



T/22/02

## MINUTES

### ORDINARY MEETING OF TRUSTEES

**Date:** Tuesday, 22 March 2022  
**Time:** 2.30pm  
**Place:** Trust Office, Perry House, 360 Tristram Street, Hamilton

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

**IN ATTENDANCE:** Chief Executive Officer, Trust Secretary & Grants Manager

**APOLOGIES:** Trustee Yamunanathan (for lateness), Financial Officer

**CONFLICT OF INTEREST DECLARATIONS:** Nil

**KARAKIA TIMATANGA:** All

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Due to Perry House being inaccessible, this meeting took place via Zoom video conferencing.

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#### AGENDA ITEM

Trustee West welcomed members of the public to the meeting.

**T/22/02/1.0 OTHER REPORTS**

**T/22/02/1.1 Unspent Grants from 2021/22 Financial Year to Carry Forward (Ref: 60/04)**

A report from the Grants Manager dated 15 March 2022 was circulated.

The Grants Manager gave some explanation with regard to the recommendation in his report, which had been presented to the Finance, Audit and Risk (FAR) Sub-Committee who were in support of carrying over the unspent amounts from the FY2021/22 community grants budget to the new financial year.

**MOVED:** (West/Chew) That the unallocated grants amount of \$120,000 from FY2021/22 be carried over to the FY2022/23 budget.

**CARRIED**

**T/22/02/1.2      Community Perceptions Survey (Ref: 35/50)**

A report from the Chief Executive Officer dated 16 March 2022 was circulated.

Trustee West explained the reasons behind the FAR Sub-Committee's recommendation in the report not to proceed with the Community Perceptions Survey, being the cost and the relatively small reach.

Trustee Chew suggested that the Trust engage a student to conduct a simple survey on public perception about the Trust.

The Grants Manager pointed out that the cost of a survey would need to be added to the budget as there was currently no allocation included, and the Trust Secretary noted that there would be some consultation with the community on the Trust's draft Community Investment Strategy in the near future.

**MOVED:** (West/Johnston) That the Trust does not proceed with a Community Perceptions Survey at this time.

**CARRIED**

**T/22/02/1.3      Amendments to F2022/23 Budget (Ref: 35/5)**

A report from the Financial Officer dated 9 March 2022 was circulated.

Trustee West explained that the proposed draft budget changes in the report were primarily due to the recent movement in market valuations for the Trust's investment portfolio.

**MOVED:** (West/Silverton) That the following amendments to the 2021-22 Forecast and 2022-23 Budget be approved before the adoption of the Annual Plan:

1. The investment portfolio FY23 budget be reduced by \$345,000 to reflect the recent FY22 market value movement.
2. The FY22 forecast be updated to reflect the recent unrealised loss of \$2.476M since October 2021.
3. The distributions budget be increased by \$120,000 to reallocate the FY22 unallocated distributions budget, bringing total distributions to \$5,570,000.
4. The FY22 forecast distribution figure be reduced by \$84,900 to reflect updated estimations.

**CARRIED**

**T/22/02/1.4      2022-23 Draft Annual Plan (Ref: 35/5)**

A report from the Chief Executive Officer dated 17 December 2021 was circulated.

Trustee West advised that 13 written submissions to the 2022-23 Draft Annual Plan had been received, and welcomed those who were in attendance to speak to their submissions.

The following people were heard in support of submissions:

- Ryan Hamilton, Mark Bunting and Lisa Topcsov on behalf of Hamilton City Council (HCC)
- Holly Snape on behalf of Community Waikato
- Jeremy Mayall on behalf of Creative Waikato
- Jo Wrigley on behalf of Waikato Environment Centre (WEC)
- Maxine Campbell on behalf of Methodist City Action (MCA)
- Annette Evans on behalf of Insight Endometriosis (IE)
- Maria Lowe on behalf of Epilepsy Waikato Charitable Trust (EWCT)
- Paul Burroughs on behalf of Stroke Foundation Hamilton (SFH)
- Chris McLay and Karen Bennett on behalf of Waikato Regional Council (WRC)

Hamilton City Council (HCC) – Ryan Hamilton, Mark Bunting and Lisa Topcsov

The following was noted:

- The Trust was thanked for its support over the last three years in particular, and for the grants towards the Hamilton Zoo/Waiwhakareke Project
- HCC is working on a Community Investment Programme and is looking to partner with the funding/private/corporate/commercial community to address funding gaps
- HCC has a project underway to provide five sports parks with floodlighting and feels this would be a good fit for the Trust so is seeking support alongside HCC and Trust Waikato contributions, and fundraising from the Community Investment Programme:
  - HCC is collaborating with the sports clubs concerned, Waikato Bay of Plenty Football and Sport Waikato
  - The project will have wide impact as it will benefit many school children and the hours of play on the 21 fields will be extended
  - HCC is looking to apply to the Trust's June 2022 Community Support funding round (the Grants Manager added that there would potentially be further separate applications from the sports clubs involved)
  - With regard to maintenance, HCC is proposing to take over ownership of the floodlighting so there is a consistent approach to asset management going forward

HCC was thanked for their attendance.

Community Waikato – Holly Snape

The following was noted:

- The Trust was thanked for the opportunity to speak
- The Trust was acknowledged for its long-standing partnership with the For-Purpose Sector (the Sector)
- The Sector is undertaking significant work to make the region a better place to live, particularly for those with additional challenges or barriers to participation
- Community Waikato is pleased to see that the Trust plans to continue its support of the Sector, but is concerned about the reduction in grant funding

- The services provided by the Sector across the rohe are the glue to our social fabric and this work is becoming more vital with the pressures brought about by COVID-19 adding to the long-running issues
- The Trust's grant programme targets those most in need, as opposed to an indiscriminate rebate
- Community Waikato would like to see grant funding continue at the same, if not an increased level to ensure the continuation of the services that end up benefitting everybody's wellbeing
- Ms Snape acknowledged the Arts, Environmental, Health and Disability sectors as fundamental contributors to wellbeing
- The Sector wants funders to understand that the funding pool is shrinking at a time when need is growing

Trustee West conveyed that the Trust is working with the Company to improve returns on energy-related activities, which should see the grant funding pool rise over the next four to five years. He expressed his view and that of other Trustees that discounts are a good mechanism to return money to the wider community as there are significant tax advantages, but assured Ms Snape that the Trust wishes to continue to provide funds to the support agencies in the community.

Trustee Booth highlighted the Trust's continued support of the Waikato Wellbeing Project (WWP).

Ms Snape was thanked for the work she does leading Community Waikato.

Creative Waikato – Jeremy Mayall

The following was noted:

- Creative Waikato is an advocate for the Arts, Cultural and Creative sector
- Mr Mayall acknowledged the community of artists, arts organisations, cultural groups and communities Creative Waikato serves, and also the Trustees and Grants team of the Trust who do great work connecting the community
- The Trust was acknowledged for its valuable partnership with the wider charitable sector
- Creative Waikato is supportive of the grants activity and community responsiveness of the Trust, which is vital for the sector
- Mr Mayall highlighted the contributions that artists and cultural groups make to wellbeing, including through the WWP
- There has been a greater need for connection, purpose, clarity and inspiration in the last two years because of COVID-19, and these can be found through artistic practices
- Creative Waikato is working directly with the Ministry for Culture & Heritage and other funders towards more meaningful community impact and wellbeing through accessibility and sustainable practice
- In the coming months Creative Waikato will be undertaking work to measure wellbeing through a social impact framework developed by Huber Social
- Creative Waikato welcomes and encourages the continued support the Trust provides, and in turn offered its services to help find ways to shape that support and impact going forward

Mr Mayall was thanked for his work and for Creative Waikato's submission.

Waikato Environment Centre (WEC) – Jo Wrigley

The following was noted:

- Ms Wrigley acknowledged the submissions of Community Waikato and Creative Waikato, and also of the WWP for which WEC is an active partner
- WEC's work spans the wider Environmental, Social, Cultural and Enterprise sectors
- WEC is on its second level of work with Huber Social, and this relates to research on volunteering in the community sector

Ms Wrigley left the meeting briefly due to technological issues.

Methodist City Action (MCA) – Maxine Campbell

The following was noted:

- Ms Campbell felt compelled to speak on behalf of the clients of MCA
- The Trust was acknowledged for its past support, particularly for the MCA Cookery Programme
- It is very challenging to secure funding for the Disability sector
- The prospect of a reduced pool of grant funding is alarming
- MCA associates the decrease in funding with the discount scheme and believes their clients would benefit more from reduced electricity charges
- Ms Campbell implored Trustees to ask who benefits from the discount scheme, and by how much
- Ms Campbell also asked Trustees to consider rebalancing distributions so that frontline community organisations could be given more to assist those facing energy hardship
- HCC was thanked for the improved facilities that provide free family recreational activities
- COVID-19 has slowed the introduction of MCA's new classes, as has diminished funding
- The Trust's return on its investment can be measured in the progress made by MCA clients through its programmes, which although are not considered health services, are invaluable for wellbeing
- MCA wishes to better recognise the Trust's support, the need for which is ongoing and increasing

Trustee West highlighted the Trust's obligation to ensure WEL Networks Ltd is run as a successful business, which entails making regulated profits while maintaining fair pricing. He also pointed out that the discount is capped, which ensures that high-users, such as businesses, do not receive the lion's share. He then reiterated the Trust's intent to source alternative, reliable, ongoing income streams which will enable increased investment into community support groups.

Trustee Booth reinforced that the Trust has been clear when negotiating the discount that prices are not to go up in order to fund the scheme.

Ms Campbell was thanked for her passion and commitment, and for the valuable services provided by MCA.

Trustee Yamunanathan joined the meeting at 3.17pm.

Trustee Chew reintroduced the idea of enabling individuals' discounts to be voluntarily donated to charitable organisations, but it was confirmed that the viability had already been investigated and there were administrative obstacles from the Company's perspective.

Trustee West communicated the tax efficiency of the discount scheme for consumers, and established that the scheme is processed through the Company rather than the Trust.

Ms Campbell was thanked for MCA's submission.

Ms Wrigley continued speaking to WEC's submission:

- WEC believes the Trust's Affordable Energy For All (AEFA) Support Programme potentially provides greater impact on energy users than a rebate
- Energy efficient homes and accessible community-based education can help manage high energy costs
- Energy efficiency and resulting reductions in greenhouse gases is of great interest to WEC
- Ms Wrigley acknowledged the Trust's commitment as partnership funders, and Trust staff for their coaching and mentorship
- It is important to protect people and places from harm, and to enhance the welfare of community and habitats
- WEC focuses on innovation, collaboration and long-term planning, and would like to see the Trust share this focus
- The WWP is a flagship with national interest which connects Waikato's economic, environmental, cultural and social long-term goals and helps find creative solutions with a shared responsibility, and the Trust's ongoing support in this realm was acknowledged

Trustee West raised issue of the current challenges facing OurPower and affirmed the Trust's commitment to the AEFA Support Programme.

Ms Wrigley was thanked for WEC's submission.

#### Insight Endometriosis (IE) – Annette Evans

The following was noted:

- The Trust was thanked for being cornerstone funders for many organisations throughout the region
- Funding from the Trust makes a huge difference to the community
- IE would like to see an increase in the proportion of funding going to grants
- Any reduction in funding has a detrimental affect in the community and there are already negative effects from COVID-19 and subsequent funding decreases at a time where there is acute need adding to chronic need
- IE suggests a 50/50 split between community grants and the discount scheme and believes there is a mandate to increase the support the Trust can offer to the community
- Funding for community health locally has gone backwards by a third

Trustee Silverton indicated that funds not used in the financial year are carried over and added to the following year's funds.

Trustee West reiterated that, although the Trust has a mandate to pay a discount from lines charge revenue, it acknowledges the need for community groups to be supported by local funders and he thanked Ms Evans for the work IE is undertaking.

Trustee Silverton relayed that the Trust's Community Investment Strategy is currently under review, and there is an opportunity for the funding gaps in the health sector to be considered as part of this review.

Epilepsy Waikato Charitable Trust (EWCT) – Maria Lowe

The following was noted:

- EWCT has appreciated the Trust's previous support and Ms Lowe stressed the need for this to continue
- EWCT's clients, of which there are 600 in the region, are struggling and Ms Lowe is the only local representative to help them address their social and emotional needs
- Ms Lowe asked Trustees to recognise the enormous challenges that organisations such as EWCT, IE and MCA face, just in order to function

Trustee West invited the Grants Manager to speak about the draft Community Investment Strategy document, which will inform as to where the Trust will target its grants. The Grants Manager indicated that the new Strategy will have an emphasis on addressing inequity and the disadvantaged, no matter what the sector, providing support through local grassroots organisations and increasing funding to organisations upholding Māori aspirations.

Ms Evans emphasised that, because IE and other such health organisations do not offer clinical services, they do not receive any government funding so rely solely on community generosity.

Ms Lowe was thanked for EWCT's submission.

Stroke Foundation Hamilton (SFH) – Paul Burroughs

The following was noted:

- Mr Burroughs endorsed the comments of Ms Evans and Ms Lowe
- SFH is totally run by volunteers and is in its fortieth year of operation
- The Trust's previous support of the Trust was acknowledged
- SFH does not receive Government funding, with the exception of grants from the Community Organisation Grants Scheme (COGS) through Internal Affairs, because while it provides follow-up support for stroke sufferers, their families and caregivers, it does not provide clinical services

Mr Burroughs was thanked for SFH's submission.

Trustee West assured Mr Burroughs that the health sector would be kept in mind during the review of the Trust's Community Investment Strategy.

Trustee West advised that funding in the Annual Plan had to a large extent been committed due to the discount amount having to be posted in advance in order to receive the optimum tax benefits, but submissions to the Annual Plan and the Community Investment Strategy would be considered in relation to future funding.

Waikato Regional Council (WRC) – Karen Bennett and Chris McLay

The following was noted:

- Mr McLay thanked the Trust for the chance to speak to WRC's submission
- The partnership WRC has with the Trust through the WWP was acknowledged
- Great community wellbeing outcomes are starting to be achieved via the WWP and WRC would encourage the Trust to continue with its proposed support
- WRC is pleased with the level of community involvement and sees plenty of opportunity for the WWP to grow and develop
- The Trust was thanked for its funding and continued support
- Ms Bennett remarked on the fantastic steps forward made by the manu taki/ community leaders, despite COVID-19 and various interruptions, towards the Sustainable Development Goals
- If the Wellbeing Data Centre of Excellence is progressed, it will bring some real gains through extra support services in the Waikato
- The region can look forward to a bright future with the WWP

Trustee West invited those in attendance representing community organisations to offer feedback with regard to their engagement with the WWP.

Ms Evans did not feel that IE had been included. Ms Snape, Mr Mayall and Ms Wrigley affirmed the engagement of Community Waikato, Creative Waikato and WEC respectively.

Ms Wrigley advised that WEC is a manu taki for the Climate Action goal, and a WEC staff member is part of the team addressing Poverty and Hunger. She added that the WWP has been integral in helping WEC establish the Community Climate Hub which has been hugely successful, and that rangatahi leadership is also being supported, so from an environmental and sustainability perspective, the WWP is incredibly important.

Ms Evans expressed her desire to see chronic health addressed as part of the WWP aims, and Ms Bennett was agreeable to further discussion with IE in this regard.

Ms Bennett and Mr McLay were thanked for WRC's submission.

**MOVED:** (West/Booth) That:

1. The submissions be received.
2. The Trust sends each submitter a written response to their feedback.
3. The 2022-23 Draft Annual Plan and Budget be adopted, subject to the amendments as approved under Item T/22/02/1.3.

**CARRIED**



**T/22/02/1.5 Draft Community Investment Strategy (Ref: 10/4)**

A report from the Grants Manager dated 16 March 2022 was circulated.

Grants Manager gave a progress update with regard to the draft Community Investment Strategy, alluding to the delays in reaching the current version and describing the process to follow, including public consultation that would involve a series of informative community workshops, as well as the logistical tasks required. He noted that the Strategy would be implemented in June 2022 and be applied to the funding rounds from that month onwards.

**MOVED:** (West/Chew) That:

1. The draft Community Investment Strategy document be approved for public consultation.
2. The process outlined in the report be noted with a view to implementing the Strategy on 1 June 2022.

**CARRIED**

**T/22/02/1.6 Waikato Wellbeing Project – Update and Conditional Approval for Payment of Year Two Funding (Ref: 26/07)**

A report from the Grants Manager dated 16 March 2022 was circulated.

The Grants Manager indicated that the WWP is running roughly 12 months behind schedule and that he was seeking approval for the Year Two payment before 31 March 2022, for distribution in various tranches throughout, and expending in, the subsequent Financial Year. He noted that payment was conditional on the reporting requirements in the Partnership Agreement being met.

**MOVED:** (West/Chew) That:

1. The report and update be received for information.
2. The scheduled payment of \$800,000 as per the Partnership and Funding Agreement with the Waikato Regional Council be conditionally approved, subject to the reporting requirements for the Waikato Wellbeing Project being met.

**CARRIED**

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**T/22/02/2.0 MANAGEMENT REPORTS**

**T/22/02/2.1 Resolution Schedule (Ref: 15/20/5)**

The Resolution Schedule dated 3 March 2022 was circulated for noting.

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

**CARRIED**

**T/22/02/2.2**     **Trustee Meeting, Workshop and Event Attendance (Ref: 15/2)**

A report from the Trust Secretary dated 8 March 2022 was circulated for noting.

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

**CARRIED**

**T/22/02/2.3**     **Ongoing Status Report (Ref: 15/20/5)**

A report from the Grants Manager dated 3 March 2022 was circulated for noting.

The Grants Manager gave a brief verbal update with regard to acquittal reporting.

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

**CARRIED**

**T/22/02/2.4**     **Bi-Monthly Review of Performance Measures (Ref: 15/20/5)**

A report from the Chief Executive Officer for the month of March 2022 was circulated.

Trustee West gave a quick update with regard to the status of the review of Company Directors.

The Grants Manager reported briefly on the February Quick Response and March Community Support grants rounds, as well as the AEFA Support Programme Navigator training.

**MOVED:** (West/Yamunanathan) That the Bi-Monthly Review of Performance Measures be noted.

**CARRIED**

**T/22/02/2.5**     **Financial & Budget Report (Ref: 35/5)**

A report from the Financial Officer for the month of February 2022 was circulated.

Trustee Silverton summarised the report in the Financial Officer's absence.

**MOVED:** (West/Silverton) That the financial and budget report to 28 February 2022 be adopted.

**CARRIED**

**T/22/02/2.6**     **2020-21 Tax Return (Ref: 20/30)**

A report from the Financial Officer dated 10 March 2022 was circulated.

Trustee West advised that the Financial Officer's calculations for the Trust's 2020-21 tax return had been presented at the latest FAR Sub-Committee meeting.

**MOVED:** (West/Booth) That an IR6 Tax Return be prepared for the Trust by Baker Tilly Staples Rodway Ltd for the year ended 31 March 2021, and the Trust Chair be authorised to sign such Return.

**CARRIED**

**T/22/02/2.7 Risk Management Report (Ref: 25/30)**

A report from the Chief Executive Officer dated 15 March 2022 was circulated.

Trustee West highlighted that one of the proposals for the Trust's cyber security proposals had been recently withdrawn. It was established that at its last meeting, the FAR Sub-Committee had recommended that a further quote be obtained, the scope for which is more in line with the withdrawn proposal.

**MOVED:** (West/Yamunanathan) That the report be received for information and that an alternative proposal to address the Trust's cyber security needs be sought.

**CARRIED**

**T/22/02/2.8 Energy Trusts of New Zealand (Ref: 5/30/15)**

A report from the Trust Secretary for the month of March 2022 was circulated.

Trustee Booth gave a verbal update with regard to the ETNZ online AGM he recently attended which covered:

- The stepping down and acknowledgement of the Chairperson
- Financials
- The need for unity of its members and support of the new Chairperson
- The Three Waters Reform and potential parallels for the Electricity Industry

The Trust Secretary gave a verbal update with regard to the upcoming ETNZ Conferences.

**MOVED:** (West/Johnston) That the verbal reports be received and that:

1. Trustees West, Johnston and Chew attend the ETNZ Autumn Conference in Wellington on 12 and 13 May 2022.
2. Trustees attending the Conference be given delegated authority to decide at the Conference any matters requiring a vote.
3. Decisions made at the Conference be determined on a simple majority vote of those in attendance and eligible to vote.

**CARRIED**

**T/22/02/2.9 Industry & Trust Activity Verbal Updates**

The Grants Manager gave updates with regard to:

- An approved application to the COVID-19 Collective Response Fund from Creative Waikato towards the Creative Acts of Kindness project
- The Community Enterprise Leadership Foundation (CELf) Programme:
  - Appreciation for the Trust's support had been expressed by CELf and recent Elevate Leadership Programme graduates, Dallas Butler (Xtreme Zero Waste) and Harvey Brookes (WWP)
  - Shannon Clarke from the Trust and David Wiles from the Company have been accepted for the April 2022 Elevate intake and will be sponsored by the Trust

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

**CARRIED**

**T/22/02/2.10 Confirmation of Minutes (Ref: 15/20/10)**

The Minutes of Ordinary Meeting T/22/01 dated 22 February 2022 were circulated.

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

**CARRIED**

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**T/22/02/3.0 EXCLUSION OF PUBLIC**

**MOVED:** (West/Silverton) 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**

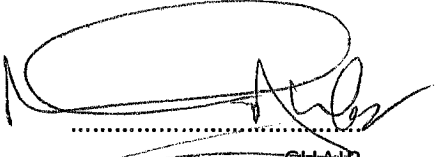
<b>Agenda Item</b>	<b>General subject matter to be considered</b>	<b>Grounds for passing this resolution</b>
T/22/02/4.1	WEL Networks Ltd – Draft SDD	Definitions 1 & 2 above
T/22/02/4.2	WEL Networks Ltd – Annual Report	Definitions 1 & 2 above
T/22/02/5.1	Purpose Capital Reporting Update	Definitions 1 & 2 above
T/22/02/6.1	Resolution Schedule	Definitions 1 & 2 above
T/22/02/6.2	Confirmation of Minutes	Definitions 1 & 2 above

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The meeting closed at 4.20pm.

Confirmed at T/22/04 on 26 April 2022 as a true and correct record.

  
CHAIR