

## MINUTES OF KORONGATA MARAE COMMITTEE MEETING

Thursday 4 June 2020, NKII Office, 10am

**Attendance:** Whareki Maere, Michelle Ferris, Ruth Wong,

**Apologies:** Shona Hopa

**Karakia:** Whareki Maere

**Mihimihi:** Whareki thanked us for meeting.

**Minutes:** Minutes of last meeting held on 17 March 2020 were received, read and approved as a true record of that meeting.

**Motion:** To accept the minutes dated 17 March 2020 as a true and correct record of that meeting – Moved by Whareki Maere, seconded by Michelle Ferris, all in favour, carried.

### Matters arising from the minutes:

Due to COVID there was a delay. This is work completed at the marae pre Covid includes the following:

- PA Build invoice paid \$741.01 to fix the wharekai floor, fix the chiller floor, including apply polyurethane to make it water resistant.
- Master Plumbing completed wharekai work as per Michelles job sheet from the last meeting.

*Work still to be completed: Action required.*

- Need to purchase stainless steel shelving for chiller *(Action follow up required Michelle)*
- Container hold needs to be fixed, cleaned out, flooring applied for stacking mattresses and chairs for easy airflow. *(Action follow up required Pa Build)*
- Container needs to be painted. *(Action follow up required Pa Build)*
- Chairs still to be scotch guarded *(Action follow up required Pa Build)*
- Convi oven missing stainless steel trays. Need to purchase more. *(Action follow up required Michelle)*
- Walk in pantry shelving needs replacing *(Action follow up required Pa Build)*
- Tractor needs to be sold *(Action follow up required Michelle)*
- Grass service needs to be engaged *(Action follow up required Ruth)*

**Motion:** To accept the matters arising with the action points to be carried out before the AGM – Moved by Michelle Ferris, seconded by Ruth Wong, all in favour, carried.

### Marae Report:

The above jobs need to take place to strengthen the marae. There has been no report in or out or from the Trustees about the progress of the marae wharenui. It's very frustrating.

### Finance Report:

Michelle presented a comprehensive finance report. See at end of minutes

- Bank Bal @ 31 March 2020 - \$30,291.15
- Bank Bal @ 30 April 2020 - \$29, 153.21 Plumber, Coldrite
- Bank Bal @ 30 May 2020 - \$28, 097.72 HTST \$5,000 received, \$4,680 Covid help for whanau

### Communications Report:

Ruth indicated that she will be resigning as the Marae Committee secretary.

Ruth presented a comprehensive report on the current mahi she was tasked by the Trustees to do (last weekend) preparatory to the AGM coming up on 27 June.

- Oversee full advertising – Ruth created an AGM 2020 Advert Poster – ensured dialogue justified the Boards decision to carry on with the date chosen pre-Covid and the late advertising.
- Created an AGM 2020 website page
- Created Election Booklet with Nomination Form and rechecked that it coincides with the Korongata Marae Charter. Posted on the website.
- Organised and sent a Panui ki te iwi and pointed to the website
- Organised the art work and booked 2 insertions in HBT Advertising pointing to the website  
*Payment already made to get the adverts out by 1 June 2020 - cost \$404.80*
- Sent information on the Facebook Page and pointed it to the website
- Have liaised with Trustees along the way and encouraged kaupapa detail to put into the AGM booklet for the day. *Action: Awaiting minutes from Shona, Finance report from Michelle, Chairs report from Alayna, and anything else that they might discuss at the AGM. Printing cost from NKII estimated at \$150.00*
- Have liaised with Laura re lunch budget \$15 per head x 100. Laura will invoice and we will pay full amount. *Action – awaiting invoice from Auntie Dora for payment \$1500*
- Have sorted internet and live stream through John Norris but quote was \$2,300 for basic set up. Ruth has asked Traci to do it. Cost for NKII Vision mixer \$100 and Tracis cameras, sound system hireage and livestream internet is \$575 so we went with Tracis quote. *Action – awaiting invoice for payment \$575 and NKII Vision Mixer \$100*
- Have got the quote for two Instant heaters from TVShop. Ruth requested approval for the two and was endorsed to get 4. *Action – awaiting invoice for payment \$1,630.00*
- Room set up will take place Wednesday 24 June. The Trustees meet on Friday 26 June.  
*Action: Need to organise an electrician to come and mount the heaters (Michelle)*  
*Action: Need to get the router from Shona Hopa and set up internet.*

**Motion: To accept the financial and communication report – Moved by Ruth Wong, seconded by Michelle Ferris, all in favour, carried.**

### Chairman Report:

- Whareki thanked us for everything we are doing for our marae and encouraged us to take care of ourselves and our families.

**Karakia:** Ruth Wong

**Next Meeting:**

Bank Balance as @ 31 March 2020

\$30,291.15

DATE	TYPE	REFERENCE	DISCRIPTION	EXPENSES OUT	EXPENSES IN	BALANCE
02/03/20	Direct Debit	DD	Contact Energy	\$145.13		\$30,146.02
05/03/20	Cheque	101439	Rock Gas	\$115.50		\$30,030.52
17/03/20	Cheque	101440	Marae Maintenance PA Build	\$241.00 \$500.00		<u>\$29,289.52</u>
	Direct Debit		Contact Energy	\$137.18		\$29,152.34
	Direct Debit	Westpac	Bank Credit Interest Received		0.87	<u>\$29,153.21</u>

Bank Balance as @ 30 April 2020

\$29,153.21

DATE	TYPE	REFERENCE	DISCRIPTION	EXPENSES OUT	EXPENSES IN	BALANCE
6/04/20	Direct Credit	DC	Bank Credit Interest Received		\$156.11 \$156.11	\$29,465.43
29/04/20	Online Bank Transfer	Westpac Business	Coldrite	\$339.43		
	Online Bank Transfer	Westpac Business	Masters Plumber	\$847.68		\$28,278.32
29/04/20	Direct Debit	DD	Contact Energy Ltd	\$181.27		\$28,097.72
30/04/20	Direct Debit	Westpac	Bank Credit Interest Received		\$1.21	<u>\$28,097.72</u>

Bank Balance as @ 30 May 2020

\$28,097.72

DATE	TYPE	REFERENCE	DISCRIPTION	EXPENSES OUT	EXPENSES IN	BALANCE
18/08/20	Direct Credit	DC	HTST Marae COVID-19		\$5,000.00	\$29,465.43
20/05/20	Online Bank Transfer	Westpac Business	School Bus Services COVID-19	\$1,600.00		\$31,497.72
20/05/20	Online Bank Transfer	Westpac Business	L.Kele – Whanau resource pack COVID-19	\$1,340.00		\$30,157.72
30/03/20		DD	Bank Credit IntReceived		0.63	
29/05/20		Westpac Business	L.Kele – Whanau resource pack COVID-19	\$1,740.00		\$28,418.35
						<u>\$28,418.35</u>