

**MINUTES OF THE KORONGATA MARAE WHANAU HUI**  
**Korongata Marae, Saturday 24 February 2018, 8AM**

<b>PRESENT:</b>	Whareki Maere (Chairperson), Michelle Ferris (Treasurer), Irene deThierry, Edlan & Sue Morrison Moe Taurima, Shona Chadwick (Secretary), Jerry Edwards, Kevin Tamati, Kathleen O'Shaughnessy, Mihi Te Aho, Baron & Ella Hale, Lorraine Brooking, Tatiana Greening, Christine Tamati, Natasha Kamau-Te Ahu, Karlene Puriri, Rozarna Kamau		
<b>Karakia &amp; Mihi</b>	Whareki Maere		
<b>ITEM</b>	<b>DISCUSSION</b>	<b>MOTION</b>	<b>ACTION POINT</b>
<b>APOLOGIES:</b>	Ruth Wong, Karen North, Mere Ruru	That the apologies be accepted. Moved: Rose Reid Seconded: M Taurima Motion Carried.	
<b>MINUTES OF LAST MEETING HELD AT THE MARAE ON SATURDAY 27 JANUARY 2018.</b>	Tabled and read.	That the minutes of 27 January 2018 be accepted. Moved: W Maere Seconded: S Chadwick	
<b>ITEM</b>	<b>DISCUSSION</b>	<b>MOTION</b>	<b>ACTION POINT</b>
<b>MATTERS ARISING FROM MINUTES:</b>			
<b>1. Finance Report – Page 2</b>	Te Whareki to be signed on as bank signatory, R Watene to be removed.		
	M Taurima brought to attention that financials and minutes be present at every meeting in hard copy form, with sign off from Chair for each of the minutes passed at monthly hui – currently not done in past. These books will be present and passed at marae AGM. Will be in marae best interests, and good practice to submit to MLC.	<i>“that the minutes and financial ledger for 2017-2018 year be collated in hard-copy books, (and electornic copies) - page numbered and signed off by Chair as of 24 February 2018, and to be ratified at marae AGM for submission to Maori Land Court post-AGM”</i>  Moved: R Kamau Seconded: M Ferris Motion Carried	
<b>2. Caretaker Report – Page 2</b>	Driveway/Water spouting – Discussed options to get re-done in past. Hastings District Council and/or HB Regional Council.  Advised by Trustees, that this be put on hold until plans have been investigated with HDC and GemCo. Future plans will include upgrade of driveway. .		Te Whareki to report at next Trustees meeting.  Shona to contact Trustee Chair to followup progress of HDC/GemCo plans

	<p>Priority to construct paepae and manuhiri shelter. To be brought to the attention of Trustees as urgent need.</p> <p>M Taurima gave suggestion of installing a shush tank for downpiping of the wharekai.</p> <p><b>Noted that the whanau agree temporary solutions be sought in meantime with priority.</b></p>		Te Whareki to report at next Trustees meeting.
3. Te Wananga o Awanuiarangi waananga Coordinator – Pg	Confirmation given, that Sheree Manihera has been mandated by the Trustees to coordinate the waananga, K Patena as a kaiako and S Chadwick to assist in role of administrator.		
1.			
<b>GENERAL BUSINES</b>			
<b>Code of Compliance – Te Puni Kokiri Pilot Group (M Taurima)</b>	<p>M Taurima asked if Heath could complete list of compliance codes for marae.</p> <p>Noted that Te Waananga o Awanuiarangi require marae to be compliant in order to conduct any marae-based waananga.</p> <p>M Ferris, as the rep on the Pilot Group, responded that this process is sitting with the Pilot Group, and will update at the next committee hui.</p>		M Ferris to report to committee after meeting with Pilot Group.
<b>Marae Policies and Procedures (M Taurima)</b>	<p>Seeking update of status with marae policies and procedures to provide clear roles and responsibilities of marae committee and marae trustees. This will ensure that all areas within operational functions of the marae are being met.</p> <p>Suggestion made that committee members draft job descriptions for functional roles – Wharekai, Caretaker, Bookings etc. Noted that review dates be inclusive of decisions.</p>		Marae committee to look at draft of marae operational role job descriptions.
<b>Key Register (M Taurima)</b>	<p>Query if marae have register of key holders. Reply – Kao. Keys have been issued after all locks were changed in 2017, with limitations on key holders. Marae also have strict access procedure in place with key cutter to eliminate copies being cut.</p> <p>Te Whareki holds master keys.</p> <p>Michelle holds marae hireage keys.</p>		Whareki to provide key to wharekai for I deThierry.

	Edlan and Sue hold hold keys to wharekai and Nukanoa. Whareki to provide I deThierry with key to wharekai.		
<b>Ngati Kahungunu Iwi Inc Kura Reo Wānanga (2018)</b>	Tono put to the floor for attendance of whānau for 2018 intake. 10 whānau were sponsored to attend in 2017, although not all placements were filled, due to some whānau pulling out last minute. Would be ideal to put processes in place and refine placements for whanau committed to attend. <b>All whanau present agreed and tautoko.</b>		
<b>Triangle Urupa – K Tamati</b>	Kevin advised whānau that currently, the urupa sits with the Trustees currently registered with Maori Land Courts. This block is separate from the marae reservation. Kevin confirmed that in order for the marae to retain their block holder status, the block of land needs to be utilised or the block will then be handed back to Hastings District Council, who are also registered with MLC as beneficiaries of this block. “Use it or lose it” situation that is a priority to have plan in place to utilise the block.		
<b>Marae Fundraising – C Tamati</b>	C Tamati verbally tabled to whānau of intent to hold an Easter raffle to raise monies toward purchase of steel cupboards for the storage of kai items.  <b>Whanau in attendance approved and supported this kaupapa.</b>  Discussion followed to provide feedback from previous fundraiser held and if monies raised need to be accounted for – C Tamati reported that funds raised were in total of \$425.00. Also noted in minutes receipts and items are accounted for.		
<b>Return of personal photos – E Hale</b>	Request from E Hale for the return of photos belonging to her that were previously displayed in Nukanoa and taken down when Nukanoa was being replied and back wall strengthened.  Irene and Edlan confirmed they knew the location of known photos where kept, and that they will ensure aunty will have her whanau taonga returned with priority.		<b>Irene and Edlan to recover and return photos to aunty Ella.</b>
<b>Sponsorship – I deThierry</b>	Irene reported that she will be applying to Te Taiwhenua o Heretaunga for fundng toward the Under11’s Basketball Tournament.		

<b>Agenda Items</b>	Whareki asked that agenda items be forwarded to Shona with timeframe of no later than 7 days before each committee hui.	<p><b>That agenda items be submitted to the marae secretary S Chadwick, no later than 7 days prior to each committee hui, and final decision of agenda items be approved by the Chair for addition to the agenda</b></p> <p><b>Moved:</b> T Kamau-Te Ahu <b>Seconded:</b> M Ferris</p>	
<b>ITEM</b>	<b>DISCUSSION</b>	<b>MOTION</b>	<b>ACTION POINT</b>
<b>COMMITTEE REPORTS:</b>			
<b>Finance Report – Tabled.</b> Michelle Ferris	<p>Arama Puriri in his capacity as an accountant has been approached to offer his services. Unfortunately he advised he is qualified to do, but is unable to do at this time.</p> <p>An accountant is to be sourced to audit accounts for 2017/2018 financial year.</p>	<p>That the whānau endorses the Marae Committee Chair to appoint an auditor for the marae 2017/2018 financial year.</p> <p>Moved: T Greening Seconded: C Tamati Motion Carried.</p> <p>That the audit period be from the time the marae received He Toa Takitini marae funding of \$100,000.00, or as required by the auditor.</p> <p>Moved: M Ferris Seconded: T Kamau-Te Ahu Motion Carried.</p> <p>That the financial report be accepted.</p> <p>Moved: W Maere Seconded: S Chadwick Motion Carried.</p>	<p><b>Marae Chair appoint an auditor, in discussion with marae Trustees, and feedback to whānau at the next marae committee hui.</b></p>
<b>Communications/ Bookings Report:</b> Ruth Wong	<p>Nil report tabled. NB: All booking information available via marae website <a href="http://www.korongatamarae.com">www.korongatamarae.com</a></p>		
<b>Kitchen Report:</b> Irene deThierry	<p>Pantry inventory completed by W Maere during past month.</p>		

<b>Wharenui Report:</b>	Nil report tabled.		
<b>Heretaunga Tamatea Settlement Trust:</b>	<p>M Ferris attended Submissions hearing in Havelock North last week and provided feedback to whānau.</p> <ul style="list-style-type: none"> <li>• HTST marae claimants provided shared grievances. No submission was given by Korongata marae. Whanau asked as to why. Response that marae are happy with movements of HTST and support to support the bill.</li> <li>• Korongata marae are in position where there will be nil delay in process for next lot of funding.</li> <li>• \$100K was distributed to set up legal identities. When in place, funding of \$1M will be distributed.</li> <li>• Currently Korongata marae sit and meet criteria, with completion of strategic plan in due course by the marae Trustees.</li> <li>•</li> </ul>		
<b>MEETING CLOSED:</b>	<b>10:30AM</b>		
<b>KARAKIA:</b>	<b>Jerry Edwards</b>		
<b>NEXT MEETING:</b>	<b>8AM Saturday 24 March 2018</b>		