

**Hawke's Bay Biodiversity Trust Board Meeting**  
**PricewaterhouseCoopers, 6 Albion Street, Napier**  
**19 October 2020, 11.00am – 1.00pm**

**Attendees:** Charles Daugherty (Chair), Des Ratima (Deputy Chair), Kay Griffiths, James Palmer, James Buwalda, Mike Halliday, Natalie de Burgh, Debbie Monahan (GM) and Sarah Reddish (AM).  
Workshop only (12.25pm – 1.00pm): Andrew Austin and Astrid Austin

**Apologies :** Christine Cheyne and Mark Ericksen

**Minutes:** Sarah Reddish, Administration Manager (AM)

Meeting commenced at 11.00am

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## Minutes

### 1. Welcome/Karakia/Notices

The Chair welcomed the Board.

### 2. Board Register of Interests

The Board Register of Interests was circulated for review, with no amendments.

### 3. Minutes of 18 August 2020 meeting

The minutes of the previous Trust Board meeting held on 18 August 2020 were confirmed by the Board as a true and accurate record of the meeting.

**Moved** – James Buwalda

**Seconded** – James Palmer

### 4. Matters Arising (Action List)

An update was given on each item on the Action List. Four items were successfully addressed and three have been added to the new Action List.

### 5. Board Only Time

#### Staff Performance Reviews and new contracts

(Discussions were conducted with the General Manager (GM) and Administration Manager (AM) not present).

- The Chair reported on Annual Performance Reviews that were conducted by the Chair for the GM, and by the GM and the Chair for the AM.
- The Board accepted the Chair's recommended Performance Review evaluations of both GM and AM.
- The Board agreed terms of new contracts to be offered to GM and AM. The Chair will report to Board outcomes of discussions.

#### Appointment of Biodiversity Community Facilitator

(Strategic discussions of this appointment were conducted with GM and AM not present, as well as the Deputy Chair absent, due to possible conflict of interest).

- The Board agreed to proceed with the Biodiversity Community Facilitator appointment as proposed by GM in the paper to the Board.
- The Board noted that the larger issue underpinning this appointment is engagement with Māori overall, especially in view of the possible re-structuring of Biodiversity HB governance. A plan was proposed to progress this critical engagement in line with the vision and values of the proposed re-structuring. The Chair was delegated to initiate discussions with the Deputy Chair and for both to report to the next Board meeting.

**6. Hub Project**

Agenda item deferred to next meeting

**7. Monthly Operations Report – Sept 2020**

Agenda item deferred to next meeting

**8. Work Plan – Oct 2020**

Agenda item deferred to next meeting

**9. Financials**

Agenda item deferred to next meeting

**10. Chair's Report**

Agenda item deferred to next meeting

**11. Biodiversity Guardians of HB Update**

Agenda item deferred to next meeting

**12. Health & Safety**

Agenda item deferred to next meeting

**13. Workshop – Giblin Group – Developing a compelling case for investment**

Andrew Austin and Astrid Austin (Communications Advisors) joined the meeting at 12.25pm for the workshop.

Debbie Monahan facilitated the workshop based on a template provided by the Giblin Group.

**14. Any other business**

Nil

**15. Meeting Evaluation**

Nil

Meeting closed: 1.00pm

**Next Meeting:** 15 December 2020