

# Rakino Ratepayers Association

## Minutes of Committee Meeting

Thursday 17-Aug-2017 at 18:00

2/15 Newell St, Point Chevalier, Auckland 1022 (RE home)

### Present:

Steve McCrone (SMcC)  
John Denton (JD)  
Barry Bridgwater (BB)  
Adrian Townsend (AT)  
Rob Overall (RE)

### Apologies:

Stephen Thomas (ST)  
Susan Plummer (SP)  
  
Chris Clews (guest)

## 1. Welcome / Apologies / confirm Quorum

Apologies were recorded as above. Quorum confirmed.

## 2. Past Minutes

Minutes from the previous Committee Meeting (**20-Jul-2017**) were circulated prior to this meeting and were proposed by the Chair for acceptance.

**They were proposed for acceptance by JD and accepted unanimously for adoption and publication to the RRA website.**

## 3. Finances and Correspondence

- a) **Financial Report** – BB reported on the balances held for the four ASB accounts which in total exceed \$51k.

JD reported that the Annual Accounts were almost completed, pending a stock take of Bokashi bins and Zing held on the island, which RE is to undertake. The Accounts should be completed by the end of August and available for pre-circulation and presentation at the AGM on October 22<sup>nd</sup>.

JD reiterated the importance of maintaining a professionally-presented set of financial reports to demonstrate sound and transparent fiscal governance, in order that the RRA's charitable status is not ever called into question by the Charity Commissioners.

It was agreed that, having had an independent financial review of the accounts for FY 2015-6, it may be prudent to adopt a biennial review on a paid basis (if a reasonable cost), to keep down costs whilst maintaining fiscal integrity, as securing voluntary/no cost professional support has proven very difficult. Committee members will continue to consider this and seek any potential future contacts who might assist in the future.

More immediately, the Committee resolved to ensure that the recommendation in the last review letter (Syd Beguely, Allendale Consulting Ltd., 11-Oct 2016) be revisited to ensure ongoing adoption and compliance with each recommendation, if not already actioned.

*INFO ONLY:* (See also RE confirmed that the Trustees of the separate Rakino community funds held had reported a balance of \$23,561.80. They had repeated offers to consider representations to secure financial support for worthy community-centric projects.

- b) **2016-7 Membership Subs** – RE reported that:

Overall, **67** households were registered as members as at meeting date.

19 members who had paid last year had yet to renew for 2017-8. It was agreed that a polite reminder follow up note be emailed to those individuals and the Newsletter could also be used to prompt subs payment.

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That would leave a balance of people who had not registered as members within the last three subscription years, based on current records), and fresh approaches to them would be considered separately, inc. a push over Labour Weekend.

An appropriate handling policy of double subs payments for this year and future years (as well as underpayments) should be agreed by the full Committee and communicated to all members, as it creates a lot of Administrative reconciliation.

**Carried forward to September meeting in order to propose to membership.**

- c) **Correspondence IN / OUT** – RE circulated a written summary of all Correspondence, which is detailed in Appendix 1 below. **Actions arising** are detailed within that section.

## 4. Community Hall Sub Committee

The sub-committee is Stephen Thomas, Sue Plummer and Chris Clews.

ST and SP were overseas and CC was unable to attend this meeting.

However, a written progress update had been provided and a meeting is planned on Rakino on Wednesday 23rd, hosted by CC and involving Council representatives from Auckland and the Waiheke Local Board.

**Action: RE will attend on behalf of the Committee and liaise with CC accordingly.**

This visit will inform the discussions in hand and hopefully move things towards the resolution of a proposal to be shared with the Rakino community in due course, with the October AGM being a natural target.

**Action: Sub Committee to report in order that an update to members can be delivered.**

It was unanimously agreed that RRA would offer to cover all out-of-pocket expenses incurred in hosting this visit, specifically transportation and food/beverages.

## 5. Sub-Committee (or Champion) for:

- Entertainment and Events - Environment - Infrastructure - Funding / Grants -

The RRA Anniversary date falls on 09-Oct-2017 marking 50 years.

**The Labour Weekend Fair will be held on Sunday 22<sup>nd</sup> October from midday.**

It was agreed that Stacey Thomas be asked to be the 'champion' for Market Day, a role she has fulfilled *de facto* since incepting the event.

It was agreed that the RRA AGM would be convened to start at 09:00 on Sunday 22<sup>nd</sup> in order to avoid a clash with the Market Day.

**Action: ST and Stacey to create framework Document for the Market Day for circulation**

(carried forward from July Meeting as ST absent during August)

## 6. Review of Action Summary and Work in Progress

See following – individual actions updated and new ones added.

See also Correspondence summary.

## 7. New Business

**DOC/West Bay:**

There was discussion about the DOC signage to be remounted in the West Bay corridor, top and bottom. The status of current footpath access to/from the beach is unknown.

There is a digger available now on the island (private hire) which could be made available to DOC contractors to re-establish the pathway and accelerate repairs to groundworks following flood

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damage.

The steps at the bottom to the beach also require replacement – RRA paid for these materials previously.

**Action:** SMcC to contact Steve Benham of DOC to discuss how RRA might support any works required and make the digger available (thanks to offer from AT).

## **Appointed Roles:**

SMcC to contact HP to check if he is happy to continue as Fire Officer

RE to liaise with Mark Lockhart and John Mackenzie on Environmental Officer (see Appendix 1 below)

## **AGM:**

RE to summarise material to be assembled and timescales for distribution to membership.

## **8. Newsletter – next issue**

SMcC to draft Newsletter based on general input provided.

## **9. Next Meeting Dates**

**Thursday 21-Sep-2017** – Alaska premises, Ireland Street, Freemans Bay.

**AGM: Sunday 22-October** – Rakino Community Hall, 09:00

The meeting closed at 19:45.

### **NB: Future Committee absences notified:**

(JD - absent: 21 Sep; 26 Sept - 2 Oct; 8 Oct - 31 Oct)

Meetings default to the third Thursday each month, unless by prior change, starting promptly at 6:00 pm – please diarise.

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## Appendix 1: Correspondence Summary since last meeting (key items only)

24-July – Email Dialogue between Kevin Wragge, John Mackenzie and Mark Lockhart to RE  
Suggestion that John Mackenzie may be interested in taking up the role of Environmental Officer.  
JM appears to be happy to do so and ML is over-committed and would appear to welcome passing over the responsibility.

Acknowledged by RE on 25-July, asked them to confirm their positions.

After brief discussion it was resolved that John Mackenzie be invited to take up the role of Environmental Officer (Proposed: JD / Seconded: AT)

**ACTION:** RE to contact ML to confirm he wishes to stand down, then JMac to confirm he is happy to accept the post. Confirmation/thank you from the Committee to be sent by RE.

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24-July – Jodee McKay of AKL Transport confirmed she planned an inspection visit on 25-July, no further feedback on findings.

**Action:** SMcC to follow up

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26-July – RE registered for 'Pest Free News' on behalf of the Association  
<http://engage.ubiquity.co.nz/mail/view/2I3nrbC4nkifuQjU0CZ41g> First Newsletter  
<http://engage.ubiquity.co.nz/forms/0QQW8PUsv0OcwgiUt9Ja5w> to register

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29-July – Stacey Thomas re: Labour Weekend Market day (edited)

'... have booked the Hall for Sunday the 22nd of October and will start the Market Day at 12 midday.  
Stephen brought to my attention the RRA may want to plan events alongside this to celebrate the RRA birthday. I will be back in September so am around to discuss and plan in conjunction with you if you want my help.

Maybe put some ideas together at your next meeting.

I think personally entertainment and activities for the kids always goes down well.

Anyway look forward to your reply and let me know if you want me to meet with you.

Cheers

Stace

**Action:** AGM agreed to commence at 09:00, 22<sup>nd</sup> October

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26 July – notified via Kevin Wragge that the Regional Environment and Natural Heritage Grant (REHN) funding round for 2017/18 opened from 1 August 2017.  
Circulated to Committee, acknowledged by AT.

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INFO ONLY: 04-Aug – Accountant on behalf of the Rakino Trust confirmed maturity of the trust funds on 14-August. (See also record of previous RRA meeting in July)

Kathy then wrote to the Trustees on 15-August, copied to RE:

'We confirm that the Rakino Trust Term Deposit has matured and the funds were deposited into our firm's Trust Account. As attached we received **\$23,561.80**. Please note that our Trust Account receives no interest and we do not have any facility to place funds on interest bearing deposit.

We await your further instructions as to where you would like these funds transferred'.

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RE wrote acknowledgement to John Vague 15-Aug.

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07-Aug – Kevin Wragge forwarded details of John Mackenzie's new website <https://www.rakinoisland.org/> Circulated to Committee, and RE instigated a link to the RRA website to be added to John's new site, which was duly done.

RE also proposed a reciprocal link to be added to the RRA website, and John subsequently provided a link and logo.

**Action: Agreed – RE to request William Denton to set up the reciprocal link.**

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08-Aug – SP circulated working notes on Community Hall Sub-Committee progress  
Council party proposed to visit Rakino on 23-August, SP and ST will both be absent.  
Chris Clews to host with support as requested.  
Sub-Committee to brief RRA Committee and detail specific support required.

**Action: RE to attend Rakino visit on behalf of the Committee and in support of Chris, as the other sub-committee members are absent overseas. Expenses to be paid by RRA.**

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09-Aug – reminder on Hauraki Gulf Marine Park seminar, Auckland Museum, September 6th, full day split into sessions

Booking required:

<http://www.aucklandmuseum.com/whats-on/series/hauraki-gulf-marine-park-seminar>

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11-Aug – Kevin Wragge forwarded details on Predator Free 2050 with launch of North Head initiative on 12-August targeting rats

See <http://predatorfreenz.org/> for main programme website.

RE has subscribed for regular updates.

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11-Aug – AT forwarded details of web site he had built last year but has not been deployed

<http://adrian895.wixsite.com/rakinoisland/contact>

Potential to use some of the material in the existing RRA website or to link the content as appropriate?

**Action: SMcC to review material and look for opportunities to consolidate.**

**RE to ask for link to 'Friends of Rakino' FB page to be set up on RRA website.**

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13-Aug – Craig Langstone (CL) confirmed the invoiced legal costs for Akl Transport lawyers and the (aborted) land lease

Costs inc. GST total \$1155, which has been discounted by approx. \$200, as per additional information procured by RE from Simpson Grierson on 14-Aug:

'Hi Rob

Thank you for your time on the phone.

As discussed, we confirm our fees are separate from the \$1,000 deposit that was payable to the Council when you submitted the application for a licence of legal road.

We spent approximately 6.5 hours working on this matter, the attendances included:

- reviewing the initial instructions received and relevant Documents;

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- preparing a letter to your lawyer;
- drafting the licence and providing it to Auckland Transport for comment and approval; and
- phone calls and email correspondence with your lawyer regarding the licence.

Our total fees were approximately \$1,200 and we discounted this to \$1,000 to be in line with our original estimate.

Please call or email us if you require any further information.

Kind regards

Rebecca

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**\$1150** (\$1000+GST) is already held by Fee Langstone in escrow on behalf of RRA (FY 2015-6), and Craig has suggested payment of the full sum (outstanding since 10-June 2016).

(NB: We still have the draft lease which could be revisited if there is good reason to look at that land again).

**RE proposed that this invoice now be paid and CL be requested to pay off the account in full. Seconded by SMcC.**

**Action: RE to instruct Craig Langstone to make payment, RRA to pay additional \$5**

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14-Aug/15-Aug – article/photos provided by Amanda Peart (Council Biosecurity) on the action to contain the Plague Skinks

Recommended for inclusion in Newsletter and for a link to the RRA/Environmental web site.

**Action: SMcC to draft Newsletter**

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15-Aug – response from Adam Tallentire / Belaire Ferries winter schedule departure times

‘Hi Kevin and Rob

My apologies that I have taken so long to come back to you both. I did actually manage to discuss this with Auckland Transport a number of weeks ago, I have just been very slow coming back to you. Sorry about that. Auckland Transport could see no issue with changing the Sunday winter service times and had no particular reason for keeping it at its current time. As the operator we have a similar view of the current timetable so are open to the change. However changing the timetable while it is in use would potentially cause more harm than any benefit we are trying to achieve.

To that end it was decided to leave the timetable as this winter, however we are currently working our way through the potential timetable December 2017 - November 2018 and as part of that we are looking at changing the 2018 winter service times as Kevin has proposed. While it is theoretically possible something will come up that we haven't already considered, I expect we will have it locked in by the end of the review period (normally completed late September).

Hopefully it proves popular with the service users .

Once again my apologies for the delay in coming back to you both, it just fell through the cracks on my desk.

Regards

Adam Tallentire’

Belaire Ferries Ltd Ph: 09 416 6344 www: [www.belaire.co.nz](http://www.belaire.co.nz)

RE replied with a ‘thank you’ and a further question about adding a ‘third Friday morning’ service each month in addition to the ‘first Friday morning’ monthly sailing.

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This was acknowledged (16-Aug) by Adam as being a possibility yet to be evaluated, although it may require a trade-off against Wednesday sailing due to funding considerations, so would need careful evaluation and involve the community as well as and when some proposals had been formulated to explore.

No further action at this stage

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## **New Member Registrations:**

- John MacCulloch / Hurakia Lodge – 24-July-2017

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## Action Summary and Work in progress

Liaise with Kevin Wragge to offer support for the Environmental Grant if needed/as requested.	<b>BB</b>
Commence regular reporting. <b>Finalisation of RRA Accounts for FYE 30-June 2017</b> <b>Implementation of Accounts Review recommendations.</b>	<b>BB / JD</b>  <b>ALL</b>
Committee to progress formation of Funding/Grant Sub-Committee to underpin RRA Strategy and improve leverage from available funding sources.  Assemble calendar of annual community funding rounds and points of contact/reference (summary in March 2017 minutes).	<b>Committee</b>  <b>BB</b>
Review of Rakino Budget data sourced from AKL Council – this also fits with the formation of a Funding/Grant Sub-Committee noted above.	<b>Committee</b>
Determine initiatives to increase membership – to be brainstormed (50/100, etc.)	<b>Committee</b>
Investigate grant options for seating at viewpoints (carried forward) plus replacement of Sandy Bay seating (raised at AGM) – carried forward for inclusion under Funding/Grant Sub-Committee focus	<b>Committee</b>
<b>STANDING ITEM:</b> generate copy for potential inclusion in the Rakino News.	<b>Committee</b>
Consider 50 <sup>th</sup> Anniversary celebration of RRA – sub-committee to be formed, to consider an event on Labour Day weekend 2017. <b>CARRIED FORWARD</b>	<b>Committee &gt; Sub-Committee</b>
Review data and progress discussions regarding Community Hall options within TOR, first stage. First report due end-June 2017 ( <b>delayed</b> ). Visit to Rakino on 23-Aug by key representatives, convened by the sub-committee	<b>Community Hall Sub-Committee</b>  <b>CC / RE</b>
Fire Training – Winter 2017 - Hank and Bev to liaise with Rory and advise of any support they need from RRA. <b>SP to liaise on behalf of the Committee</b>	<b>HP &amp; BP</b> <b>SP</b>
Action the recommendations of the Financial Reviewer for 2015-6 accounts. Effective from January 2017 – <b>carried forward</b> .  New Financial Reviewer to be identified if requirement is confirmed.	<b>JD / BB</b>  <b>JD &gt; Committee</b>
Develop overview of Environmental priorities for Rakino, to include Rhamnus strategy (in conjunction with DOC). To join future Committee meetings as necessary.	<b>John Mackenzie</b>
<b>STANDING ITEM:</b> Liaise with Auckland Harbour Master regarding moorings.	<b>RE</b>
Sell remaining Bokashi Bin and Zing stock - ongoing. Complete terminal grant reporting to AKL Council – <b>OVERDUE</b> .	<b>RE</b>
Liaison with Hazel Durkin (AKL Council) regarding proposed attendee at RRA Committee meeting.	<b>RE</b>
Reinstallation of replacement DOC sign for West Bay from the Council – now available in locked storage at the Community Hall.  Liaise with ST over remounting the existing DOC sign at West Bay beach (washed away but saved)	<b>RE / CC</b>  <b>RE/ST</b>
Install large white dry wipe sign on Sandy Bay Wharf buildings.	<b>RE / SMcC</b>

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Escalation of roading and drainage issues to Akl Transport, already instigated privately (see correspondence section appended). Committee to liaise with Akl Transport to follow through and improve working dialogue.	<b>SMcC</b>
Resolve Rakino community participation in Gulf Islands Trust Forum <b>CARRIED FORWARD</b>	<b>SMcC</b>
Liaise with Colin Maclaren regarding support for Fun Run certificates for 2018 (generic format).	<b>SMcC</b>
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.	<b>SMcC / Committee</b>
Liaise with Belaire Ferries regarding unaccompanied luggage policy. Sue to liaise with Steve.	<b>SMcC / SP</b>
Newsletter content (ongoing) – next issue: August 2017 (was due in June) To include: <ul style="list-style-type: none"> <li>• <a href="#">Notice on Labour Weekend Events and availability of Rakino-themed merchandise from Stacey Thomas</a></li> <li>• <a href="#">Update on Pest Interventions / environmental matters</a> – Thank you to those who assisted DOC with the Plague Skinks. Incidental procurement of tarps, etc (see correspondence with Kevin Hester) Concerns over myrtle rust and measures required.</li> <li>• Note on roads/ roading – driver speeds, abandoned vehicles and AKL Transport, unlicensed drivers (safety concerns)</li> <li>• Replacement DOC sign for the end of Askew Ave PLUS lower sign in West Bay will need to be remounted as it got washed out by flood waters. Access still difficult.</li> </ul>	<b>SMcC + Committee</b>
Fire Fighter List – Hank Postmaa to set up text alert list from list of trained firefighter islanders. <b>Carried forward, SP to check with HP on latest status.</b>	<b>SP &amp; HP</b>
Complete post-event review of Dragon Boat Event Plan for any improvements and post to Drop Box ( <b>send via RE</b> ).	<b>SP / RE</b>
Construct framework Document for the Labour Weekend Market Event to be held on Sunday 22 <sup>nd</sup> October. Feeder input for sub-committee to take forward.	<b>ST</b>
Consider future island social events – new sub-committee to be formed	<b>Sub-Committee</b>

Committee members are reminded to review and print your own copies of all materials circulated prior to the meeting, forwarding amendments / corrections where necessary in advance to the Secretary, in order to optimize the discussion time available in meetings.