



T/23/05

## MINUTES

### ORDINARY MEETING OF TRUSTEES

**Date:** Tuesday, 27 June 2023  
**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, Finance & Grants Administrator, & Trust Administrator

**CONFLICT OF INTEREST DECLARATIONS:** Nil

**KARAKIA TIMATANGA:** All

#### AGENDA ITEM

##### T/23/05/1.0 OTHER REPORTS

##### T/23/05/1.1 Draft 2022-23 Annual Report (Ref: 35/10)

A report from the Trust Administrator dated 19 June 2023 was circulated.

Trustee West noted that the financial pages to be incorporated into the Trust's 2022-23 Annual Report were with the Auditors for consolidation with the Company accounts, and that the full report would be ready for adoption at the Special Meeting on 18 July 2023.

**MOVED:** (West/Yamunanathan) That the Trust's draft 2022-23 Annual Report be noted.

**CARRIED**

##### T/23/05/1.2 July Meeting Dates for Special Meeting, Ordinary Meeting and AGM (Ref: 35/15)

Trustee West acknowledged the preliminary result of the 2023 Triennial Election and ran through the July meetings that would be the first for the new Trust. He outlined the Agenda items for the Special Meeting on 18 July 2023, advising that there would be an informal powhiri before the start of the meeting.

**MOVED:** (West/Johnston) That the following dates, times and venues be noted:

1. Tuesday 18 July 2023 – Special Meeting of the Trust to be held at 10.00am at the Trust office, Perry House, 360 Tristram Street, Hamilton.
2. Tuesday 25 July 2023 – Ordinary July Trust meeting to be held at 2.30pm at the Trust office, Perry House, 360 Tristram Street, Hamilton.
3. Monday 31 July 2023 – Annual General Meeting of the Trust to be held at 10.00am at the Link Community Centre, Te Aroha Street, Hamilton East, Hamilton.

**CARRIED**

**T/23/05/1.3      Appointment of Auditors (Ref: 20/15)**

Trustee West conveyed that the appointment of Auditors of the Trust for the current Financial Year would be ratified at the Trust Annual General Meeting next month, noting that the proposed Auditors are also responsible for the audit of the Company.

**MOVED:** (West/Silverton) That at the Annual General Meeting to be held 31 July 2023 it be proposed that PricewaterhouseCoopers be appointed as Auditors of the Trust for the year ending 31 March 2024, and the Trust be authorised to fix the fees and expenses of the Auditors for the year.

**CARRIED**

**T/23/05/1.4      2023/24 Sponsorship Agreements (Ref: 60/66)**

A report from the Grants Manager dated 13 June 2023 was circulated.

The Grants Manager gave some background on the Trust's sponsorship arrangements, an allocation for which had been confirmed in the current budget. He noted that the sponsorships differed from grants as they included a GST amount.

Trustee West enquired as to the specific purposes for which the Philanthropy New Zealand (PNZ) sponsorship would contribute to, and the direct benefit to the Trust. The Grants Manager relayed that the sponsorship supported the wider philanthropy sector. It was agreed that, given the details for the PNZ Sponsorship Agreement were still to be negotiated, a recommendation would be presented at a subsequent Trust meeting.

**MOVED:** (West/Chew) That the Trust supports the following organisations through external sponsorships from the 2023-24 Communications (Sponsorship) allocation, and that Sponsorship Agreements be negotiated for the corresponding amounts below:

- |   |          |
|---|----------|
| • Community Enterprise Leadership Foundation (CELF) | \$28,750 |
| • The Community Waikato Trust                       | \$14,375 |

**CARRIED**

**T/23/05/2.0     DISTRIBUTIONS/IMPACT**

**T/23/05/2.1     Grants Committee Meeting Held 30 May 2023 – Roving Resolution (Ref: 60/10)**

A report from the Grants Manager dated 31 May 2023 was re-circulated.

**MOVED:** (West/Booth) That the following Roving Resolution circulated 31 May 2023 and subsequently approved by Trustees be ratified:

THAT the Trust resolves to approve the following grants:

<b>Appl #</b>	<b>Organisation</b>	<b>Amount</b>
QR2415	Storytime Foundation Trust Board	\$5,000
QR2418	St Joseph's Catholic School Fairfield	\$5,000
QR2423	Glen Massey School	\$2,030
QR2425	Louise Perkins Foundation	\$5,000
QR2427	Mathematics for a Lifetime Charitable Trust	\$2,000
QR2428	Community Link Trust	\$15,000
QR2429	Performing Arts Community Trust	\$5,000
QR2430	Forest Lake School	\$15,000
QR2431	Whaingaroa Raglan Destination Management Organisation	\$5,000
QR2432	North Beatbox Inc	\$6,000
QR2435	Fairfield College	\$10,000
QR2437	Tui Trust	\$8,000
QR2439	Raglan Community Patrol Charitable Trust	\$1,500
QR2442	ChildPlayWorks Charitable Trust	\$6,000
QR2443	Young Workers Resource Centre Inc	\$18,000
QR2447	Waikato Hockey Association Inc	\$8,500
QR2448	Waikato Senior Indian Citizens Association Inc	\$3,000
QR2452	Waikato Society of Potters Inc	\$2,000
QR2453	Hamilton Operatic Society Inc	\$12,000
QR2454	SWITCH Youth Charitable Trust	\$3,750
QR2458	The Lucy Foundation	\$10,000
QR2459	Hamilton City Gymnastics Inc	\$6,000
QR2461	Living Theatre Charitable Trust	\$2,000
QR2463	Waikato Paraplegic and Physically Disabled Association Inc	\$20,000
QR2465	Hamilton South Community Centre Association Inc	\$20,000
		<b>\$195,780</b>

AND the Trust also resolves to decline the following grants:

<b>Appl #</b>	<b>Organisation</b>
QR2420	Hamilton Golf Club Inc
QR2424	Hamilton Woodturners Inc
QR2433	Waikato Pacific Business Network Inc
QR2436	Te Po ki te Ao Marama Tihei Mauriora
QR2445	Opus Orchestra Trust
QR2449	Wairua Ako Charitable Trust
QR2450	Ngāruawāhia Rugby Sports Club Inc
QR2451	Waikato Area Girls' Brigade
QR2455	Trees for Survival Charitable Trust
QR2462	Mana Services Aotearoa Trust

**CARRIED**

**T/23/05/3.0      COMPANY MATTERS**

**T/23/05/3.1      Company Revaluation and Budget Reallocation – Roving Resolution (Ref: 45/21)**

A report from the Chief Executive Officer (CEO) dated 24 May 2023 was re-circulated.

Trustee West gave some background with regard to the Roving Resolution.

**MOVED:** (West/Yamunanathan) That the following Roving Resolution circulated 24 May 2023 and subsequently approved by Trustees be ratified:

THAT the Trust's FY24 budget allocation of \$50,000 for the Company Directors Performance Review be reallocated to the cost code assigned to the Company Revaluation.

**CARRIED**

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**T/23/05/4.0      MANAGEMENT REPORTS**

**T/23/05/4.1      Resolution Schedule (Ref: 15/20/5)**

The Resolution Schedule dated 13 June 2023 was circulated for noting.

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

**CARRIED**

**T/23/05/4.2      Trustee Meeting, Workshop and Event Attendance (Ref: 15/2)**

A report from the Trust Administrator dated 12 June 2023 was circulated for noting.

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

**CARRIED**

**T/23/05/4.3      Ongoing Status Report (Ref: 15/20/5)**

A report from the Grants Manager dated 15 June 2023 was circulated for noting.

Trustee West highlighted that the community loan to the Hamilton Gardens Summer Festival Foundation had been repaid in full, and the Trust Administrator gave a brief update with regard to one of the overdue accountability reports.

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

**CARRIED**

**T/23/05/4.4      Financial & Budget Report (Ref: 20/10)**

A report from the Finance & Grants Administrator for the month of May 2023 was circulated.

**MOVED:** (West/Silverton) That the financial and budget report to 31 May 2023 be adopted.

**CARRIED**

**T/23/05/4.5      Energy Trusts of New Zealand (Ref: 5/30/15)**

A report from the Trust Administrator for the month of June 2023 was circulated.

Trustee West gave some background as to the ETNZ Post-AGM Survey. He then summarised the CEO's proposed responses as per his report to the recent Finance, Audit and Risk Sub-Committee meeting, which related to:

1. Expanding ETNZ's Communications and Public Relationship Activities (including stakeholder audit and associated costs)
2. ETNZ Priorities (including frequency of conferences and Trustee Liability insurance)

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

1. The Trust Administrator complete and return the ETNZ Post-AGM Survey to ETNZ by 14 July 2023, using the Chief Executive Officer's proposed responses as per his report.
2. The Key Issues for Trust Owned Networks document attached to the ETNZ report be received.

**CARRIED**

**T/23/05/4.6      Industry & Trust Activity Verbal Updates**

The Grants Manager gave brief updates with regard to the following:

- June 2023 Community Support grants round
- June 2023 Quick Response grants round
- Convening and Organisational Development Fund

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

**CARRIED**

**T/23/05/4.7      Confirmation of Minutes (Ref: 15/20/10)**

The Minutes of Ordinary Meeting T/23/04 dated 23 May 2023 were circulated.

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

**CARRIED**

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**T/23/05/5.0      EXCLUSION OF PUBLIC**

**MOVED:** (West/Yamunanathan) 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/23/05/6.1	Accounting Estimates and Judgements	Definitions 1 & 2 above
T/23/05/7.1	Resolution Schedule	Definitions 1 & 2 above
T/23/05/7.2	Risk Management Report	Definitions 1 & 2 above
T/23/05/7.3	Confirmation of Minutes	Definitions 1 & 2 above

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The meeting closed at 3.02pm.

Confirmed at T/23/07 on 25 July 2023 as a true and correct record.



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CHIEF EXECUTIVE OFFICER