

**Hawke's Bay Biodiversity Trust Board Meeting
25 June 2020**

**Sir James Wattie Room, Havelock North Function Centre, Te Mata Road, Havelock North
9.30am – 12.30pm**

Minutes

Attendees: Charles Daugherty (Chair), Des Ratima (Deputy Chair), Kay Griffiths (via Zoom), Christine Cheyne (via Zoom), Mark Ericksen, James Buwalda, Mike Halliday, Debbie Monahan (GM) and Sarah Reddish (AM).

Apologies: James Palmer

Minutes: Sarah Reddish, Administration Manager (AM)

Meeting commenced at 9.30am

1. Welcome/Karakia/Notices

The Chair welcomed the Board and Des led the Karakia.

2. Board Only Time

3. Board Register of Interests

The Board Register of Interests was circulated for review, and updates recorded.

No conflicts of interest were raised.

4. Minutes of 18 February 2020 meeting

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

Moved – James Buwalda

Seconded – Des Ratima

5. Matters Arising (Action List)

An update was given on each item on the Action List.

6. Board Paper – Budget Scenarios 2020 / 2021

The updated Work Plan discussed by the Board at the informal meeting in April had a focus on increasing our communications capacity, and this was taken into account when developing the different budget scenarios, with the appointment of a Communications Advisor included in some of the scenarios.

The Board noted the outcome of the various budget scenarios and agreed that a Communications Advisor be contracted for an initial six-month period, contingent on:

- Expected incoming funds to cover the contractor for the 2020 / 2021 financial year are secured before a contract is offered
- A detailed job description and Key Performance Indicators (KPIs) are drafted and agreed by the Board

Moved – James Buwalda

Seconded – Mark Ericksen

7. Board Paper - Biodiversity HB's approach to Councils for funding through the LTP

The Board discussed the approach to Hawke's Bay Regional Council (HBRC) and the Territorial Local Authorities (TLAs) in respect to obtaining ongoing funding for Biodiversity Hawke's Bay through the Long-Term Plan (LTP).

The Board discussed the 'Biodiversity Hawke's Bay – Key areas of activity and outcomes June 2020' document and agreed who will support the Chair and GM in discussions with various Council staff and Councillors of HBRC and the TLAs.

8. Board Paper – Audit RFP Proposal

The Board discussed the proposal to work through a closed RFP process for external audit services.

The Board agreed to the 'Request for Proposal – External Audit Services' document as per the proposed approach.

The Board agreed for the operations team to undertake the above RFP process for external audit review for the Hawke's Bay Biodiversity Trust and the Biodiversity Guardians of Hawke's Bay for the 2019/2020 financial year, as per the proposed approach.

Moved – Des Ratima

Seconded – Mark Ericksen

9. Board Paper – Board Meeting Dates 2020 - 2021

The Board discussed the proposed meeting dates and AGM date for the 2020 – 2021 year.

The proposed dates were agreed in principle, with dates and times to be confirmed by email after board members review their own calendars.

10. Biodiversity HB Structure Review Workshop

James Buwalda led a whiteboard discussion around a possible structural review for the organisation.

The same whiteboard discussion will be had with the Biodiversity Guardians of Hawke's Bay Management Committee in early July, after which time the GM will propose to the Board an approach to address thoughts of both the Foundation trustees and Guardian committee members and, if need be, to engage partners and implement any changes agreed.

The future governance of the Strategy proved to be a key issue, with general agreement to working more closely with mana whenua as partners.

Discussion was had around the timing of the Action Plan review and who would be involved in this process.

Des Ratima left the meeting at 11.45am

11. Monthly Operations Report – May 2020

The Monthly Operations Report for May was noted.

12. Work Plan – May 2020

The Work Plan for May was noted.

13. Chair's Report (verbal)

The Chair reported that the Operations team continued to work as usual over the Covid 19 lockdown period. The GM focused on re-developing the Work Plan over the Covid 19 lockdown in view of the changed economic circumstances. Together the GM and AM focused on communications and contact with councils and Accountable partners, ensuring that our work progressed well during this period.

14. Biodiversity Guardian's Update (verbal)

Unfortunately, due to Covid 19 the May event was cancelled so the Guardians Management Committee have been quiet over this period.

The Management Committee has received one resignation from the committee due to time commitments.

15. Health and Safety

No incidents reported

16. Any Other Business

Board and contractors briefly shared how they were impacted by the Covid 19 lockdown period and the benefits of Zoom during this time.

19. Meeting Evaluation

The level of financial detail received at Trust Board meetings was discussed. Several trustees requested provision of larger amounts of detailed information, and moving forward this will be increased, as well as included in the Monthly Operations Report.

Zoom has been seen as a successful way for the Board to meet and it was suggested that the Board continue to use this facility, especially with our need to consider the climate and the environment with everything we do.

Meeting closed: 12.30pm

Next Meeting

Date: 18 August 2020

Venue and time: TBC