



TE KAWAUNUI TRUST MEETING

Meeting Type	Trustee Hui	DRAFT	
Karakia		Opening	Closing
Date & Time	26 November 2023	NZT - 10am MEL – 8am PER – 56am	NZT - MEL – PER –
Location	Zoom		
Attendees x 9	Trustees: Ata Te Kanawa, (ATK), Kahutoi Te Kanawa (KTK), Mahina Te Kanawa (MTK), Clowdy Ngatai (CN), Tui Davis-Ostler (TDO), Tana Te Kanawa (TTK) Graeme Te Kanawa (GTK)	Apologies:	
Beneficiaries	Pia Davis (PD),		
	Authorized	Signature	Date
Meeting Chairman:	Ata Te Kanawa		
Minute Taker:	Pia Davis		

1. AGENDA

8.00pm	Agenda	Action
1	Apologies	
2	Previous Minutes	See Pre - Reading
3	Financial Report	See Pre – Reading
4	Actions Update	
5	Interest Register	
6	Correspondence	
7	Communication	
8	Asset Update	
9	General Business	Maise performance Lease Left Side of the Urupa – Tana Te Kanawa. Harakeke proposal.

2. PREVIOUS MINUTES

Docs	Description	Action assigned to
	MOTION: Previous Minutes for the May & Sept meeting meeting	MVD: SEC: CARRIED:
	MATTERS ARISING:	ACTION:

3. FINANCIAL REPORT

Docs	Financial Administration	Action assigned to
MOTION	The financial report is a true and accurate account of the September financials	MVD: SEC: CARRIED:



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4. ACTIONS UPDATE

Action Owner	#	List of Open Actions	Status
		Some items are carried over	
ATK		<p>WEBSITE is live with whanau invited to have a look, identify gaps and contribute accordingly. Contributions are not forthcoming but need to share whakapapa across generations is increasing as our whanau grows up. Needs a team to proactively seek content.</p> <p>Please send through content or update if you want access. APR 2023 – ATK limited time. The Trust is paying for the website link that is not being regularly updated.</p> <p>KTK – approached Lesley to help and assist. 03.03 – no update</p>	<p>Ongoing.</p> <p>ACTION: 2304.01 - KTK to connect ATK & Lesley TKT to assist with the whanau website</p>
KTK		<p>URUPA Most recent headstones laid in urupa 'Aunty Nita & John Biggs are not aligned and need to be corrected. Action: Confirm with Uncle Sonny all is fixed – MTK</p> <p>03.09 - cfwd 09.07 – KTK advised by John advised Sonny has been resolved.</p>	<p>KTK – to approach John</p> <p>APR 2023 – KTK spoke with John to address the headstone straightening.</p>
	ONGOING	<p>COMMUNICATIONS Ensure all future meeting details, agenda and material are posted to facebook at least three days prior to Meeting Hui. To ensure that sufficient notice for whanau members to attend. 03.09 – ATK to contact Lesley.</p>	Standing Action
ATK	16.02.04	<p>STRATEGY Reach out to whanau members and get ideas and input for the next 5 – 10 year strategy</p> <ul style="list-style-type: none"> - Workshop to work through the strategy. - Workshop to be organized (ATK) <p>03.09 – cfwd, strategy to be scheduled</p>	<p>C/Fwd</p> <p>ACTION: Workshop to be organized (ATK)</p>
KTK	23.04.02	<p>ASSETS Action - KTK to followup with Viktual re Manuka Trees, 03.09 – Follow-up December 09.07 – KTK advised that the Viktual are interested to use the manuka trees on the property.</p>	Follow-up in Dec
ATK	03.09.01	<p>TRUSTEE APPOINTMENTS Rotate chairperson position. ATK to follow-up with Graeme to see if he would be interested</p>	
PD	03.09.02	<p>TRUSTEE APPOINTMENTS Pia to add Kahu, Clowdy & Tui to Xero</p>	Completed
CN	03.09.03	<p>WHANAU COMMUNICATION CN – will draft a message for posting on whanau page.</p>	
ATK	03.09.04	<p>WHANAU COMMUNICATION ATK – Draft guideline for Facebook protocols for the whanau page</p>	
ATK	03.09.05	<p>RISK REGISTER ATK – send the risk register to PD for loading to Google Drive</p>	
PD	03.03.06	<p>NEXT AGENDA ITEMS Proposal - Lease Left Side of the Urupa. Maise / Harakeke proposal</p>	

5. CLOSED ACTIONS

Action Owner	#	List of Open Actions	Status
		Some items are carried over	
PD	03.09.02	<p>TRUSTEE APPOINTMENTS Pia to add Kahu, Clowdy & Tui to Xero</p>	Completed

6. INTEREST REGISTER

No Update



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7. CORRESPONDENCE

Docs	Date	CORRESPONDENCE > sent <received	Actioned by:	Link
Email	Aug 29	Support Letter – approved. 03.09 - CN to send back approval.	Clowdy Ngatai	
Email	Aug 03 Aug 29	Xero - Reminder for Jul late payment - PAID Monthly Invoice (SEPT) - TO BE PAID	KTK & CN KTK & CN	Xero - INV 1284759 - 75.90
Email	Jul 31	Rates Information Direct Debit Amounts increasing from the 20/09/2023 <ul style="list-style-type: none"> • A17A 267.34 going up to 277.03 • A17B 119.77 going up to 124.63 	Information only	Rates Information
Email	Aug 04	McIndoes <ul style="list-style-type: none"> • Invoice 12684 - PAID 	KTK & CN	Invoice 12684 - 107.13
Email	Aug 08	Taonga <ul style="list-style-type: none"> • Copyright permission for images - APPROVED 	All Trustees	Copyright Permission
Email	Aug 11 Aug 11	Doyles <ul style="list-style-type: none"> • Information no automatic bank feeds - COMPLETED • Invoice 24922 - PAID • Doyles Newsletter 	PD & ATK KTK & CN Information only	INV 24922 - 1610.00
Email	Aug 24	Ata TK <ul style="list-style-type: none"> • Xero Beautiful Business Fund 	Information only	
Email		Maise & Harakeke		
		Note: Series of communication with TKT & ATK for the maise and the Trust.	Information only	

8. COMMUNICATION

TRUSTEE STATUS UPDATES	



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9. ASSET UPDATES

Docs	ASSET UPDATES	Action assigned to if applicable
	HOMESTEAD: RENOVATION - In view of anticipated income, overdue maintenance on the homestead can be considered in 2023. This involves a long process of quotes, project development and cost. Pia is chasing up the house plans to enable Tina TK to draft in AutoCAD 09.07 – Noted: Tana TK raised concerns about the status of the homestead. PD working with TK council – Charlene Longdon 03.09 – no update fwd.	
	OHAKI: 03.09 – need to get the building up to specs before anything can proceed and will need to be addressed with Ohaki Shareholders / Board.	

10. GENERAL BUSINESS

Docs	General Business item	Action
	Maise performance report presented to the Trust	
	Facebook protocol - Two requests from 1 st cousins – not approved. For Consideration - Guideline for adding partners, extended cousins, ex-wives, ex-husbands etc. - FB Guidelines - Direct Descendants of Tana & Digeress Te Kanawa – approved. - Moderation has been applied to the whanau page for all posts. - ATK, as admin to approve posts. NB: Protocol around public notifications to be agreed and share guidelines	ATK to draft online protocol's for the Trust

Docs	Risk Register	Action assigned to:
	ATK – Shared Screen. Presented Draft Risk Register. Lengthy discussion about Ohaki and the Trust communications and way forward on how to generate income.	ATK: Load Risk Register into the Google Drive. 03.09 ATK to send Risk Document to PD

Docs		Action assigned to:

Meeting closed at p

NZT -

MEL –

PER –

NEXT MEETING DATE – - Sunday 10am

NZT -

MEL –

PER –

NEW AGENDA ITEMS

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