

MINUTES OF THE KORONGATA MARAE COMMITTEE HUI

Ngati Kahungunu Iwi Inc. Office, Monday 11 December 2017, 1pm

Marae Committee Chairperson: Whareki Maere

PRESENT:	Committee Members: Chairman: Whareki Maere, Treasurer: Michelle Ferris , Communications/Booking: Ruth Wong, Caretaker: Sue Morrison		
KAITUHITUHI:	Ruth Wong		
MIHIMIHI/KARAKIA:	Whareki Maere		
ITEM	DISCUSSION	MOTION	ACTION POINT
APOLOGIES:	Shona Hopa, Edlan Morrison	Motion: "That the apologies be accepted" Moved by: Ruth Wong Seconded by: Michelle Ferris Carried By All.	
MINUTES OF LAST MEETING HELD AT THE MARAE ON SATURDAY 2nd December 2017	Shona Hopa gave her apologies and no minutes were available. However the purpose of this meeting was in urgent need to discuss the issues raised at the last meeting held on 2 December.		
ITEM	DISCUSSION	MOTION	ACTION POINT
MATTERS ARISING FROM LAST MEETING:			
1.	Trustees are concerned about who has keys to the marae.		Ruth to do up a list of people who have keys. Key holders to sign list.
2.	Excess chairs and existing new chairs need to be stored accordingly.	"That the marae purchase a shipping container for storage of chairs, tables, mattresses and any other marae gear, to clear the emergency and disability exit/entrance into Matariki" – Moved by Ruth Wong, Seconded by Michelle Ferris. Carried by all.	Ruth to organise the purchase of a shipping container and arrange for delivery in the new year.
3.	The entrance/exit area into Matariki needs to be cleared accordingly.	Motion and action above approved.	
4.	Trustees are concerned that the committee needs to organise themselves to perform their roles	"That the Chairman call all committee	Ruth to communicate

	accordingly. This meeting was called for the committee members to discuss the responsibilities and issues surrounding our roles.	members to a meeting in the new year to reconfirm their commitment to their roles" – Moved by Whareki, Seconded by Ruth Wong. Carried by all.	next meeting to committee members.
5.	Trustees are concerned for burn out of Uncle Edlan and Aunty Sue, and others. But the issue is that everyone is busy and will come only if they can. People put up their hands but need to commit so to avoid burn out.	Motion and action above approved.	
6.	The Marae Committee team needs to meet on its own to move the needs of the marae. This is to be discussed at our next meeting.		Ruth to communicate our next meeting.
7.	Trustees have requested that the existing Marae Committee support the Chairperson and help him understand the needs of the marae.		Ruth to do up mtg info pack and give to Whareki.
ITEM	DISCUSSION	MOTION	ACTION POINT
COMMITTEE REPORTS:			
Finance Report: Michelle Ferris	Report given at the 2/12/17 meeting.		
Communications/ Bookings Report: Ruth Wong	<p>Ruth showed the website and how it works for whanau needing information for booking.</p> <p>Booking information is clear but we need to do up a proper form so we know what people need and a way to communicate this with the person who will meet them at the marae.</p> <p>There is currently no one meeting hirers and giving them full detail and showing them around the marae. At the moment they are booking through Ruth, paying online then meeting someone at the marae to let them in. There is no count of gear used or accountability for return of sheets, towels etc.</p> <p>Sue has been keeping the marae beautiful for visitors coming to our marae. She and her grandchildren have been cleaning the marae when people come and leave without cleaning.</p> <p>It was suggested that we need to make signage for how to use things.</p> <p>We need a checklist for what we do and what the manuhiri are responsible for while they are at the marae.</p>		<p>Create new marae booking contract form.</p> <p>Ruth to update the website with a new form.</p> <p>Ruth and Michelle to make signage for the kitchen gear ... how to use, responsibilities etc.</p> <p>Ruth to do up a marae booking checklist showing the responsibility of the marae and also the responsibility of the hirer.</p>

	<p>Have an Amnesty Day – for the community to return anything that belongs to the marae.</p> <p>Key holders should be easily accessible.</p>		
<p>Ablution Block Report: Whitney Ferris</p>	<p>Michelle and Sue gave an update. It was discussed that hirers don't necessarily know that they should be supplying toilet paper. At the moment we supply and hirers replace, but this is not clear. It was suggested that we get free soap and toilet paper dispensers from a company and purchase our soap and toilet paper through them. This way the toilet paper is always full and soap dispensers cannot be taken away.</p>	<p>Motion: "That Michelle confirm with Advance Cleaning Company to install toilet paper and soap dispensers in the new year" Moved by Ruth Wong, Seconded by Michelle Ferris. Carried by all.</p>	
<p>Wharenui Report: Kylee Manihera</p>	<p>The key holders of the wharenuui at the moment are Whareki and Michelle. The keys that Michelle has are for the hirers. The keys Whareki have are not to be given out. He is happy to open the marae for those who need to go in at any time. It's a requirement of OSH – Occupational Safety Hazard – that we have a proper descriptive inventory of keys and key holders.</p>		<p>Ruth to do up a list to be made up and presented at the next meeting for sign off.</p>
<p>Wharekai Report: Irene deThierry</p>	<p>Michelle reported that the storeroom has become infected with mice and suggested that we need a cupboard shelf for the dishes crockery, utensils etc to be built by the dishwasher area so they can be packed straight into the cupboard then locked away.</p> <p>We also need to introduce a proper inventory check list for bookings.</p>	<p>"Michelle to look for a large lockable storage cupboard for all of the crockery and utensils" Moved by Ruth, Seconded by Michelle. Carried by All.</p>	
<p>Caretaker Report: Edlan Morrison</p>	<p>Uncle Edlan was not at the meeting, but Sue reported that Edlan was in town with the tractor. The mower piece has broken due to the big holes in the back grass area of the marae. People have been doing wheelies while the grass is wet and making large pot holes in the ground.</p>		
<p>Chairman's Report: Whareki Maere</p>	<p>Whareki has asked for help and he will do what is needed.</p>		<p>Ruth to give Whareki info from this meeting. Whareki will do the count of our gear and feed back in January.</p>

NEXT MEETING DATE:	Future meetings – last Saturday of every month. Next meeting 27 January 2018		Ruth to Panui this out to the whanau
KARAKIA WHAKAMUTUNGA:	Whareki Maere		