



MINUTES OF ENTERPRISING TAUMARUNUI INCORPORATED MEETING HELD ON TUESDAY 6 DECEMBER 2016 AT THE REAP OFFICE, TAUMARUNUI AT 5.30PM

EXECUTIVE COMMITTEE: Aroha Rudkin (Chairperson), Rebecca Van Orden (co-Treasurer), Samantha Arthur-Curtis (Secretary)
COMMITTEE: Karen Ngatai, Rem Renson, Kaye Kidd, Johnny Dryden, Sue Morris, Anna Steele, June Nevin, Terri Smyth, Nick Leveille

No.	Agenda Item	Commentary/Decisions	Action
1	Present:	<p><u>Executive Committee:</u> Aroha Rudkin (Chairperson), Samantha Arthur-Curtis (Secretary), Rebecca Van Orden (co-treasurer) late</p> <p><u>Committee:</u> Karen Ngatai, Kaye Kidd, Anna Steele, June Nevin, Terri Smyth, Nick Leveille</p>	
2	Apologies	<p>Resolved: <i>That the apologies be received from Rem Renson, Lauren Gram, Dianne Bunn</i></p> <p align="right"><i>Karen/Aroha</i></p>	
3	In Attendance	n/a	
4	Confirmation of Minutes – 21 April 2016	<p>Resolved: <i>That the minutes of the meeting held 21 April 2016 be confirmed as a true and correct record.</i></p> <p align="right"><i>Karen/Aroha</i></p>	

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5	Matters arising	<p>Correction of spelling of Anna Steele's name to be corrected</p> <p>Every now and then Karen requires amounts of money under \$50 for the likes of Revitalization Project incidental costs and the group discussed the possibility of having petty cash on hand.</p> <p>Resolved: <i>That Aroha speak with treasurer Dianne Bunn about the possibility of having petty cash or another alternative means of access small amount of money for ETI or RT projects</i></p> <p style="text-align: right;"><i>Sammi/Aroha</i></p>	<p>Aroha to speak with Dianne and bring back options to the next meeting</p>
6	Financial Report	<p>There was confusion around the way the financials read with regards to the \$3450 being paid to Jetmax Media for the advertisement in the Air NZ magazine. This was paid for by ETI and Council has been invoiced 50% of this total cost (\$1725)</p> <p>Resolved <i>That the financial report be received</i> <i>That the confusion around the "50% invoiced to council" be researched and brought back to the next meeting for clarity.</i></p> <p style="text-align: right;"><i>Karen/Anna</i></p>	<p>Aroha to speak to Dianne regarding confusion and clarify at next meeting</p>
7	Inwards Correspondence	<ul style="list-style-type: none"> • 31 October Statement #629 • RDC – Community Grant Fund Application 2016/17 • AON – Taumarunui Branch Update • RDC completion of RDC grant <p>Resolved <i>It was resolved that all inward correspondence be received</i></p> <p style="text-align: right;"><i>Kaye/Aroha</i></p>	
8	Outgoing Correspondence	<ul style="list-style-type: none"> • Invoice to RDC for \$1150 for 2016/17 grant • Invoice to RDC for 50% of Jetmax Media Invoice <p>Resolved <i>That the outgoing correspondence be received.</i></p> <p style="text-align: right;"><i>Karen/Sammi</i></p>	

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9	Clarification of Cheque signatories	<p>Previous minutes stated that the new signatories to the account were to be Samantha, Rayden and Aroha. This is incorrect. It was moved that the following committee members be added/removed:</p> <p>Current signature: Dianne Bunn, to be retained New Signatories to be added are: Samantha Arthur-Curtis and Aroha Rudkin Signatories to be removed: Nicole Middleton and Sue Morris</p> <p>Resolved <i>That Dianne Bunn remain a signatory</i> <i>That Samantha Arthur-Curtis and Aroha Rudkin be added as signatories</i> <i>That Nicole Middleton and Sue Morris be removed as signatories</i></p> <p style="text-align: right;"><i>Anna/Kaye</i></p>	<p>Dianne to write report for next weekend looking into access to online banking</p>

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10	General Business	<p>It was informally announced that ETI have received \$1500 from the Tindall foundation to be used for administrative costs</p> <p>Kaye voiced concerns over people potentially worrying where their ETI invoice was as it is still unclear whether or not we will charge for membership.</p> <p>Sammi and Aroha discussed their want for a quarterly newsletter. The look of which to take shape after further vision/goal planning with Sarah Gibb from Community Waikato in Feb 2017. Sammi raised the importance of strategic planning so that ETI has a clear vision of goals and timeframes.</p> <p>Sammi suggested a Christmas Newsletter be sent out highlighting the projects ETI and RT have done during 2016, highlight that we are looking at our strategic plan and wanting to move away from beautification projects now that the ball is rolling and better align with local businesses and their needs. This may alleviate Kaye's concern of people 'worrying' where their invoice might be.</p> <p>Aroha moved that Teri Smyth, Nick Leveillee and June Nevin be formally co-opted on to the Enterprising Taumarunui Inc Committee</p> <p>Sammi asked what to do with the \$25 each committee member has paid her so far (in cash over the past few months) and it was instructed to hand it back to each person who had paid. Anna instructed she would like hers to remain as a donation (hers was paid via online bill payment).</p> <p>Business after 5 was discussed with Aroha indicating that she has spoken to a local business who is interested in holding the first. The second business after 5 could be held after a Taumarunui Ohura Ward Committee meeting in Council. Sammi indicated that she would like to hold at least one Young professionals in Taumarunui.</p> <p>Resolved <i>That Sammi and Aroha will meet over the next fortnight to discuss the pre-Christmas newsletter</i></p> <p><i>That Teri Smyth, Nick Leveillee and June Nevin be formally co-opted on to the Enterprising Taumarunui Inc Committee</i></p> <p><i>Sammi to give back committee membership fees which were paid in cash to her</i></p> <p style="text-align: right;"><i>Sammi/Aroha</i></p>	<p>Sammi and Aroha to meet to discuss newsletter before xmas</p> <p>Sammi to add June, Teri and Nick to Committee contact list</p> <p>Sammi to back committee membership fees</p>
11	Strategic Planning	There will be a strategic planning meeting at REAP Thursday 23 rd February 2017 at 5pm	

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12	Update reports	<p>Sammi gave a verbal report on the Manuauete Street Beautification Project which ended 27 November. The winners will be showcased on the day of the Christmas Parade with the winner pocketing \$1500, \$500 of which to be donated to a local charity. 2nd place to take home \$300 and 3rd place to take home \$200.00</p> <p>Sammi also gave an update on the 2016 Christmas Parade which will be held Saturday 10 December at midday. Sammi indicated that she won't be organising any future parades (and thus Youth Council). Aroha agreed that the organisation of the parade will remain solely with ETI and she will oversee the 2017 facilitation.</p> <p>Karen gave an update on Revitalisation Projects and spoke to her report. Following the success of painting the Chorus boxes in town, RT is looking at painting The Lines Company boxes. Karen has requested permission from Kiwi rail to beautify the wall of the rail way station facing the billboards. Karen has also requested a sign at the rail way station to say "Welcome to Taumarunui"</p> <p>Anna spoke to he report, the financial management policy. She noted that it was important to look at adopting a sound policy so as to protect the use of funds. Anna briefly discussed the potential option of becoming a registered charity. Anna will come back to the next meeting with some pro's and con's regarding this so that the committee can make an informed decision. Anna would like to correct her report in that she does NOT believe it necessary to obtain police checks on committee members – doesn't see that it serves our purpose and would like to retain being an inclusive group.</p> <p>Rebecca gave a brief update of the website in that not a lot had changed since the last meeting due to time and skill constraints. Rebecca, mentioned that Julian Goulding created a new layer, a landing page, between "visit Taumarunui" and "cycling in Taumarunui". Rebecca mentioned that each attraction needs a landing page like this. Rebecca also tendered her resignation siting that she doesn't have the time to give the committee what it needs particularly in terms of management the website. Rebecca stressed the importance of potentially paying someone to maintain the website so that it is a legitimate tool for tourists and those who move here.</p> <p>Aroha thanked Rebecca for her time and service to ETI over the many years.</p> <p>Resolved: <i>That Aroha and Anna looking a sourcing funding so as to create a paid position to maintain the website</i></p> <p style="text-align: right;">Sammi/Kaye</p>	<p>Anna to research pro's and con's of ETI becoming a registered charity and bring this info to the next meeting</p> <p>Aroha and Anna looking a sourcing funding so as to create a paid position to maintain the website</p>
13	Chairwoman's	Aroha spoke of the importance of the Strategic Planning meeting with Sarah Gibb which will be help	Aroha look into pricing

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	report	<p>in February. Aroha will meet with Sarah Gibb earlier in January so as to ensure we are prepared to finish the strategic plan.</p> <p>Aroha confirmed that ETI has received \$4000.00 from the Rotary fundraiser. ETI catered for their annual golf tournament and received this money for our efforts.</p> <p>Aroha updated the committee that a small group in town had recently formed and applied for funding which she verbally confirmed they had received. This group will receive \$11,00 to coordinate local funding applications. This was bought about because many groups are applying for the same funds for similar works. This collaborative project will ensure a “community hub: to unify various groups, projects, programmes and funding request for a 3 year period.</p> <p>Aroha expressed her sincere thanks to committee members and acknowledged that looking forward ETI will be taking a leadership role locally.</p> <p>Resolved <i>That Aroha look into pricing and designing of ETI t-shirts so that members can be easily identified in public and also to increase ‘brand’ awareness</i></p>	and designing of ETI t-shirts
14		There being no further business the meeting closed at 7.03pm.	