



T/21/11

MINUTES

ORDINARY MEETING OF TRUSTEES

Date: Tuesday, 24 August 2021
Time: 2.30pm
Place: Trust Office, Perry House, 360 Tristram Street, Hamilton

PRESENT: Trustees West (Chair), Booth, Chew, Johnston, Silverton & Yamunanathan

IN ATTENDANCE: Chief Executive Officer, Grants Manager, Financial Officer, Grants and Partnerships Advisor & Trust Secretary

CONFLICT OF INTEREST DECLARATIONS: Nil

KARAKIA TIMATANGA: All

Due to the COVID-19 pandemic, this meeting took place via Zoom video conferencing.

AGENDA ITEM

T/21/11/1.0 ADDITIONAL AGENDA ITEM

In accordance with Standing Order 2.5.1, the Chair requested that an item be added to the Agenda. The matter related to the developing COVID-19 situation, for which the change in lockdown level was issued after the Trust meeting papers had been circulated.

MOVED: (West/Johnston) That the item 'Reactivation of the COVID-19 Collective Response Fund' be added to Distributions/Impact under item T/21/11/2.3.

CARRIED

T/21/11/2.0 DISTRIBUTIONS/IMPACT

T/21/11/2.1 June 2021 Community Support Grants Round (Ref: 60/15)

A report from the Grants Manager dated 17 August 2021 was circulated. A spreadsheet listing the 19 applications to be considered, in order of strength of alignment with the Sustainable Development Goals, was circulated separately and included Trustee notes.

Disclosure of Interests

Trustees adhere 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.”

There were no Conflicts of Interest declared during the Trustee assessment process.

For the benefit of the new Chief Executive Officer, the Grants Manager summarised the grant confirmation process, explaining that the assessing of the applications is carried out by staff and Trustees prior to the meeting.

The Trustees considered the 19 eligible applications, with the Grants Manager making some clarifications as required with regard to the assessments. It was agreed that, in the interests of informed decision-making, Trustees would be given the opportunity to share specific information relating to any application for which they challenged the recommendation.

MOVED: (West/Chew) That the following grants be confirmed:

Appl #	Organisation	Amount
CS1122	Te Rongopai Community Trust	\$22,500
CS1130	Hamilton City Salvation Army	\$10,000
CS1108	The Refugee Orientation Centre Trust	\$25,000
CS1111	Waikato Enterprise Agency	\$0
CS1125	Melville Association Football Club Inc*	\$40,000
CS1131	Rainbow Hub Waikato (formerly Waikato Queer Youth)	\$22,500
CS1118	Graeme Dingle Foundation Waikato	\$50,000
CS1101	South East Kirikiriroa Community Association Inc	\$20,000
CS1103	Te Kauwhata Health Awareness Society Inc	\$18,000
CS1116	Balloons over Waikato Trust	\$95,000
CS1120	Smart Waikato Trust	\$50,000
CS1124	A Rocha Aotearoa New Zealand	\$15,000
CS1115	Link House Birthright Waikato Trust	\$35,000
CS1121	Waikato Equitherapy Inc	\$12,000
CS1129	Tainui Waka Tourism Inc*	\$25,000
CS1110	Te Kauwhata Squash Inc*	\$25,000
CS1119	Waikato Food Inc	\$18,000
CS1133	Waikato Basketball Council Inc	\$22,500
CS1112	Riverlea Theatre and Arts Centre Inc	\$22,500

CARRIED

* *It was noted that these grants have conditions to be met before payments are made.*

The total grants funding for the June 2021 Community Support round was allocated at \$528,000 to 18 successful grant applications.

T/21/11/2.2 Grants Committee Meeting Held 26 July 2021 (Ref: 60/10)

A report from the Grants Manager dated 29 July 2021 was circulated.

The Grants Manager gave some clarification with regard to one of the ineligible applications submitted to the June 2021 Quick Response grants round.

MOVED: (West/Booth) That the report be received for information.

CARRIED

T/21/11/2.3 Reactivation of the COVID-19 Collective Response Fund (Ref: 60/40)

A report from the Grants Manager was circulated **separately**.

Trustee West enquired as to whether there was a need to formally reactivate the COVID-19 Collective Response Fund (the Fund), given an amount of \$500,000 had already been approved in the Trust budget. The Grants Manager explained the proposed decision process for the Fund, which had changed slightly from the previous year. He informed Trustees about a recent commitment from the Ministry of Social Development, which might affect demand for the Fund. He also described the application process, including the collaborative aspect with Trust Waikato.

Trustee Chew expressed his willingness to be involved on the Grants Committee for the Fund.

MOVED: (West/Silverton) That:

1. The Trust agrees to participate alongside Trust Waikato as part of the reactivated COVID-19 Collective Response Fund (the Fund), and that the necessary processes be put in place to enable this.
2. The Trust gives approval to commit an initial sum of \$200,000 from the COVID-19 2021/22 budget allocation.
3. The Grants Committee, consisting of one Trustee, the Chief Executive Officer, the Grants Manager and the Grants and Partnerships Advisor, be delegated authority to consider applications to the Fund and make decisions as required.
4. Trustee Chew be appointed as the participating Trustee on the Grants Committee.
5. Trustees be kept updated on decisions relating to the Fund by way of a regular report from the Grants Manager.

CARRIED

T/21/11/3.0 OTHER REPORTS

T/21/11/3.1 Vacant Trustee Position (Ref: 5/20)

A report from the Grants Manager dated 16 August 2021 was circulated.

The Grants Manager ran through the options available with regard to the present vacant position on the Trust Board, resulting from Rob Hamill's recent resignation.

It was specified that, as per the Trust Deed, it was not necessary to hold an election, given that the number of Trustees had not fallen below five.

The Grants Manager conveyed that the recommendation in the report to appoint a Trustee in consultation with local iwi takes into account the Trust's Diversity Policy and acknowledgement of Te Tiriti o Waitangi in the Trust Deed.

Trustee West invited discussion with regard to the options outlined, specifically seeking feedback with regard to desired skills that might have been lacking around the table, and highlighting the rapport built up over the past 14 months between current Trustees.

Trustee Chew expressed his view that appointing a Trustee presented a golden opportunity to address a broader diversity issue, and suggested going to market with diversity and skillset criteria in the first instance. There was a brief discussion about the potential to use a matrix to guide this process.

Trustee Silverton relayed his understanding that the Diversity Policy related to the election process, but suggested the Trust consider a non-voting Advisory position in the interests of diversity.

Trustee West communicated the need for caution around the public relations issue of perceived tokenism. He then gave some history with regard to how the Trust has handled previous vacancies.

Trustee Booth shared his concern that there might not be enough added value in bringing an appointed Trustee up to speed at a stage where the Trust already has six relatively new Trustees and a new Chief Executive Officer.

The Chief Executive Officer stated his opinion that the democratic election process presented all individuals with an opportunity to have a voice.

Trustee Johnston offered her view that diversity means different things to different people (taking into consideration gender, age, ethnicity, etc) and it would be difficult to reach agreement on that front when put to a decision. She expressed her belief that the democratic process should be respected.

Trustee West remarked that the current Trustees endeavour to represent a range of voices in the wider community.

The Grants Manager pointed out that the Government and local bodies have moved to provide for representation from iwi, and he argued that giving someone from a disadvantaged group a voice around the table is an authentic way for them to be heard.

The Grants Manager left the meeting at 3.50pm.

MOVED: (West/Yamunanathan) That the vacant Trustee position resulting from the resignation of Rob Hamill remain unfilled until the Trust election in June 2023, as allowed for in clause 2.1(b) of the Trust Deed.

CARRIED

Further discussion was held before the above motion was carried, as follows:

It was clarified that if the motion passed, the position would remain vacant until the next Trust election.

Trustee Silverton enquired as to an amendment that might allow the Trust to investigate a potential Advisory role to address the Trust's responsibilities with regard to diversity and Te Tiriti o Waitangi.

The Grants and Partnerships Advisor commented that the Trust's former Strategic Relationships Manager had developed the Trust's Te Ao Māori Strategy to be worked through and acknowledged that each individual has a responsibility in this area, but noted that there is no Māori representation within the Trust's decision-making space.

There was a brief discussion on how the Trust might seek Advisory support with regard to diversity matters going forward and it was stressed that all Trustees were in agreement on being open to seeking external advice as required. It was deemed unnecessary to include this in the resolution, as it was already a fundamental option available to them.

Trustee Yamunanathan pointed out that hiring an external Advisor would not necessarily present the opportunity for them to have consistent input into regular and ongoing Trust discussion on issues that affect Māori in the community, if hired in a consulting capacity. It was proposed that Trust staff gather insight from the perspective of local Māori leaders and community groups to better inform decision-making at the Governance level.

Trustee Chew left the meeting at 4.11pm.

T/21/11/4.0 MANAGEMENT REPORTS

T/21/11/4.1 Resolution Schedule (Ref: 15/20/5)

The Resolution Schedule dated 10 August 2021 was circulated for noting.

MOVED: (West/Booth) That the Resolution Schedule be noted.

CARRIED

T/21/11/4.2 Trustee Meeting, Workshop and Event Attendance (Ref: 15/2)

A report from the Trust Secretary dated 9 August 2021 was circulated for noting.

MOVED: (West/Johnston) That the Trustee Meeting and Workshop Attendance report be noted.

CARRIED

T/21/11/4.3 Ongoing Status Report (Ref: 15/20/5)

A report from the Grants Manager dated 19 August 2021 was circulated for noting.

MOVED: (West/Silverton) That the Ongoing Status report be noted.

CARRIED

T/21/11/4.4 Financial & Budget Report (Ref: 35/5)

A report from the Financial Officer for the month of July 2021 was circulated.

The Financial Officer gave a brief update on the AMP Global Companies Fund, noting that the Investment Committee would be presenting a report to the September Trust meeting which would advise on options going forward. She also highlighted the positive gains on the Trust's investment portfolio since April.

MOVED: (West/Silverton) That the financial and budget report to 31 July 2021 be adopted.

CARRIED

T/21/11/4.5 Energy Trusts of New Zealand (Ref: 5/30/15)

A report from the Trust Secretary for the month of August 2021 was circulated.

MOVED: (West/Johnston) That the ETNZ report be noted.

CARRIED

T/21/11/4.6 Industry & Trust Activity Verbal Updates

The Trust Secretary gave a brief update with regard to the August 2021 Quick Response grants round.

The Grants and Partnerships Advisor reported on the current Affordable Energy for All Support Programme grants process.

MOVED: (West/Silverton) That the verbal update be received.

CARRIED

T/21/11/4.7 Confirmation of Minutes (Ref: 15/20/10)

T/12/11/4.7.1 The Minutes of Ordinary Meeting T/21/08 dated 27 July 2021 were circulated.

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

CARRIED

T/12/11/4.7.2 The Minutes of Annual General Meeting T/21/09 dated 30 July 2021 were circulated.

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

CARRIED



T/21/11/5.0 EXCLUSION OF PUBLIC

MOVED: (West/Johnston) 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:

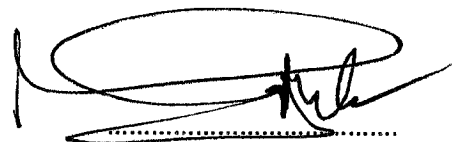
1. To enable the Trust to carry out, without prejudice or disadvantage, negotiations (including commercial or industrial negotiations).
2. To protect information where the making available of the information would be likely unreasonable to prejudice the commercial position of the person/organisation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

CARRIED

Agenda Item	General subject matter to be considered	Grounds for passing this resolution
T/21/11/6.1	Review of Investment in WEL Networks	Definitions 1 & 2 above
T/21/11/6.2	Draft Letter of Expectation	Definitions 1 & 2 above
T/21/11/7.1	Review of Trust SIPO	Definitions 1 & 2 above
T/21/11/8.1	Resolution Schedule	Definitions 1 & 2 above
T/21/11/8.2	Risk Management Report	Definitions 1 & 2 above
T/21/11/8.3	Confirmation of Minutes	Definitions 1 & 2 above

The meeting closed at 4.23pm.

Confirmed at T/21/12 on 28 September 2021 as a true and correct record.


CHAIR

