

Minutes of Committee Meeting

Thursday 12 May 2016 at 18:00
2 Erin Street, Epsom, Auckland 1051

Members present:

John Denton (JD) Rob Everall (RE)
Laura Sunderland (LS) Wayne Whitaker (WW)
Bert Vercruyssen (BV)

No apologies

Minutes of April meeting accepted and to be published on web site

Moved/ Seconded	Outcome	Action	Person responsible	Carried forward/ resolved
JD / RE	Agreed	Minutes accepted		Resolved

Finances

Exact amounts of payments to be made will be included in minutes.

\$1500 to be transferred to RRA current account to cover current payment commitments.

Honourable Reviewer: JD advised that Jim McIvor is unable to undertake this role, alternatives to be sought.

Other options considered were:

- **JD** to ask amongst former Chartered Accounting colleagues
- Hiring an accountant (considered too expensive)
- **JD** to ask NZ Institute of Chartered Accountants for possible contacts
- Seeking volunteer assistance through work day volunteering at an accounting practice.

The ASB account name is still incorrect, despite letter sent on March 22nd requesting correction.

JD and WW to resolve closure of BNZ accounts and transfer to ASB.

Electronic banking at ASB is now operational with three signatories (JD/LS/RE).

RRA Cash Book should be administered on a spreadsheet to detail all monies in/out.

JD to forward a spreadsheet to LS for adoption, and to be populated for this financial year.

The following payments were tabled for approval:

- John Denton: reimbursement of cost of wine for March meeting on Rakino **\$66.89**
- William Denton: reimbursement for cost of RRA annual domain-name website registration **\$29.79**
- DOC: for annual Jazz Festival Licence **\$57.50**
- Defibrillator battery and electrodes replacement **\$798.27**
- Rakino News: **\$280** per year, awaiting invoice – **LS** to issue draft wording for review

Moved/ Seconded	Outcome	Action	Person responsible	Carried forward/ resolved
JD/ WW	Agreed	Laura to make payments	LS	Resolved

Correspondence

Kevin Wragge had asked to attend the Committee Meeting and had been given the option of a 30-minute slot from 6pm. However, he then wrote to advise that he would not be attending.

There continues to be contact with the Committee that is unclear and is confused in its intent; to clarify this it was agreed to create a request template to be filled out by anyone wishing to have an item added to the Agenda and considered / acted upon by RRA. This template will capture (a) the nature of the issue or suggestion and (b) the action or outcomes sought by the correspondent. **LS** to assemble template before next meeting.

There is further concern that some inbound correspondence to the Committee is defamatory to the point of being slanderous in its content and implication, and where copied externally is damaging to the repute of all concerned. The committee determined to withhold specific reaction and continue to act in a professional and open manner in all dealings with all parties.

In this regard, the Committee will contact key agents and agencies such as AT, Council and any other bodies it deals with on a representative basis to clarify those people who act with the mandate of RRA. This will be done by **JD**.

FireLords

Hank Postmaa has recommended that some hoses and components of the Firelords and pump need replacement or augmentation. Rory has been contacted accordingly.

It was agreed that a census of residents' water tanks offering a direct hose coupling (for firefighting) would be useful; also suggest to those residents installing new water tanks that a direct coupling be installed at time of installation. **JD to draft item for next Newsletter.**

Implicit in this would be the understanding that all water expended in any firefighting should be replenished afterwards from other tanks out of goodwill.

Moved/ Seconded	Outcome	Action	Person responsible	Carried forward/ resolved
LS / WW	Agreed	In next RRA Newsletter	JD	Resolved

Roles of committee members: document to be recirculated by **JD** and discussed at next meeting

Mailboxes: needs chasing up **RE**

Defibrillator: Loan unit now in place on Rakino, our unit is being reprogrammed and will then be returned and swapped back by RE. The existing battery has probably a year of life remaining, so the new battery will be lodged with Bev Postmaa as first aid person, pending fitment when the battery level falls to just one bar on the meter.

Hank Postmaa will be asked to check the battery level as an integral part of his Firelord round of checks (LS) and once agreed, this should be added to the role description (JD)

Clarify with Hank whether a battery is needed for the Community Hall generator and clarify his timeline for phone box repair (LS)

Vision and Strategy for Rakino:

Workshop to be held on Saturday 25 June (JD to facilitate)

RE to liaise with Jenny Chilcott (Auckland Council) over commonalities with HGI Waste Plan strategy.

Liability insurance

JD to make further enquiries about **Liability insurance** and present quotes (\$100k, \$250k, \$500k) to a full meeting of membership.

Trustees: **JD** to contact John Vague and progress the appointment of an additional trustee (not a RRA Committee member).

Membership Database: **RE** has work-in-progress, including inputs from the Council database (pending).

Membership Subscription Request: **RE** proposed working draft, to be circulated for the Committee to improve and resolve. Feedback to **RE**.

Website: **JD** to follow up links to 'Friends of Rakino' Facebook page.

Bokashi Bins: **RE** has sold \$880 of bins and \$20 of Zing with stocks of both now in the storage cupboard of the Community Hall. The AT Licence remains outstanding.

Broadband: no further progress to report, ongoing (**RE**)

Community Hall renovation: waiting on clearance of land title issues (Auckland Council). **RE** to maintain liaison with Roger Matthews and convene meeting.

Grant and Funding applications: **WW** suggested applying for a grant for public seating at various viewpoints. To be investigated (**WW**).

Welcome process for newcomers to the island: **BV** to compile a list of what he would have found useful as a newcomer to Rakino to start us going.

BV to ask Council about possibility of including flyers in Rates demands or scheduled surveys issued to ratepayers on Rakino.

Call for volunteers to assist with transportation of trees and plants being organized by Kevin Wragge: to be published on website and Facebook when final details are known, can also email. (**LS**)

Moorings: Auckland Harbour Master (AT) is willing to assist with a review of moorings holders to ensure fair play to all property owners who are wait-listed for a mooring. **RE to liaise.**

Signage in West Bay: It was agreed to proceed with the existing sign duly modified to detail 'You Are Here' appropriately. **RE** to liaise with Jeff Cook.

Signage for the upper end of the DOC track still to be resolved to replace temporary signs (**RE**)

New RRA Sign required for the Community Hall to replace the existing sign and suggestion box – **JD** to draft suitable wording (principally to promote the website) and **RE** to then seek costing and artwork from Rilee Signs.

Meeting closed at 20:20

Supplemental: Kevin Wragge had tabled a suggestion on 11th May for the process of seeking new nominations to join the RRA Committee for the coming year. This was not discussed at this meeting but receipt was acknowledged and it will be carried forward to the next meeting.

Next Committee Meeting: Thursday 9 June, commencing 18:00, Dilworth School, Epsom.

RAKINO

RATEPAYERS ASSOCIATION

Action List:

Investigate options for Honourable Reviewer of Accounts	JD / ALL
Close BNZ accounts and move funds to ASB accounts	JD / WW
Cashbook to be adopted in Excel format (JD to forward to LS)	JD / LS
Issue draft Rakino News item for Committee review before submitting to Colin McLaren.	LS / ALL
Reconfirm RRA Committee members to official bodies RRA liaises with	JD
Build ' Questions to Committee' template that will capture (a) the nature of the issue or suggestion and (b) the action or outcomes sought by the correspondent.	LS
Communicate in Newsletter re hose couplings on water tanks – who has one and new installations should have one incorporated.	JD
Recirculate document on Committee roles and responsibilities. Review for next meeting	JD ALL
Chase up response on provision of mailboxes	RE
Liaise with Hank Postmaa over regular Defib. Battery checks, the need for a battery for generator at the Community Hall and to seek an update on the phone box repairs. Append responsibility for Battery check to role description for Fire Officer (once agreed with Hank).	LS JD
Organise Strategy Workshop 25-June	JD
Liaise with Jenny Chilcott (Auckland Council)	RE
Get quotes on Liability Insurance for Committee and Officers	JD
Progress appointment of new Trustee with John Vague	JD
Progress RRA Database spreadsheet	RE
Membership Subscription Template to be circulated and approved. For action in June from final version of RRA database.	ALL, RE to finalise
Website links to Friends of Rakino FB page	JD
Follow up on AT Licence	RE
Progress discussions regarding Community Hall options with Roger Matthews	RE
Investigate grant options for seating at viewpoints	WW
Welcome process – prepare draft to initiate thinking	BV
Investigate inclusion of RRA community communications material with Rate Demands issued quarterly by Council	BV
Issue request for volunteers to assist with trees (transport/unload)	ALL
Liaise with Auckland Harbour Master regarding moorings	RE
Liaise with Jeff Cook regarding West Bay beach signage	RE
Develop Signage for upper end of DOC track down to West Bay	RE
Develop and install new RRA sign for the Community Hall	JD / RE