



T/17/03

MINUTES

ORDINARY MEETING OF TRUSTEES

Date: Tuesday, 26 April 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/17/03/1.0 PRESENTATIONS

T/17/03/1.1 Smart Waikato – Secondary Schools-Employer Partnerships (SSEP) Programme Pilot Presentation

Mary Jensen thanked the Trust for the opportunity to present a preview of the 2016 SSEP Programme Pilot report to be showcased at the Smart Waikato Leadership Summit on 10 May. Linda Nelson Caie gave a presentation that covered:

- Pilot Programme participants and statistics
- Aims of the Programme
- Impact and Outcomes of the Pilot Programme
- Recommendations
- Year Two of the Programme
- Financial Sustainability

The presentation also included video interviews with two of the participating schools which featured feedback from employers, staff, students and whanau involved in the Programme.

The Trust was thanked for its investment in, and support of, the SSEP initiative.

T/17/03/2.0 OTHER REPORTS

T/17/03/2.1 Review and Ratification of Governance Policies (Ref: 10/3)

A report from the Trust Secretary dated 21 April 2017 was circulated.

MOVED: (Ingle/Hamill) That:

1. The Roving Resolutions policy replaces the Trust Resolution by Email policy in the Governance Policies document, as approved at the September 2016 Trust meeting, and with the addition of the words *“or more/all if required”* after the words *“majority of Trustees”* in the sentence before point 1.
2. The Anti-Money Laundering & Counter Financing of Terrorism (AML/CFT) policy be added to the Governance Policies document, as approved at the August 2016 Trust meeting.
3. The Company Valuation policy be updated as approved at the November 2016 Trust meeting.
4. That the Appointment and Review of Directors policy be updated as approved at the April 2016 Trust meeting, with point 3 to read as follows:
 3. *“All Directors will be appointed for a first 3 year term, with a second 3 year directorial term available to each Director subject to a review of the skills mix/diversity on the Board demonstrating relevance to the Company strategy for the next 3 years, and a Director performance review undertaken at the end of the first term being satisfactory to the Trust.”*
5. All other changes to the Trust’s Governance Policies document, as approved since the last review in April 2016 and highlighted in the report, as well as the minor amendments discussed, be ratified.
6. That the Governance Polices continue to be updated as appropriate and are next reviewed as a whole in April 2017.

CARRIED

T/17/03/3.0 DISTRIBUTIONS

T/17/03/3.1 Performing Arts Community Trust – Exceptional Circumstances (Ref: 60/4/2017)

A report from the Grants Manager dated 18 April 2017 was circulated.

MOVED: (Hamill/Isaac) That application CS461 from the newly-formed Performing Arts Community Trust be included in the qualifying pool of applications for the March 2017 Community Support round, due to exceptional circumstances, being the timing and significance of the ‘Flowing Water’ project.

CARRIED

T/17/03/4.0 MANAGEMENT REPORTS

T/17/03/4.1 Resolution Schedule (Ref: 15/20/5)

The Resolution Schedule dated 10 April 2017 was circulated for noting.

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

CARRIED

T/17/03/4.2 Trustee Meeting and Workshop Attendance (Ref: 15/2)

A report from the Trust Secretary dated 10 April 2017 was circulated for noting.

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

CARRIED

T/17/03/4.3 Ongoing Projects Status Report (Ref: 15/20/5)

A report from the Grants Manager dated 18 April 2017 was circulated for noting.

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

CARRIED

T/17/03/4.4 Bi-Monthly Review of Performance Measures (Ref: 15/20/5)

A report from the Grants Manager for the month of April was circulated.

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

CARRIED

T/17/03/4.5 Financial & Budget Report (Ref: 20/10)

A report from the Financial Administrator for the financial year ended 31 March 2017 was circulated.

MOVED: (Ingle/Isaac) That the financial and budget report for the year ended 31 March 2017 be adopted.

CARRIED

T/17/03/4.6 Energy Trusts of New Zealand (Ref: 5/30/15)

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

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

CARRIED

T/17/03/4.7 Industry & Trust Activity Updates

Trustee Hamill reported on recent industry items of interest.

The Grants Manager gave a brief update on the March 2017 Community Support and current Quick Response rounds.

Trustees Harding and Isaac reported on community events recently attended.

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

CARRIED

T/17/03/5.0 CONFIRMATION OF MINUTES

T/17/03/5.1 Minutes of Ordinary Meeting T/17/02 dated 28 March 2017

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

CARRIED

T/17/03/6.0 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/17/03/7.1	Community Loan	Definitions 1 & 2 above
T/17/03/7.2	Community Loan Application	Definitions 1 & 2 above
T/17/03/8.1	Director Appointments	Definitions 1 & 2 above
T/17/03/9.1	Acting Trust Manager's Report	Definitions 1 & 2 above
T/17/03/9.2	Risk Management Report	Definitions 1 & 2 above
T/17/03/9.3	Resolution Schedule	Definitions 1 & 2 above
T/17/03/10.1	Confirmation of Minutes	Definitions 1 & 2 above

The meeting concluded at 8.15pm.

Confirmed at T/17/04 on 23 May 2017 as a true and correct record.

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CHAIR