



T/25/10

MINUTES

ORDINARY MEETING OF TRUSTEES

Date: Tuesday, 23 September 2025
Time: 2.29pm
Place: DV Bryant Trust Boardroom, 131 Alexandra Street, Hamilton

PRESENT: Trustees Afeaki (Chair), Chew, Harvey, Johnston, Silverton, Strange & West

IN ATTENDANCE: Chief Executive Officer, Grants Manager, Finance Administrator, Grants Administrator & Trust Administrator

APOLOGY: Grants Advisor

CONFLICT OF INTEREST DECLARATIONS: Nil (other than those declared in items T/25/10/1.1 and T/25/10/1.2)

KARAKIA TIMATANGA: All

AGENDA ITEM

Trustee Afeaki welcomed the Grants Administrator to her first Trust meeting.

T/25/10/1.0 DISTRIBUTIONS/IMPACT

T/25/10/1.1 Grants Committee Meeting Held 11 September 2025 – August 2025 Quick Response Grants Round (Ref: 60/10)

A report from the Grants Manager dated 15 September 2025 was circulated. This included a list of recommendations on the August 2025 Quick Response grants round.

Disclosure of Interests

Trustees adhere to the following Trust policy:

Governance Process Policies – Conflicts of Interest (point 7)

"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."

The following Conflicts of Interest were declared:

- Trustee Afeaki – **Saint John's College** in that her sons are students at the College
- Trustee Harvey – **Saint John's College** in that her sons are students at the College
 - **Student Residence Trust Aotearoa** in that she is a Trustee of the organisation and Chair of its Funding and Capital Committee
- Trustee Strange – **Melville Association Football Club Inc** in that he is a Committee Member for the organisation

The Grants Manager acknowledged Trustee Chew for his participation at the Grants Committee meetings. He then provided some explanation with regard to the decline decisions for two of the applications.

MOVED: (Afeaki/Chew) That the following Quick Response grants be approved:

Appl #	Organisation	Amount
QR3306	Hamilton Caledonian Society's Pipe Band Inc	\$3,051
QR3307	Saint John's College*	\$20,000
	<i>Trustees Afeaki & Harvey did not participate in voting or discussion of this item</i>	
QR3311	Hamilton Christmas Charitable Trust	\$15,000
QR3313	House of Science Central Waikato	\$17,500
QR3314	Flyers Junior Basketball Club	\$7,500
QR3316	Raglan Community Media Inc	\$20,000
QR3317	Te Whānau Putahi Trust	\$20,000
QR3320	Hamilton Toy Box Toy Library	\$2,180
QR3322	Rainbow Chinese Community Centre Charitable Trust	\$12,000
QR3323	Raglan Community Patrol Charitable Trust	\$2,000
QR3326	The Raglan District Community Vehicle Trust	\$2,000
QR3327	Big Buddy Mentoring Trust	\$10,000
QR3328	Indian Cultural Society (Waikato) Inc	\$5,000
QR3329	Marching Waikato Association Inc	\$5,000
QR3330	McKenzie Centre Trust	\$20,000
QR3333	Positive Change Programmes Charitable Trust	\$10,000
QR3334	English Language Partners New Zealand Trust	\$10,088
QR3336	Hamilton Aquatics Inc	\$7,271
QR3339	Dementia Waikato Charitable Trust	\$15,000
QR3340	Para Kore Marae Inc	\$15,000
QR3341	Brain Tumour Support Trust New Zealand	\$2,000
QR3344	Hamilton Blues Society of New Zealand Inc	\$3,000
QR3347	Heart Kids New Zealand Inc	\$10,000
QR3350	The Hearing Association Hamilton and Districts Branch Inc	\$4,000
QR3351	Performing Arts Community Trust	\$4,739
QR3354	EVelocity Charitable Trust	\$8,000
QR3357	Squash Waikato Inc	\$10,000

Appl #	Organisation	Amount
QR3359	True Colours Children's Health Trust	\$15,000
QR3360	Waikato Community Broadcasting Charitable Trust	\$17,500
QR3361	Waikato Touch Association Inc	\$8,000
QR3362	Epilepsy Association of New Zealand Inc	\$4,000
QR3363	Waikato Ultimate Inc	\$10,287
QR3366	Gorkhali Football Club Waikato Inc	\$4,000
QR3369	Aotearoa Diabetes Collective	\$10,000
QR3371	Fraser Technical Cricket Club Inc	\$6,000
QR3374	The Asian Network Inc	\$10,000
QR3376	Waikato Korean School Trust Board	\$10,000
QR3377	Meremere Community Development Committee Inc	\$10,000
QR3379	Al Rasool Foundation of Waikato	\$10,000

* *Conditional grant to be held until the Trust has received confirmation that other funding has been secured for the project.*

And that the following applications be declined:

QR3321	Melville Association Football Club Inc <i>Trustee Strange did not participate in voting or discussion of this item</i>
QR3324	Digital Future Aotearoa
QR3345	Chartwell Co-operating Parish
QR3346	Waikato Indian Association Inc
QR3348	Adhikaar Aotearoa
QR3355	Student Residence Trust Aotearoa <i>Trustee Harvey did not participate in voting or discussion of this item</i>
QR3372	Macular Degeneration New Zealand

CARRIED

The total grants funding for the August 2025 Quick Response grants round was allocated at \$375,116 to 39 successful grant applications.

T/25/10/1.2 Grants Committee Meeting Held 3 September 2025 – 2025/26 Whare Ora Programme (Ref: 60/35)

A report from the Grants Manager dated 16 September 2025 was circulated separately.

The Grants Manager noted that no new organisations had applied to the Whare Ora Programme this year. He conveyed that the recommendations reflected the applicants' engagement and activity in the Programme, then briefly described the acquittal/assessment process. He advised that a number of the recommended amounts included subsidies towards attendance fees for the Energy Resilience and Affordability Conference being held in Wellington the following month, which the Grants Advisor would also be attending.

The following Conflict of Interest was declared:

Trustee Afeaki – **Habitat for Humanity Central** in that she is a member of the Board for the national organisation (perceived conflict only)

The Grants Administrator also noted her interest with regard to **Te Whare o Te Ata/Fairfield Chartwell Community Centre Trust**, in that she has a relative who works for the organisation.

The Grants Manager gave some background with regard to the Convening and Organisational Development application recommended in his report, emphasising that this was not related to the Whare Ora Programme but was considered at the same Grants Committee meeting.

Trustee West sought clarification with regard to the amount recommended for K'aute Pasifika Trust. The Grants Manager confirmed that the organisation is servicing a broad area and has an extensive delivery programme that includes dedicated staff resources.

MOVED: (Afeaki/West) That the following grants totalling \$985,100 be approved by the Trust for the 2025/26 Whare Ora Programme:

Appl #	Organisation	Amount
WO61	Raahui Pookeka Community Centres Trust	\$43,300
WO62	Te Papanui Enderley Community Trust	\$25,000
WO63	K'aute Pasifika Trust	\$151,100
WO65	Hamilton Multicultural Services Trust	\$60,000
WO66	Desert Spring Ministries Trust	\$56,100
WO67	Te Rūnanga o Kirikiriroa Charitable Trust	\$115,650
WO68	Waikato Environment Centre (Go Eco)	\$76,100
WO69	Ngāruawāhia Community House Inc	\$70,000
WO70	Community Energy Whāingaroa Ltd	\$51,100
WO71	Habitat for Humanity Central	\$85,000
WO73	Pukete Neighbourhood Association Inc	\$65,650
WO74	Western Community Association Inc	\$81,100
WO75	Society of St Vincent de Paul Hamilton	\$80,000
WO76	Glenview Community Centre Inc	\$25,000

And that the following Convening and Organisational Development grant be approved by the Trust:

Appl #	Organisation	Amount
COD93	Te Whare o Te Ata/Fairfield Chartwell Community Centre Trust	\$12,500

CARRIED

Trustee Afeaki thanked the Grants team and Trustee Chew for their efforts.

T/25/10/2.0 OTHER REPORTS

T/25/10/2.1 2026 Election Officer Appointment (Ref: 5/15)

A report from the Chief Executive Officer (CEO) dated 17 September 2025 was circulated.

The CEO summarised the proposal process, noting that there are two available election service providers and that the Trust has previously worked with both parties. He described the voting method options and the complications associated with purely electronic voting. He advised that the cost increase on the previous election was largely to do with postage costs. He gave a brief comparison between the two proposals received and listed their inclusions, then provided the rationale for his recommendation.

It was established that there would be provision for special votes, and that a ballot box would be available for eligible voters wishing to use this method to return their voting papers. The CEO noted that Candidate briefings was an optional service that would attract an additional cost to the Trust.

Trustee Strange initiated a brief discussion about voter turnout trends, and Trustee Harvey expressed her wish to continue conversations about how to increase voter turnout, including advertising.

The CEO advised that the appointment of an Election Officer had been included in the current budget, with the balance of the election costs being allocated to the 2026/27 budget.

MOVED: (Afeaki/Johnston) That for the 2026 Trust Election:

1. The Election Day (final day for voting) be Friday 26 June 2026.
2. The Trust maintains the First Past the Post system.
3. The voting method be hybrid postal/online voting.
4. The Trust approves Election Services Ltd as the provider of election services.
5. The Trust appoints Dale Ofoske and Craig Taylor of Election Services Ltd as the Electoral Officer and the substitute Electoral Officer, respectively.

CARRIED

T/25/10/3.0 MANAGEMENT REPORTS

T/25/10/3.1 Financial & Budget Report (Ref: 20/10)

A report from the Finance Administrator for the month of August 2025 was circulated.

The Finance Administrator highlighted the key points in her Commentary. The CEO conveyed that the Depreciation allocation would not be fully spent.

MOVED: (Afeaki/West) That the financial and budget report to 31 August 2025 be adopted.

CARRIED

T/25/10/3.2 Fiduciary Calendar (Ref: 25/30)

The September Fiduciary Calendar was circulated for noting.

The CEO supplied a status update on the calendar activities in progress, which were mostly related to the 2026 Election requirements. He mentioned that the annual planning/budgeting process for the Trust would be initiated within the next month or two.

Trustee West enquired as to the annual Review of Investment, which is currently underway, and it was agreed that this would be entered into the Fiduciary Calendar.

MOVED: (Afeaki/Strange) That the updated Fiduciary Calendar be noted and that the annual Review of Investment be added under the Action/Review column.

CARRIED

T/25/10/3.3 Resolution Schedule (Ref: 15/20/5)

The Resolution Schedule dated 16 September 2025 was circulated for noting.

The Chair noted that there were no resolutions still under action from previous Open meetings of the Trust.

T/25/10/3.4 Trustee Meeting, Workshop and Event Attendance (Ref: 15/2)

A report from the Trust Administrator dated 16 September 2025 was circulated for noting.

Trustees Chew and West reported on a community event they had attended. They made particular mention of the presentation given by the Waikato Wellbeing Project (WWP), which had received positive feedback.

Trustee Strange remarked that the Waikato Regional Theatre was nearing completion and enquired as to Trustee interest with regard to a potential tour of the facility.

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

CARRIED

T/25/10/3.5 Ongoing Status Report (Ref: 15/20/5)

A report from the Grants Manager dated 16 September 2025 was circulated for noting.

MOVED: (Afeaki/Johnston) That the Ongoing Status Report be noted.

CARRIED

The Grants Manager commented that the Trust's community loans would soon be fully repaid, noting that there had been no defaults since their inception, and Trustee Harvey highlighted the positive impact of the loans.

T/25/10/3.6 Bi-Monthly Review Against Annual Plan (Ref: 15/20/5)

A report from the CEO for the month of September 2025 was circulated.

The CEO relayed some of the progress made towards the aims in the Trust's 2025/26 Annual Plan, noting that there was nothing material to report.

Trustee Harvey raised the issue of next steps for WWP, and speculated as to the Trust's expectations and aspirations. The CEO provided an update with regard to the WWP Transition Team and laid out the options/models currently being investigated. It was clarified that the Trust's final WWP allocation would be paid in two tranches by the end of the Financial Year, and the CEO communicated that with this, the organisation could continue until August 2026.

Trustee Harvey enquired as to the appetite of the Waikato Regional Council to continue with WWP. The CEO replied that this was limited in relation to any funding or in-kind support.

MOVED: (Afeaki/West) That the Bi-Monthly Review Against the Annual Plan be noted.

CARRIED

T/25/10/3.7 Energy Trusts of New Zealand (Ref: 5/30/15)

A report from the Trust Administrator for the month of September 2025 was circulated.

The Trust Administrator relayed that the brief survey that ETNZ had recently circulated to its members containing general questions about Trust insurance, Trustee remuneration, grants, sponsorships and elections had been submitted.

MOVED: (Afeaki/Chew) That the report be noted.

CARRIED

T/25/10/3.8 Industry & Trust Activity Verbal Updates

The Grants Manager reported briefly on the following:

- September 2025 Community Support grants round
- October 2025 Quick Response grants round

MOVED: (Afeaki/Strange) That the verbal reports be received.

CARRIED

T/25/10/3.9 Confirmation of Minutes (Ref: 15/20/10)

The Minutes of Ordinary Meeting T/25/09 dated 26 August 2025 were circulated.

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

CARRIED

T/25/10/4.0 EXCLUSION OF PUBLIC

MOVED: (Afeaki/Harvey) 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:

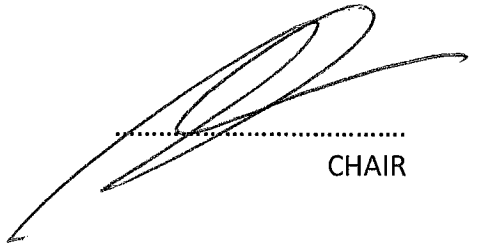
1. To enable the Trust to carry out, without prejudice or disadvantage, negotiations (including commercial or industrial negotiations).
2. To protect information where the making available of the information would be likely unreasonable to prejudice the commercial position of the person/organisation 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/25/10/5.1	Company Strategic Direction Meeting	Definitions 1 & 2 above
T/25/10/5.2	KPMG Review of Investment	Definitions 1 & 2 above
T/25/10/5.3	Company Chair Succession Planning	Definitions 1 & 2 above
T/25/10/5.4	Internal Company Director Review	Definitions 1 & 2 above
T/25/10/5.5	Framework for Communications	Definitions 1 & 2 above
T/25/10/5.6	Trust & Company Chair Communications	Definitions 1 & 2 above
T/25/10/6.1	Resolution Schedule	Definitions 1 & 2 above
T/25/10/6.2	Risk Management Report	Definitions 1 & 2 above
T/25/10/6.3	Industry & Trust Activity Verbal Updates	Definitions 1 & 2 above
T/25/10/6.4	Confirmation of Minutes	Definitions 1 & 2 above

The meeting closed at 3.19pm.

Confirmed at T/25/11 on 21 October 2025 as a true and correct record.


CHAIR

