

Rakino Ratepayers Association

Minutes of Committee Meeting

Thursday 10-Nov- 2016 at 18:00 at 2 Erin Street, Epsom, Auckland 1051

Present:

John Denton (JD)
Laura Sunderland (LS)
Rob Everall (RE)
Stephen Thomas (ST)
Susan Plummer (SP)
Barry Bridgwater (BB)
Adrian Townsend (AT)
Steve McCrone (SMc)

Apologies:

Absent:

Peter Watson (PW)

1. Appointment of Acting Chair

RE agreed to act as Vice Chair to facilitate the early part of the meeting, pending appointments being discussed and agreed. LS was (outgoing) Secretary.

2. Welcome / Apologies / confirm Quorum

New members were introduced to one another.
There were no apologies received.
Quorum was confirmed.

3. Committee Responsibilities

JD set the overall context of the Committee's role and key defined posts, with election of a new Chair, Secretary (to replace LS who was retiring) and Treasurer required and commented briefly on the scope of each role and the incumbent work associated with it, which was then amplified by LS.

JD confirmed the legal obligations of the Committee and its officers to maintain the Society status of RRA. **It is the 50th anniversary of RRA in the coming year** and so some form of celebration might be considered.

There was then an extensive round-table introduction from each member, including their skills, backgrounds and interests in serving the Association and what they saw in the future for Rakino.

As the discussion progressed, there were volunteers for the vacant positions, and the final posts confirmed were:

- SMcC – Chair (who assumed Chairmanship of the meeting at this point)
- RE – Vice Chair and Acting Secretary
- JD – Immediate Past Chair
- BB - Treasurer

It was confirmed that the Minutes should continue to be circulated to the Fire and Environmental Officers who are appointees of the Committee.

4. Past Minutes

- a) Minutes from previous Committee Meeting (**19-Oct-2016**) were circulated prior to this meeting for information and were proposed for acceptance as a true record.

| Moved/ Seconded | Outcome | Action | Person responsible | Carried forward/ resolved |
|--------------------|--------------|--|-----------------------|---------------------------------|
| RE / JD | Agreed by LS | Post minutes to RRA website via William Denton | RE | |

RE advised that due to lack of quorum previously, the Minutes from the Committee Meeting of **09-Sep-2016** had not yet been ratified nor loaded to the RRA website. There had been circulation to all

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present and current Committee members were unable to comment, and so the adoption and posting of the September meeting minutes was also agreed.

| Moved/ Seconded | Outcome | Action | Person responsible | Carried forward/ resolved |
|--------------------|--------------|-----------------------------|-----------------------|---------------------------------|
| RE / JD | Agreed by LS | Post minutes to RRA website | RE | |

- b) **Draft AGM Minutes** – these were circulated prior to the meeting, with formal approval not required until the next General Meeting in Easter 2017. Key actions identified by members in the AGM which will require further consideration and potential inclusion in action plans yet to be developed and assigned are:
- ongoing reminder about fitting 50mm camlocks to new water tanks;
 - improve communication and interaction with Auckland Council regarding rhamnus and weed eradication, and engineer better collaboration between contractors and land owners;
 - request for access to better information and training on safe use of plant poisons;
 - ongoing support for individual grant applications and funding initiatives but more importantly seek to create a strategic context for these and thus to see them aligned with an overall Rakino strategy
 - determination of fruit tree planting viability and level of interest/support;
 - First Aid course at Christmas?;
 - response to proposal of a designated helipad location;
 - ongoing promotion of the Bokashi scheme, with the AT land and facilities the next phase (grant closes at the end of Q1 2017, 3 month extension already granted)
 - investigation of Broadband service providers
 - replacement of bench seating in Sandy Bay (with grant support)
 - review of 2016 RRA Survey output for key focal areas
 - Westpac donation of \$500 to be actioned annually hereafter until rescinded by membership

5. Finances

- a) Report on Payments received / to be made
- \$66.30 to be paid to LS to reimburse stationery expenses
 - \$30.00 to be reimbursed to JD for purchase of 'thank you' wine to Hon. Reviewer
 - \$62.47 to be reimbursed to JD for purchase of wine for AGM
 - \$70.07 to be reimbursed to RE for purchase of 'thank you' wine / card to retiring Committee members JD/LS
- Payment is due to Rakino News – invoice misplaced and duplicate requested (to be paid)

LS handed over to RE:

\$30 in cash subs (Antonias Procuta) plus a cheque from Terry Robinson for \$81.00 (\$30 subs and \$51 donation) to be paid in to the RRA cash account.
RE to deposit and action 'thank you note to Terry.

- b) 2016-7 Membership Subs – 68 paid up members at meeting data. It was agreed that efforts should be made to raise membership levels of the Association to improve representation.

- c) Resolutions on required changes to Bank Signatories for each ASB account

| Moved/ Seconded | Outcome | Actions to be taken | Person responsible | Carried forward/ resolved |
|--------------------|-----------------|---|-----------------------|---------------------------------|
| | Payments agreed | RE and JD (as existing on line bank users) to organize payments. | RE / JD | |
| | | BB to be set up as new on line bank account user to replace LS as third authorized officer (with JD and RE currently) | JD / BB | |

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6. Correspondence:

IN

Mark Lockhart had copied the Committee on correspondence with Deryn Dromgoole regarding a five year rhamnus eradication strategy to be implemented with contractors and where possible with support from islanders – **Action: deferred for future meeting**

Pete Watson had shared Budget information he had secured from the Council – **Action: deferred to future meeting**

Mike Hudson had lodged a request to utilize the Community Hall on New Year's Eve as a venue for younger people.

It was agreed that further information should be sought as to the proposed event, the ages of those attending and provision of sober adult oversight.

Action: RE to liaise with Mike accordingly, subject to contact information.

OUT

RE is in dialogue with Wireless nation regarding Broadband service package. It was agreed to liaise with Committee members who had their own boats to facilitate a return trip to Rakino for Jason Somerville, if the normal ferry schedule did not suffice. RE has details.

New arrangements need to be made regarding emptying the RRA PO Box, taking over from WW. ST volunteered to liaise with WW as his office is closest to the PO Box location in the CBD. **Action: ST**

7. Matters Arising, Work in Progress status, New Business – **deferred to future meeting due to time scales**

- Welcome Booklet for new islanders (ex-BV) - acceptance by Committee / how / where to make available
- Wharf Buildings: confirmation of status on each planned segment of work-in-progress <refer previous division of tasks>
- Review of Financial Reviewer's letter of recommendations for 2016-7 – actions required
- Endorsement of position on Liability Insurance as per external input via PW
- Strategic Planning – process and Action Plan for 2016-17
- Key messages from Survey – next steps
- Other Work-in-Progress b/fwd from previous Committee

8. Venue for Future Committee Meetings

22-November proposed (to be confirmed, informal), commencing 18:00

37-39 Ireland Street, Freemans Bay, Auckland 1011 (hosted by Stephen Thomas at his company premises, Alaska Interiors).

08-December, 37-39 Ireland Street, Freemans Bay, Auckland 1010 (Alaska premises)

Committee members are requested to review and print your own copies of all materials circulated ahead of the meeting, in order to optimize the discussion time available.

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Work in progress

| | |
|---|--|
| Welcome process for newcomers – completion, deployment and availability of proposed booklet to be determined following Committee review. | Committee |
| Development of strategic plan (inc. items raised in the AGM) and key strategic threads (e.g. Environmental; weed eradication; etc.) and major focal areas from Survey | Committee |
| Consider 50 th Anniversary celebration of RRA | Committee |
| Consider First Aid training event over Christmas period (per AGM) | Committee |
| Review recommendation regarding helipad (per AGM) | Committee |
| Review of Rakino Budget data sourced by PW from AKL Council | Committee |
| Determine initiatives to increase membership | Committee |
| Newsletter content (ongoing) | Committee |
| Investigate grant options for seating at viewpoints (carried forward) plus replacement of Sandy Bay seating (raised at AGM) | Committee > ? |
| STANDING ITEM: Circulate Rakino News page content and send copy to Colin Maclaren - review | Committee > RE |
| From Land Survey determine site/size of structure and advise lawyers accordingly to finalise AT lease. Liaise with adjacent properties | Committee > RE |
| Progress discussions regarding Community Hall options. Chris Clews has volunteered assistance. | Committee to determine approach |
| Action recommendations of the Financial Reviewer for 2015-6 accounts | JD & new Treasurer |
| Effect handover of Treasury role from LS to BB inc. set up of Bank account access and removal of LS | JD / BB |
| Review position on liability insurance in light of info secured by PW and resolve RRA position going forward. | PW > Committee |
| Follow up on DOC signage for West Bay / Askew Avenue (c/o DOC) | RE |
| Follow up on progress with RBI for improvements to internet. Investigate potential alternatives with Wireless Nation, survey to be arranged. | RE |
| Liaise with Auckland Harbour Master regarding moorings (carried forward) | RE |
| Report phone box line down and chase through | RE |
| Progress Bokashi & Zing sales at Christmas 2016-7 | RE |
| Liaison with Mike Hudson re: New Year's Eve | RE |
| Post Minutes of Committee Meeting meetings (09-Sep & 19-Oct) to RRA website | RE > William Denton |
| Effect transfer of PO Box emptying from WW | ST |