



T/16/09

MINUTES

ORDINARY MEETING OF TRUSTEES

Date: Tuesday, 23 August 2016
Time: 7.10pm
Place: Trust Office, Perry House, 360 Tristram Street, Hamilton

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

IN ATTENDANCE: Trust Manager, Grants Manager & Trust Secretary

APOLOGY: Trustee Harding

CONFLICT OF INTEREST DECLARATIONS: Nil (other than as declared in item T/16/09/4.2)

AGENDA ITEM

T/16/09/1.0 OTHER REPORTS

T/16/09/1.1 Draft Statement of Investment Policies and Objectives (Ref: 10/20)

A report from the Trust Manager dated 12 August 2016 was circulated.

There was some clarification around timing of investments, the Trust's community loan fund, ethical and mission-related investments, and the flexibility of the SIPO.

MOVED: (Ingle/Isaac) That:

1. As at 23 August 2016, the Trust adopts the Statement of Investment Policy and Objectives (SIPO) as a key governance document in order to guide investment decisions.
2. The Finance Sub-Committee be delegated authority to appoint Russell Investments as the Investment Manager for the Trust.
3. The Finance Sub-Committee works with the Investment Manager upon appointment to determine recommendations for the Trust regarding the Strategic Asset Allocation (SAA), rebalancing ranges, as well as performance benchmarks for the investment portfolio.
4. The Finance Sub-Committee presents a recommendation to the September Trust meeting regarding the above, as well as the timing, amount and type of investments to be staged over the rest of this Financial Year. **CARRIED**

T/16/09/1.2 Russell Investments Conference (Ref: 25/10)

A report from the Trust Manager, Financial Administrator and Trustee Isaac dated 28 July 2016 was circulated.

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

CARRIED

T/16/09/1.3 Independent Anti-Money Laundering/Counter Financing of Terrorism (AML/CFT) Audit Report (Ref: 25/37)

MOVED: (Ingle/Isaac) That:

1. The report be received for information.
2. A note be added to the Trust's Governance Policies stating that an internal review will be conducted annually, and an external audit conducted every two years, of the Trust's AML/CFT Programme, as per the requirements of the Anti-Money Laundering and Countering of Financial Terrorism Act 2009.

CARRIED

T/16/09/2.0 MANAGEMENT REPORTS

T/16/09/2.1 Resolution Schedule

The Resolution Schedule dated 17 August 2016 was circulated for noting.

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

CARRIED

T/16/09/2.2 Trustee Meeting and Workshop Attendance (Ref: 15/2)

A report from the Trust Secretary dated 1 August 2016 was circulated for noting.

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

CARRIED

T/16/09/2.3 Ongoing Projects Status Report (Ref: 60/60/6)

A report from the Grants Manager dated 15 August 2016 was circulated for noting.

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

CARRIED

T/16/09/2.4 Bi-Monthly Review of Performance Measures (Ref: 35/5)

A report from the Trust Manager for the month of August 2016 was circulated for noting.

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

CARRIED

T/16/09/2.5 Financial and Budget Report (Ref: 20/10)

A report from the Financial Administrator for the month of July 2016 was circulated.

Trustees discussed the new layout of the Commentary.

MOVED: (Ingle/Williams) That the financial and budget report to 31 July 2016 be adopted.

CARRIED

T/16/09/2.6 Energy Trusts of New Zealand (Ref: 5/30/15)

A report from the Trust Secretary for the month of August 2016 was circulated.

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

CARRIED

T/16/09/2.7 Industry & Trust Activity Updates (Ref: 5/20/5 & 15/1/1)

The Grants Manager gave updates on the War Horse Memorial Project and the August Quick Response round. He also reported on the CELF Programme Entry Residency Workshop recently attended.

Trustee Hamill reported on recent industry items of interest.

Trustees Isaac and Williams reported on community events recently attended. The Trust Secretary listed the community events recently attended by Trustee Harding.

Trustee Ingle reported on the Community Funders Group meeting held 22 August 2016, including the refreshed purpose/strategy of the Group going forward. He also gave an update on the Department of Internal Affairs' intentions to maximise its impact and support in the region.

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

CARRIED

T/16/09/3.0 CONFIRMATION OF MINUTES

T/16/09/3.1 Minutes of Ordinary Meeting T/16/07 dated 26 July 2016

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

CARRIED

Minutes of Annual General Meeting T/16/08 dated 28 July 2016

MOVED: (Ingle/Hamill) That the Minutes as circulated be confirmed as a true and correct record, subject to the inclusion of the names of Trust staff in the list of attendees.

CARRIED

T/16/09/4.0 DISTRIBUTIONS

T/16/09/4.1 June 2015 Community Support Multi-Year Grants – Approval for Year Two Payments (Ref: 60/4/2016)

A report from the Grants Manager dated 15 August 2016 was circulated.

MOVED: (Ingle/Hamill) That:

1. The following organisations that submitted applications to the June 2015 Community Support grants round and were subsequently approved to receive a multi-year grant be confirmed to receive the second year instalment as per the schedule below:

CS009	Society of St Vincent de Paul (Hamilton)	\$20,000
CS014	The Community Waikato Trust	\$22,500
CS022	Desert Spring Ministries Trust	\$10,000
CS044	Rostrevor House Incorporated	\$10,000
CS066	Hamilton Ethnic Women’s Centre Trust	\$22,500
CS079	The Crosslight Trust	\$15,000

2. That only one-third (\$5,000) of the grant payment to The Crosslight Trust be made at this stage, with the \$10,000 balance to be paid on confirmation that the service will continue next year.

CARRIED

T/16/09/4.2 June 2016 Community Support Grants Round – Funding Allocation (Ref: 60/4/2016)

A report from the Grants Manager dated 15 August 2016 was circulated.

A spreadsheet listing the 40 eligible applications, rankings and variance details was circulated separately.

Disclosure of Interests

The Chair drew Trustees’ attention to the following Trust policy:

Governance Process Policies – Conflicts of Interest (point 8)

“Trustees who have declared an interest in an organisation who has applied for funding shall not rank, vote or participate in the discussion about that organisation’s application at the funding decision making meeting.”

The following Declarations of Interest were noted:

Trustee Williams – Waikato Community Hospice Trust
Trustee Chibnall – Birthright Waikato Te Whanautanga Tika Charitable Trust

Trustees Hamill, Harding, Ingle and Isaac had no interests to declare.

The Grants Manager gave an update with regard to several of the applications.

Trustees considered the 40 applications on the ranked order list (highest to lowest ranking).

MOVED: (Ingle/Hamill) That the following grants be confirmed:

Appl #	Organisation	Amount
CS282	Hamilton Gardens Summer Festival Foundation	\$80,000
CS306	The Refugee Orientation Centre Trust	\$20,000
CS309	Habitat for Humanity Central North Island Limited <i>Conditional – not to be applied to Whare Ora</i>	\$15,000
CS297	RAW 2014 Limited	\$15,000
CS285	Project Litefoot Trust	\$15,000
CS290	The House of Grace Trust	\$7,500
CS319	Balloons over Waikato	\$80,000
CS327	Link House Trust	\$17,500
CS335	MATES Trust New Zealand	\$10,000
CS323	The Order of St John Central Region	\$10,000
CS277	Hamilton Christian Combined Foodbank Trust	\$10,000
CS329	Birthright Waikato Te Whanautanga Tika Charitable Trust <i>(Trustee Chibnall did not take part in voting or discussion of this item)</i>	\$17,500
CS284	Raglan Surf Life Saving Club Inc	\$14,000
CS301	Maungatautari Ecological Island Trust	\$40,000
CS325	Asthma & Respiratory Services (Waikato) Inc	\$22,500
CS317	Te Kohao Health Limited	\$10,000
CS333	Rauawaawa Kaumatua Charitable Trust	\$18,000
CS308	Families Autism Support Trust	\$12,500
CS334	Waikato Playcentre Association	\$22,500
CS302	Hamilton Christian Nightshelter Trust	\$15,000
CS321	U Leisure Limited	\$8,000
CS311	Waikato Paraplegic & Physically Disabled Association	\$12,500
CS330	Waikato Hockey Charitable Trust	\$20,000
CS281	Mobility Assistance Dogs Trust	\$0
CS296	Sport Waikato Education Trust	\$0
CS331	Hamilton Christmas Charitable Trust	\$15,000
CS275	North Waikato Transport Trust	\$5,000
CS279	English Language Partners NZ, Waikato Centre	\$0
CS310	Athletics Waikato-Bay of Plenty	\$5,000
CS289	Royal New Zealand Foundation of the Blind	\$0
CS295	Waikato Breast Cancer Trust	\$0
CS304	Hamilton Cricket Association Inc	\$10,000
CS332	Pukeko Preschool Trust Board	\$0
CS276	Home of Cycling Charitable Trust	\$0
CS314	MS Waikato Trust	\$5,000
CS318	Assistance Dogs New Zealand Trust	\$0
CS305	CanTeen Waikato	\$5,000
CS336	New Zealand Wheelchair Tennis Inc	\$0
CS303	Waikato Community Hospice Trust <i>(Trustee Williams did not take part in voting or discussion of this item)</i>	\$0
CS313	The Hearing Association Hamilton & Districts Branch	\$0

CARRIED

The total grants funding for the June 2016 Community Support round was allocated at \$537,500 to 29 successful grant applications.

T/16/09/5.0 EXCLUSION OF PUBLIC

MOVED: (Ingle/Isaac) 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/16/09/6.1	Community Loan Application	Definitions 1 & 2 above
T/16/09/6.2	Community Loan Application	Definitions 1 & 2 above
T/16/09/6.3	Investments/Business Structures Review	Definitions 1 & 2 above
T/16/09/6.4	Position Description and Review	Definitions 1 & 2 above
T/16/09/7.1	Multi-Year/Exceptional Circumstances	Definitions 1 & 2 above
T/16/09/8.1	Trust Manager's Report	Definitions 1 & 2 above
T/16/09/8.2	Risk Management Report	Definitions 1 & 2 above
T/16/09/8.3	Resolution Schedule	Definitions 1 & 2 above
T/16/09/9.1	Confirmation of Minutes	Definitions 1 & 2 above

The meeting concluded at 9.30pm.

Confirmed at T/16/10 on 27 September 2016 as a true and correct record.

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CHAIR