Wangapeka Educational Trust
Board of Trustees Meeting Minutes

Date: Monday 20.11.23
Start Time: 7pm
Location: Online

Apologies: -

Present: Dan Burgess-Milne, David Pooch, Tracy Abbot, Simon Jones, Michael Mackinnon, Georgia Bowick

Minutes, numbers in order of Agenda item: Agenda 2023.11.20.docx

1. N/A
2. Approval of minutes of October meeting (In folder)- Approved - Michael Seconded

3. Last meeting action points

- Comms looks after the website, question of how to approach the website issue has been raised. What is the way of doing so that respects the Wangapeka Community? [ongoing question]
- Cat 1 and 2 retreats issue parked for now.
- All other action points completed

4. Matters arising
    a. Helicopter people having a look at suitable spots next time they fly over
    b. Psychological safety on retreats, the decision made to wait for a response from the member who raised this concern.
    c. Pig fence - a new energizer has been bought for this, and Jacinta has cleared the site. Simon confirms that this should fix this.
    d. Who pays what Matrix - volunteers not listed for attending. Dan has agreed to update this to include volunteers.

5. Correspondence
    - David sent out a letter to Vera's husband.

6. Finance - *Simon*
    a. Link https://drive.google.com/drive/folders/18crQGjJQt5rdsbdQ3lMYAPrAdM6P1Zqm?usp=drive_link

In previous years we have made a loss of about $10 - $15000, however, these figures made by Simon are fairly conservative

Simon has made a spreadsheet of possible future spending.

Budget compared with actuals: Accommodations are way higher, though this is mainly due to the delay in bringing accommodations through.

Membership prescriptions are the same as they were before
Food purchases are down compared to last year.
Insurance is increasing in $$
Office admin fees are stable.
Repairs and maintenance - higher fee than last year, as we are now paying a builder for what was originally done by volunteers.

Need to be aware that the older people are getting older, the workforce is decreasing in ability.

7. Centre caretaker report - *Jacinta*
    a. The fridge at mikes caravan is not working well
    b. Considering ways to get new meditation cushions better for posture.
8. Office caretaker report - *Brooke*
    a. No office report.
9. Land caretaker report -
    a. *https://docs.google.com/document/d/1EdryNbMs1M6rxcNR5KLN3SJnX3-lFQvN8EyrracWCfU/edit?usp=drive_link*

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10. Water treatment at Bellbird

- *Undersink treatment needs to be researched*

11. Health and Safety - *Michael*
    a. Has had a meeting with Simon regarding health and safety.
    b. Requested that Simon message when he is off-site when no one else is at the centre.
12. Programme Committee - *Georgia*
    a. No report on this
13. Monthly report back on WFW (Working from Wangapeka) experiment - *Georgia*
    a. All is well.
14. Maintenance Committee - *Simon*
    a. Chairman Tim has called a maintenance meeting

15. 50th Anniversary - *Dave*
    a. Spoken to Hadleigh who had offered to make a website, and plans to have this up in the next week or three.

16. Constitutional Review - *Michael*
    a. Michael is continuing to work through this with Lynn Wilkins.
    b. Duties of the board: Big question to cover. May need a centre manager who makes decisions about things such as the caliphont. -

Other:

- Service as the path: accommodation costs, not going to lose money, therefore it could be done via donation.

- Perhaps encourage the people attending SAP to fall into one of the main categories.
- Aim for SAP not to make a loss or a profit

17. Date of next meeting
    a. 21 December
18. Close

Action points

- Dan to write November Kumanu
- Simon to organise a Zoom meeting with the tech group, and invite Michael to this to start the process of resolving the website issue.
- Tracy to arrange for volunteer heaters to have a 1kw heater, and for this to be a policy across the huts regarding electricity usage and amperage. - Georgia to pass this information on to Tracy.
- Michael to contact Mark and Tarchin about the psychological safety concern.
- Revisit Tracy's tree group next month
- Dave to sort out time for AGM and Hui next year.
- Dan to have an in-person meeting with Mark and Kath in December
- Georgia and Dan to be contacts for Mark and Kath
- Dan to amend the who pays what matrix. !
- Simon to provide a washing machine to Bellbird
- Next board meeting to discuss what to do with term deposits.
- Michael and Simon to get together on Zoom to have a health and safety meeting to fill out the hazard register and incident reports
- Simon is to report back on the maintenance committee meeting, which has been set up by Tim. This is due to Ray Caird wanting to provide money for a new fire at Omahu, and the completion of Patrick's track up to Omahu.
- Dave volunteers to write a think piece on elders will connect with Michael on this.