02.)	
<b>week 13</b> ( 29.03. or 01.04.)	
	<b>3. GM week 17</b> (26.04.- 02.05.)
<b>week 19</b> (10.05. or 12.05.)	
<b>week 25</b> (21.06. or 24.06.)	
	<b>AGM week 29</b> (19.07. - 25.07.)

## 5. Subcommittees and working groups

Ideas for Sub Committees and Working Groups were brainstormed at the end of the planning day.

This list may not capture all of the ideas from the day and anything that has been omitted can be suggested at the next meeting.

title	subcommittee or working groups	Who	Timeframe	Notes
<b>Employment</b>	subcommittee	Ingrid (lead), Michael, Emma	Ongoing	
<b>Finance</b>	subcommittee	Michael (lead), Liam, Dani, Ingrid	Ongoing	
<b>Resilience</b>	subcommittee			
Climate	working group	Cam (lead), Mel		
Civil defense emergency management	working group	Liam (lead), Pheadra	ASAP	
Seeds to Feeds	working group of the Seeds to Feeds Project	working group of the Seeds to Feeds Project	Summer 20/21	Sponsored by Wellington Council
Aro Street Safety	sub committee	Barbara (lead), Phaedra, Mel	2020	
<b>Events</b>	subcommittee	Michael (lead), Martin, Phaedra, Emma	Ongoing	
Communication and Engagement	working group	Mel (lead), Ayse, Roxy, Dani, Emma		
<b>Redevelopment</b>	subcommittee	Ingrid (lead), Martin		
<b>Governance Refresh</b>	subcommittee	Barbara (lead)		
Vision and mission	working group	Lorna (lead), Barbara		
Policies and roles	working group	Ayse (lead), Ingrid, Michael, George		
Register of conflicts	working group	Ayse (lead), Ingrid		
Constitution	working group	Cam (lead), Ayse		

## **6. Action items until/ for next meeting**

### **ACTIONS for conveners of subcommittees/working groups:**

Get agenda together and answer following questions:

- What is it you're dealing with?
- What do you want to cover in the next few months?  
(timeframe: e.g. at which GM could it be presented)
- Are there any cost expectations?
- What is the exposure to staff?

Conveners need to formulate a proposal and present to committee at next committee meeting

### **ACTION:**

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- Time frame: in about 2 weeks

### **Other ACTIONS for committee:**

- Calendar needs to be ratified
- Endorsement for "Safety on Aro street"

**Meeting closed at 5.15pm**

**Next committee meeting via ZOOM about electronic communication: in about 2 wks**

**Next committee meeting in person: Monday 5<sup>th</sup> or Thursday 8<sup>th</sup> of October**