



T/22/04

## MINUTES

### ORDINARY MEETING OF TRUSTEES

**Date:** Tuesday, 26 April 2022  
**Time:** 2.30pm  
**Place:** Trust Office, Perry House, 360 Tristram Street, Hamilton

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**PRESENT:** Trustees West (Chair), Booth (via Zoom video conferencing), Chew, Johnston & Silverton

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

**APOLOGY:** Trustee Yamunanathan

**CONFLICT OF INTEREST DECLARATIONS:** Nil

**KARAKIA TIMATANGA:** All

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#### AGENDA ITEM

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**T/22/04/1.0**      **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 recruitment of a replacement Chief Executive Officer which had been discussed at a Special Meeting of Trustees (Public Excluded) on 21 April 2022, after the Trust meeting papers had been circulated.

**MOVED:** (West/Johnston) That the item 'Chief Executive Officer Recruitment Process' be added to Other Reports under item T/22/04/2.1.

**CARRIED**

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**T/22/04/2.0**      **OTHER REPORTS**

**T/22/04/2.1**      **Chief Executive Officer Recruitment Process (40/2)**

There was discussion with regard to the formation of a Sub-Committee for the purpose of initiating the process to appoint a replacement Chief Executive Officer. Trustees West, Chew and Johnston expressed their interest.

The Financial Officer proposed that the budget be increased to allow for the process.

**MOVED:** (West/Silverton) That a Chief Executive Recruitment Sub-Committee consisting of Trustees Chew, Johnston and West be formed to oversee the appointment of a new Chief Executive to the Trust, including the selection of a suitable recruitment agency, and that the budget allocation be increased to \$20,000 including GST to cover the process.

**CARRIED**

**T/22/04/2.2 Review and Ratification of Governance Policies (Ref: 10/3)**

A report from the Financial Officer and Trust Secretary dated 12 April 2022 was circulated.

The Financial Officer highlighted key points in the report and the Interim Chief Executive Officer/Grants Manager indicated that there would be a few more minor changes to the Governance Policies document as a result of adopting the new Community Investment Strategy in May.

It was agreed to retain the Director Appointment Sub-Committee Terms of Reference as an Appendix, removing references to previous dates.

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

1. The COVID-19 Vaccination Policy, as adopted at the December 2021 Trust meeting, NOT be included in the Trust's Governance Policies due to its variability, but rather that current Perry Group policy be referred to and followed.
2. The Perry House Emergency Procedures be added to the Trust's Governance Policies document as an Appendix, as resolved at the February 2022 Trust meeting.
3. All other changes to the Trust's Governance Policies document, as approved since the April 2021 review and highlighted in the review attached to the report, be ratified.
4. The Governance Policies continue to be updated as appropriate and are next reviewed in April 2023.

**CARRIED**

**T/22/04/2.3 2022/2023 Sponsorship Agreements (Ref: 60/66)**

A report from the Grants Manager dated 14 April 2022 was circulated.

The Grants Manager summarised his report.

**MOVED:** (West/Johnston) That the Trust approves a reconfiguration of the 2022-2023 Communications (Sponsorship) Budget and supports the following organisations through external sponsorships, and that Sponsorship Agreements be negotiated for the corresponding amounts below:

- Community Enterprise Leadership Foundation (CELFF) \$25,000 + GST
- Philanthropy New Zealand (PNZ) \$25,000 + GST
- Aotearoa Impact Ecosystem Trust \$12,500 + GST
- The Community Waikato Trust \$12,500 + GST

**CARRIED**



**T/22/04/2.4 Timing of Audited Financial Statements and Amendment to Trust Deed (Ref: 10/6)**

A report from the Financial Officer dated 12 April 2022 was circulated.

The Financial Officer gave some background with regard to the recommendation to amend clause 16.7 of the Trust Deed, which relates to the timing of the preparation of the Trust's Financial Statements, in order to comply with current legislation.

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

1. Clause 16.7 of the Trust Deed be modified to read:

***ACCOUNTS:** Within **four** months after the end of each FINANCIAL YEAR, cause to be prepared financial statements including a balance sheet and income and expenditure account and notes to those accounts giving a true and fair view of the financial affairs of the TRUST for that FINANCIAL YEAR in accordance with accepted accounting standards.*

2. In accordance with clause 18.0 (d) of the Trust Deed, the above change be publicly notified.

**CARRIED**

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**T/22/04/3.0 DISTRIBUTIONS/IMPACT**

**T/22/04/3.1 Grants Committee Meeting Held 29 March 2022 (Ref: 60/10)**

A report from the Grants Manager dated 31 March 2022 was circulated.

There was some discussion and clarification with regard to two of the decline decisions in the February 2022 Quick Response grants round.

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

**CARRIED**

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**T/22/04/4.0 MANAGEMENT REPORTS**

**T/22/04/4.1 Resolution Schedule (Ref: 15/20/5)**

The Resolution Schedule dated 12 April 2022 was circulated for noting.

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

**CARRIED**

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**T/22/04/4.2 Trustee Meeting, Workshop and Event Attendance (Ref: 15/2)**

A report from the Trust Secretary dated 11 April 2022 was circulated for noting.

**MOVED:** (West/Silverton) That the Trustee Meeting and Workshop Attendance report be noted, and that the July 2021 Trust meeting Minutes be amended so that Trustee Johnston is recorded as having given an Apology rather than having been given a Leave of Absence, to accurately align with the Trust's Guidelines on Apologies and Leave of Absence.

**CARRIED**



**T/22/04/4.3 Ongoing Status Report (Ref: 15/20/5)**

A report from the Grants Manager dated 20 April 2022 was circulated for noting.

There was a quick update with regard to the Waahi Whaanui Trust community loan.

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

**CARRIED**

**T/22/04/4.4 Financial & Budget Report (Ref: 35/5)**

A report from the Financial Officer for the year ended 31 March 2022 was circulated.

The Financial Officer highlighted the draft status of her report, which was due to some information yet to be received concerning Trust investments.

**MOVED:** (West/Silverton) That the financial and budget report for the year ended 31 March 2022 be adopted, subject to any changes as a result of outstanding information relating to the Trust's investments in the Purpose Capital and Impact Enterprise Funds.

**CARRIED**

**T/22/04/4.5 Energy Trusts of New Zealand (Ref: 5/30/15)**

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

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

**CARRIED**

**T/22/04/4.6 Industry & Trust Activity Verbal Updates**

The Interim Chief Executive Officer/Grants Manager gave brief updates with regard to the following:

- March 2022 Community Support round
- April 2022 Quick Response round (Trustee Booth agreed to be on the Grants Committee for this round)
- Community Investment Strategy/workshops
- Hamilton Gardens Summer Festival Foundation (potential part-return of funds)

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

**CARRIED**

**T/22/04/4.7 Confirmation of Minutes (Ref: 15/20/10)**

The Minutes of Ordinary Meeting T/22/02 dated 22 March 2022 were circulated.

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

**CARRIED**

**T/22/04/5.0 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**

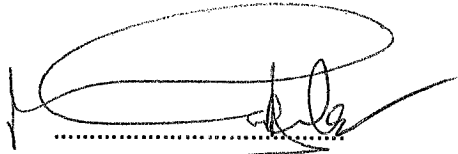
<b>Agenda Item</b>	<b>General subject matter to be considered</b>	<b>Grounds for passing this resolution</b>
T/22/04/6.1	WEL Networks Ltd – Quarterly Report	Definition 2 above
T/22/04/6.2	Renewal of Term of Directorship	Definitions 1 & 2 above
T/22/04/6.3	WEL Networks – SDD Roving Resolution	Definitions 1 & 2 above
T/22/04/7.1	Resolution Schedule	Definitions 1 & 2 above
T/22/04/7.2	Confirmation of Minutes	Definitions 1 & 2 above

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The meeting closed at 3.17pm.

Confirmed at T/22/05 on 24 May 2022 as a true and correct record.

  
CHAIR