



**Meeting held on Tuesday 25<sup>th</sup> September 2018  
Commencing at 5:55**

**Present:**

Johnny Dryden – Chairperson  
Kay Kidd  
Karen Ngatai  
Nicholas Leveillee  
Tracey Goodall  
Terri Smyth  
Anne Topham  
Courtney Tiwha  
Clive Manly

**Apologies:**

June Nevin

**Minutes of the Previous meeting Meeting held on 26<sup>th</sup> July 2018**

To be passed at next meeting

**Matters Arising:**

- Nil

**Reports:**

- Dianne apologises for the accounts not being ready for this hui, however, noted that there was nothing of concern. They will be included with the accounts at the next meeting.

**General Business:**

**Administrator/Co-ordinator**

- Karen raised the suggestion that a contractor be employed to act as an administrator/co-ordinator for ETI. They will be responsible for being out there in the community, taking the lead on managing membership and help with the ETI events.

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**MOVED:** that Karen & Terri draft up a contract and seek advice on funding for a contractor to be employed for 10 hours a week at \$25/hour. \$15,000 was agreed as the funding required to cover the hourly rate and incidentals.

*J.Dryden / K. Kidd*

It was noted to include in the job description that they are to report monthly to the board at the board meetings, or my email on the months there are no meetings planned.

- Karen will contact Sarah Gibbs at Community Waikato for her help and ideas with funding.  
All board members are to share what they would like included in the job description through google drive.

### **Resignation of Vivian, New members Co-opted**

Vivian Rauhina resigned as a board member due to her personal health issues.

**MOVED:** *That Courtney Tiwha be co-opted onto the board*

*K.Ngatai / J. Dryden*

**MOVED:** *That Anne Topham be co-opted onto the board*

*T. Goodall / K.Kidd*

The board acknowledged that there is a potential conflict of interest as Anne's business looks after Enterprising Taumarunui accounts.

### **Google Drive**

A google drive training session facilitated by Nick was planned for 4:30 on Thursday the 4<sup>th</sup> of October at REAP for anyone wanting to learn how to use Google Drive.

### **Memorial for Francis Neha**

Karen is working on a little memorial for Francis Neha however needs some funding.

**MOVED:** *That Karen apply for funding for a memorial for Francis Neha*

*J. Dryden / K.Kidd*

### **Business Awards**

Tracey has been doing work on the business awards and have a list of potential awards to be narrowed down to about 6. Tracey will write up what the next stages are and this will be uploaded to Google drive to make it easier to get everyone's input.

### **Letters to Matariki Supporters**

Johnny thanked Kay for getting the thank you letters out to the supporters of the Matariki Winter Festival.

### **Christmas Parade**

The Christmas parade was discussed and some jobs delegated.

- Dianne will be approached to check that its okay to use REAP as a pick-up/drop off point for float and stall registration forms. Courtney will also have some down at Kainui.
- Jenny will be asked if she can distribute the flyer and application form to the schools.
- Terri & Nick will look after the stalls.
- The Youth Council will be approached by Karen to see if they will take on setting up the balloons.
- Terri will talk to corrections to see if they will help with the clean up.
- Clive Manly has volunteered to be Santa in the mitre 10 float
- Johnny will talk to Chanelle Manion about being the co-ordinator at Turaki Street where the floats gather
- Kay will organise judges and track down the cups for the floats.
- Nick will distribute information to members and put them up on the website

**Next meeting was brought forward to the 13<sup>th</sup> of November**

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Johnny Dryden  
Chair Person

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Date