

ANZEA BOARD MEETING
9 March 2009
Auckland Airport Conference Centre 10.00am – 5.00pm

Item	Action needed/Who	When
<p><i>Present</i> Pam Oliver, Melissa Weenink, Rachael Trotman (Minutes), Laurie Porima, Tania Wolfgramm, Anne Dowden, Kate McKegg (Chair for Board meeting), Shaun Akroyd, Kataraina Pipi, Roberta Hill</p> <p><i>Apologies</i> Nancy Sheehan, Jane Carroll</p>		
<p><i>Karakia</i> Laurie opened with a karakia.</p>		
<p><i>Board conduct 10.35am to 1.45pm</i></p> <p>Kataraina started the session with a reminder about ways of operating (above and below the line) and styles of operating (Tetramap/s earth, air, fire and water).</p>		
<p><i>Urgent Business 2.20pm</i></p> <p><u>Finance Portfolio: Budget for 2009/2010</u> Discussion was held on the draft proposed budget for 2009. Notes are also needed to give rationale for each item in the Profit and Loss Statement and the budget as appropriate.</p> <p>Changes made to the budget were:</p> <ul style="list-style-type: none"> ☉ Branch Development increase to \$2,500 ☉ Add a Portfolio Contingency line of \$2,000 ☉ Add subtotal under 'Administration' <p>Query whether we need an Insurance item, can review this over time.</p> <p>The 2009/2010 projected budget was approved by consensus (moved Kate seconded Kataraina).</p>	<p>Jackie to separate out branch income and expenses from the Profit and Loss Statement</p> <p>Kate and Rachael to provide appropriate rationale and calculations for each budget line and the Profit & Loss statement</p> <p>Kate and Rachael to send updated budget and P & L statement with amendments to the Board</p>	<p>31 March 2009</p> <p>31 March 2009</p> <p>31 March 2009</p>

<p><u>Conference 2009:</u></p> <p>Anne spoke to her report. Discussion was held on whether to hold an event at all. An expectation is out there that an anzea event will be held, with an AES conference planned for 2010.</p> <p>Agreed by consensus to hold an anzea event/s in 2009 (moved Kate seconded Rachael).</p> <p>The pros and cons were discussed of holding one national event versus two regional symposia. Pam felt that based on survey data a national conference that would both recover costs and present a quality event to delegates was not feasible and that she would not want to take part in organising a national event that did not meet these criteria. Kataraina said she had energy for a national hui, with \$5,000 to put into Maori development aspects of it. Others expressed preference for one national hui; Melissa expressed doubt as to whether a Wellington based event would fly.</p> <p>Kataraina expressed a willingness to be Conference Convenor.</p> <p>Kate proposed one national hui as follows (seconded Kataraina):</p> <ul style="list-style-type: none"> ☉ Auckland based ☉ Accommodation not provided and not all catering provided ☉ Possibly only one international keynote speaker ☉ Frame this as a 'hard times' hui, cutting our cloth to suit resources available, different from previous events (careful management of expectations is needed) <p>This was agreed by the majority; Pam abstained.</p> <p>Pam does not wish to be on the Conference Committee nor on the management team to organise. She expressed concern about the potential for the conference to make a loss and the Board's legal liability, if challenged. Pam is happy to answer queries and provide information</p>	<p>Anne to go to the Conference Committee to communicate the decision and seek nominations for Conference Convenor</p> <p>Anne to organise a teleconference calling a meeting of the Conference Committee and asking all Board members to advise of their ability to support the Conference and be on the Committee</p> <p>Each Board member to review their portfolio and put their hand up for conference roles</p>	<p>By 20 March</p> <p>By 20 March</p> <p>By 27 March</p>
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<p>however. Tania does not wish to be on the Committee but will support an Auckland event (Auckland University Marae may be available).</p> <p>The contract for conference management has been drafted but needs to be reviewed.</p> <p>It was agreed to prioritise the hui/conference for the next four months and defer portfolio work except as it actively links to the Conference. Shaun and Nancy's efforts around membership are to be combined, with one visit by Shaun to Gisborne and Hamilton by July.</p>	<p>Anne to talk to Jackie and Michele on their interest in organising this conference</p> <p>Shaun and Nancy to work together on the membership drive</p>	<p>March 2009</p> <p>Ongoing March to July</p>
<p><i>Items left over from Board conduct session</i></p> <p><u>Review of roles:</u> Discussion and clarification is needed on the roles of Portfolio Associate, the Executive, Convenor and Deputy Convenor roles.</p> <p><u>Legal Expenses claim:</u> Pam asked for her legal expenses (\$300 + GST approx) relating to her and Tania's formal complaint to be paid by anzea. After discussion the Board agreed to pay the bill, noting that in future all Board members are to seek Board agreement to anzea payment before incurring expenses.</p> <p><u>Governance training for the Board:</u> This item was deferred to the next Board meeting.</p> <p><u>Safe whistle blowing:</u> Pam sought a safe way for Board members and other anzea members to raise concerns to be developed. It was agreed to link this to the policy review that Laurie as Deputy Convenor is leading. Pam offered to assist with this policy review.</p>	<p>Kate and Rachael to compile a Discussion Paper outlining role descriptions and options going forward for the next Board meeting</p> <p>Pam to forward her expense claim to Jackie for payment</p> <p>Kate to add to Board agenda for July</p> <p>Laurie/Pam to add to policy review</p>	<p>End June 2009</p> <p>End March 2009</p> <p>End June 2009</p> <p>End June 2009</p>

<p><u>Minimum response times to requests for Board input:</u> Pam felt that some short response times in the last few months had been unrealistic. Roberta felt that the last few months had been extraordinary and that this should be taken into account.</p> <p>Agreed to allow 3-4 working days minimum for a response from Board members to a request, as usual practice.</p>		
<p><i>Other agenda items</i></p> <p>It was agreed to defer portfolio issues and items to the next Board meeting.</p> <p><u>Special Board minutes 9 February 2009:</u> Kate apologised for not circulating these earlier – feedback is sought on the draft.</p>	<p>Kate to circulate these minutes electronically to the Board</p> <p>Board members to provide feedback to Kate by 23 March</p> <p>October 2008, February 2009 and March 2009 Board minutes to be confirmed at July 2009 Board meeting</p>	<p>17 March 2009</p> <p>23 March 2009</p>
<p><i>Next Board meeting details to be confirmed depending on conference/hui timing.</i> Meeting ended 5.05pm</p>		