

Kiwikiwi Whanau Charitable Trust AGM and Remana & Arihi Kiwikiwi Whanau Trust Meeting

Held 8 September 2018 @ 1:30pm, Oromahoe Marae, Oromahoe

Karakia/Mihimihi:	Erin Shanks		
Present:	1. Erin Shanks (Chair) 2. Leon Penney 3. Katrina Penney 4. Maurice Penney 5. Christine Penney 6. Bill Tane	7. Melanie Sweet 8. Sharon Cavanagh 9. Linda O'Grady 10. Ian Lyons (Treasurer) 11. Jos Lyons 12. Dayyna Chapman	13. Wayne Stokes 14. Frances Stokes 15. Michele Topping 16. Julie Hirst (Secretary) 17. Sandra Starr 18. Kathryn Starr
Apologies:	1. Jo Brewin-Brown 2. Heather Brewin-Brown 3. Kim Penney 4. Liane Penney 5. Jodi Chapman 6. Wendy Cunningham	7. Tui Needham 8. Pauline Shanks 9. Bronwyn Shanks 10. Debra Shanks 11. Bill Penney 12. Evelyn Penney	13. Teriu Lemon 14. Don Hales 15. Bryce Blair 16. Oriana Lemon

Subject	Discussion/Actions	Moved
Welcome	The meeting was opened at 2:50pm with a karakia and waiata. Apologies were given and recorded. Motion: Moved that apologies be accepted.	Sharon/Maurice <i>Carried</i>
Minutes from last meeting	<ul style="list-style-type: none"> Minutes dated 14 October 2017 accepted as a true and correct record. 	Maurice/Sharon <i>Carried</i>
Matters arising from previous AGM	<ul style="list-style-type: none"> Maurice provided an update on Bonus Bonds. Issue noted that the bonds are currently in the name of <i>Remana Kiwikiwi Whanau Syndicate</i>. Agreed that the authorised signatory and name to be changed Kiwikiwi Whanau Charitable Trust. Motion: Ian Lyons to facilitate changing authorised signatory/address from Jan Gill to Ian Lyons. <ul style="list-style-type: none"> Maurice provided an update on seeking signatures to allow Nellie Harris land shares into KKWCT. Maurice and Don Hales are at the stage of lodging this application with the Maori Land Court. Actions: <ul style="list-style-type: none"> Maurice to give Bonus Bonds letter to Treasurer and look into changing contact from Jan to Ian. Wayne and Jan to investigate changing name to Kiwikiwi Whanau Charitable Trust. 	Leon/Wayne <i>Carried</i>
Finance	Ian spoke to the salient points from his tabled financial report: <ul style="list-style-type: none"> \$680 donation income Almost \$5,000 spent on website Melanie noted she has previous experience in completing funding applications for events such as the Whanau Reunion. Agreed Melanie to share relevant templates with the Reunion Committee. Motion: The Kiwikiwi Whanau Charitable Trust will take full responsibility for funding applications for the 2019 Kiwikiwi Whanau Reunion.	Melanie/Michele <i>Carried</i>

Subject	Discussion/Actions	Moved
Finance (continued)	<p>Action:</p> <ul style="list-style-type: none"> • <i>Mel to send template applications to Sharon/Linda along with timeframes.</i> • <i>Ian to file 2017 accounts with Charities Commission.</i> 	
Chairperson's report	<p>The Chairperson spoke to his tabled report, highlights included:</p> <ul style="list-style-type: none"> • Thanks noted to Tui Needham, Teriu Lemon and Ed Lyons for their mahi with the website. • We need to look at initiatives/funding streams that could increase our ability to fulfil aims of our Trust Deed (e.g. education grants, etc). • An update provided re final submission claim for wai 1679. Thanks noted to Maurice and Wayne for their time and effort over the years in getting us to this point. It is likely to be at least two years until final decisions are made. <p>Motion:</p> <ul style="list-style-type: none"> • Chairman's report be accepted. 	Linda/Leon <i>Carried</i>
Election of Trustees	<p>Current trustees listed as:</p> <ol style="list-style-type: none"> 1. Bryce Blair 2. Ian Lyons (Treasurer) 3. Linda O'Grady 4. Don Hales 5. Liane Penney 6. Sharon Cavanagh 7. Wendy Cunningham 8. Trevor Kelly 9. Erin Shanks (Chair) 10. Melanie Sweet 11. Julie Hirst (Honorary Secretary) <p>Motion:</p> <p>That all existing trustees be reappointed.</p> <ul style="list-style-type: none"> • Discussed succession planning. Agreed Sharon to review the existing Trust Deed and make recommendations to ensure we are organised ahead of the 2019 AGM. <p>Action:</p> <ul style="list-style-type: none"> • <i>Sharon to review existing Trust Deed, particularly around Trustee Terms/Succession planning and make a recommendation regarding 2019.</i> • <i>Wayne to make contact with Trevor Kelly to ensure he is happy to continue as a Trustee.</i> • <i>Julie to check Charities Commission website to ensure Trustees up to date.</i> 	Michele/Leon <i>Carried</i>
Closure of AGM	Meeting was closed at 3:30pm	Leon/Erin <i>Carried</i>

GENERAL TRUSTEES MEETING

Subject	Discussion/Actions	Moved
Meeting opened	General meeting was opened at 3:30pm	
Oromahoe Trust	<p>Leon Penney provided an update:</p> <ul style="list-style-type: none"> • Kathryn Starr is in the role of Trustee Secretary and doing an excellent job including setting up policies and procedures. • AGM coming up in November. • Update provided re farming operation. Discussed notion of aiming to be carbon neutral. Importance of sustainability was discussed. • Waimatanui farm has been sold with profits sitting in bank. • Few applicants for Tertiary grant this year. • \$2m in the bank (earmarked for capital investments). • Bill Tane provided an update as a Trustee and suggested that some thought be given as to putting forward a Trustee. <p>Action:</p> <ul style="list-style-type: none"> • <i>Melanie to liaise with Kathryn (Oromahoe Trust) re funding opportunities for sustainability.</i> 	
Te Tii B3 Trust (Bill)	<p>Bill Tane provided an update:</p> <ul style="list-style-type: none"> • Review of structure. • Appointment of an Operations Manager is imminent. • AGM is in two weeks' time. • Considering retail opportunities currently. • Asset base valued at \$22m. • Current Tupuna representatives are Melanie Sweet/Sandra Starr. • Linda noted thanks to Bill for his leadership. • Bill noted that he and Alice are up for rotation. 	
Ngati-Hine Forestry Trust (Maurice)	<ul style="list-style-type: none"> • Maurice provided a brief update. • The Annual Report was tabled. • The AGM is being held on 17 November. • Maurice advised it would be beneficial to have whanau representation. The challenges of the current polling system were noted (based around the number of shares you hold). 	
Ngati-Rangi Trust	<ul style="list-style-type: none"> • Maurice provided a brief overview of Ngati-Rangi Trust. • Kathryn is attending meetings and will pass on a summary. 	
Project Updates	<p>Te Ngare Hauata</p> <ul style="list-style-type: none"> • Legal status to be established. Incorporated Society <p>Motion: That KKWCT agrees to pay the establish costs for Ngare Hauata Incorporated Society</p>	Leon/Linda <i>Carried</i>
	<p>Merchandise</p> <ul style="list-style-type: none"> • A lot of small size polos left over from 2009 reunion. • Discussed purchase and embroidery of zip-up hoodies via Stitches Embroidery in Whangarei (have done previous Kiwikiwi printing). • Cost of sale agreed at \$55 per item including postage within NZ. • Michele offered to take over merchandise sale project. • Agreed to look into cost of printing children's hoodies also. <p>Motion: That adult hoodies be sold at a price of \$55 incl postage.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. <i>Wayne to enquire re Stitches adding to or amending existing logo on 2009 reunion polos – mostly small sizes.</i> 2. <i>Michele to take over project for selling merchandise.</i> 3. <i>Julie/Michele Look into cost for children's sizes also.</i> 	Linda/Michele <i>Carried</i>

Subject	Discussion/Actions	Moved
Project Updates (continued)	Communications <ul style="list-style-type: none"> • Ongoing content needed for Facebook and Website – detail to be forwarded to Tui for website. 	
	Whanau Book <ul style="list-style-type: none"> • Liane advised all is under control to be updated in time for the Reunion. 	
	Leaf reunion <ul style="list-style-type: none"> • Melanie and Wayne advised on the project approach – aspiration to bring entire Leaf whanau together in December 2020. Registration form is out – links to be created. • Discussed data collection and how we could replicate this for Kiwikipi whanau. Actions: <ol style="list-style-type: none"> 1. <i>Melanie to post link on Facebook and email link to Tui along with explanation for website publishing.</i> 2. <i>Julie to liaise with Melanie re data collection (Sharon to advise re privacy aspects).</i> 	
Meeting closure	The General Meeting was closed at 4:45pm	