



T/17/02

MINUTES

ORDINARY MEETING OF TRUSTEES

Date: Tuesday, 28 March 2017
Time: 7.00pm
Place: Trust Office, Perry House, 360 Tristram Street, Hamilton

PRESENT: Trustees Ingle (Chair), Chibnall, Hamill, Harding, Isaac & Williams

IN ATTENDANCE: Grants Manager & Trust Secretary

APOLOGY: Trust Manager

CONFLICT OF INTEREST DECLARATIONS: Nil

AGENDA ITEM

T/17/02/1.0 OTHER REPORTS

T/17/02/1.1 2017-18 Draft Annual Intentions Plan & Budget(Ref: 35/5)

A report from the Trust Manager dated 22 March 2017 was circulated. Submissions from Waikato District Council, Waipa District Council and Hamilton City Council were circulated separately.

The Chair welcomed those in attendance and advised that the 2017-18 Draft Annual Intentions Plan had been circulated for public consultation, noting that five written submissions had been received.

Waikato District Council was heard in support of its written submission.

Waikato District Council (WDC) – Chief Executive Gavin Ion

The following was noted:

- WDC appreciated the opportunity to be involved in earlier conversations between the Trust and Capital Beneficiaries about the draft document
- WDC is pleased to see that the Trustees are being forward-thinking and flexible with regard to strategic direction, shareholding and industry changes

- WDC recognises that the Trust is being open with the way it is conducting business and engaging with the community, and this aligns with the Council's vision of having the most engaged community in New Zealand by 2020
- WDC is looking for good partnerships to achieve the best outcomes for the community and feels it can work effectively with the Trust towards this goal
- The Trust's multiple funding rounds are providing greater flexibility for the community
- WDC would like to be kept informed with regard to the Inland Revenue Department's review of tax treatment on electricity consumer discounts
- For transparency, WDC would like to see a Statement of Financial Position in the draft document

Trustee Ingle stated that the Trust is obliged to follow a public consultation referendum process prior to making any decisions with regard to selling shares in the Company.

Trustee Harding asked Mr Ion if there was specific feedback he would like with regard to the Trust's community loans initiative. The Grants Manager commented that the uptake has not been as high as expected, but the facility has been useful for community organisations that have had capital projects as it has enabled them to secure finance in a timely manner and at a competitive interest rate, while offering flexibility of repayments.

The Grants Manager also commented with regard to the success of the Quick Response community funding rounds, which have a prompt decision process and allow applicants greater flexibility as there are five rounds spread throughout the year. He also observed that the Community Support grants are becoming increasingly strategic and targeted, which may result in larger grants to fewer organisations.

Trustee Ingle informed Mr Ion that Hamilton City Council and Waipa District Council are supportive of the draft Annual Intentions Plan, and that the former has requested earlier engagement for future consultations. He then sought Mr Ion's feedback with regard to the name of the document. Mr Ion remarked that a slight distinction from 'Statement of Intent', used by Council Chief Compliance Officers, would be advantageous.

Mr Ion was thanked for his attendance and feedback.

The Trustees entered into discussion about the draft Annual Intentions Plan, considering the written submissions and clarifying the amendments made since the original draft.

MOVED: (Harding/Chibnall) That:

1. The submissions be received.
2. Going forward, the Trust considers holding a January Trust meeting, exclusively to consider the draft Annual Intentions Plan in order to extend the consultation period and align with Council processes.
3. The submitters receive a written response in order to thank them for their interest in the Trust's 2017-18 draft Annual Intentions Plan.
4. The amended 2017-18 draft Annual Intentions Plan be adopted, subject to minor formatting changes and the addition of a Balance Sheet.

CARRIED

T/17/02/2.0 DISTRIBUTIONS

T/17/02/2.1 February 2017 Quick Response Grants Round (Ref: 60/4/2017)

A report from the Grants Manager dated 16 March 2017 was circulated.

MOVED: (Ingle/Williams) That the report be received for information.

CARRIED

T/17/02/2.2 Healthier Homes/Energy Efficiency Grant – Waikato Health Trust Whare Ora Programme: Annual Review Report (Ref: 48/7)

A report from the Grants Manager dated 17 March 2017 was circulated.

MOVED: (Isaac/Harding) That:

1. The Trust approves payment of the third and final instalment of \$30,000 for the conditional 2015/16 year grant to the Waikato Health Trust in support of the Whare Ora programme.
2. The Trust approves in principle a grant of \$95,000 from the 2016/17 Energy Efficiency and Healthier Homes budget allocation to the Waikato Health Trust in support of the Whare Ora programme.
3. The grant be subject to the successful negotiation of a funding agreement with the Waikato Health Trust in support of the Whare Ora programme.

CARRIED

T/17/02/2.3 Business/Economic Development Grants Accountability (Ref: 60/4)

A report from the Grants Manager dated 21 March 2017 was circulated.

MOVED: (Ingle/Harding) That the report be received for information.

CARRIED

T/17/02/3.0 MANAGEMENT REPORTS

T/17/02/3.1 Resolution Schedule (Ref: 15/20/5)

The Resolution Schedule dated 20 March 2017 was circulated for noting.

MOVED: (Ingle/Isaac) That the Resolution Schedule be noted.

CARRIED

T/17/02/3.2 Trustee Meeting and Workshop Attendance (Ref: 15/2)

A report from the Trust Secretary dated 20 March 2017 was circulated for noting.

MOVED: (Hamill/Harding) That the schedule of Trustee meeting attendance be noted.

CARRIED

T/17/02/3.3 Ongoing Projects Status Report (Ref: 15/20/5)

A report from the Grants Manager dated 23 March 2017 was circulated for noting.

MOVED: (Chibnall/Harding) That the report be noted.

CARRIED

T/17/02/3.4 Financial & Budget Report (Ref: 20/10)

A report from the Financial Administrator for the month of February 2017 was circulated.

MOVED: (Ingle/Harding) That the financial and budget report to 28 February 2017 be adopted.

CARRIED

T/17/02/3.5 Asset Register Review (Ref: 15/35)

A report from the Financial Administrator dated 13 March 2017 was circulated.

MOVED: (Ingle/Harding) That the report be noted.

CARRIED

T/17/02/3.6 Energy Trusts of New Zealand (Ref: 5/30/15)

A report from the Trust Secretary for the month of March 2017 was circulated.

MOVED: (Ingle/Hamill) That the report be noted.

CARRIED

T/17/02/3.7 Industry & Trust Activity Updates

Trustee Hamill reported on recent industry items of interest.

The Grants Manager reported on the release of The New Zealand Cause Report by JBWere, the outcomes of the Hamilton Gardens Arts Festival, and the recent book launch held by Epilepsy Waikato Charitable Trust. He advised that Link House Trust and Birthright Waikato would not be moving forward with the new building project, and therefore would not be utilising the community lending facility. He also gave brief updates on the current Community Support and Quick Response grants rounds. It was noted that the successful applicant(s) to Momentum Waikato's \$1M Vital Waikato Fund would be announced on 12 April, and that positive and constructive feedback had been received about the Community Funding Expo held on 8 March.

Trustees acknowledged the passing of Jane Caldwell from the Refugee Orientation Centre Trust.

Trustee Ingle expressed thanks to those outside the Trust who volunteered at the WEL Energy Trust Breakfast at Dawn, one of the events held during the recent Balloons over Waikato Festival.

Trustees Harding, Isaac and Williams reported on community events recently attended.

Trustee Ingle and the Grants Manager provided progress reports with regard to the Meteor Theatre and Founders Theatre projects.

Trustee Ingle reported on the Community Funders Group meeting held 13 March.

There was some discussion around Business and Economic Development projects within the region and the Trust's engagement in this regard.

MOVED: (Ingle/Hamill) That the verbal reports be received.

CARRIED

T/17/02/4.0 CONFIRMATION OF MINUTES

T/17/02/4.1 Minutes of Ordinary Meeting T/17/01 dated 28 February 2017

MOVED: (Ingle/Hamill) That the Minutes as circulated be confirmed as a true and correct record.

CARRIED

T/17/02/5.0 EXCLUSION OF PUBLIC

MOVED: (Ingle/Chibnall) That the public be excluded from the following parts of the proceedings of this meeting under Section 48(1) of the Local Government Official Information and Meetings Act 1987, for reasons relating to third party commercial sensitivity, on the following grounds:

1. To enable the Trust to carry out, without prejudice or disadvantage, negotiations (including commercial or industrial negotiations).
2. To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person/organisation who supplied or who is the subject of the information.

Agenda Item	General subject matter to be considered	Grounds for passing this resolution
T/17/02/6.1	Company Valuation	Definitions 1 & 2 above
T/17/02/6.2	Review of Directors	Definitions 1 & 2 above
T/17/02/6.3	2017 Review of Directors	Definitions 1 & 2 above
T/17/02/6.4	Company Quarterly Report	Definitions 1 & 2 above
T/17/02/7.1	Trust Manager's Report	Definitions 1 & 2 above
T/17/02/7.2	Risk Management Report	Definitions 1 & 2 above
T/17/02/7.3	Resolution Schedule	Definitions 1 & 2 above
T/17/02/8.1	Confirmation of Minutes	Definitions 1 & 2 above

The meeting concluded at 8.25pm.

Confirmed at T/17/03 on 26 April 2017 as a true and correct record.

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CHAIR