

Hawke's Bay Biodiversity Trust Board Meeting
18 August 2020
Mohaka Room, Hawke's Bay Regional Council, Dalton Street, Napier
10.00am – 1.00pm

Minutes

Attendees: Charles Daugherty (Chair), Des Ratima (Deputy Chair), Kay Griffiths, James Palmer, James Buwalda, Mike Halliday, Debbie Monahan (GM) and Sarah Reddish (AM).

Apologies : Christine Cheyne and Mark Eriksen

Minutes: Sarah Reddish, Administration Manager (AM)

Meeting commenced at 10.15am

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 with no amendments.

No conflicts of interest were raised.

4. Minutes of 25 June 2020 meeting

The minutes of the previous Trust Board meeting held on 25 June 2020 were confirmed by the Board as a true and accurate record of the meeting.

Moved – Mike Halliday

Seconded – James Buwalda

5. Matters Arising (Action List)

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

6. Board Paper – Strategy Stewardship Group (SSG)

The Structural Review Working Group has met twice since the Trust Board and the Guardians Management Committee both agreed to continue exploring the concept of the SSG. From those discussions, a Terms of Reference (ToR) has been drafted. The draft ToR for the SSG was agreed by the Board and is to be added to the Biodiversity Guardians of HB agenda, along with the associated board paper, for the 27 August 2020 Guardians Management Committee meeting.

Once the draft SSG ToR has been agreed by both the Trust Board and Guardians Management Committee, the GM will draft a schematic of how the SSG will look and work, which will be presented to the Biodiversity Guardians of HB and Trust Board AGMs in October 2020, alongside an explanatory document introducing and explaining the SSG.

7. Board Paper – Biodiversity Hub

The Board discussed the next steps in the establishment of a Biodiversity Hub, following a successful DOC application to the DOC Community Fund.

DOC requested a portion of the DOC Biodiversity Hub funding be reallocated, with a greater focus on community support. The Board discussed possible options for the funds, with an agreed emphasis on a more comprehensive community engagement programme, with a particular focus on engagement with Māori.

Once the Project Objectives and Budget have been approved by the DOC Funds Advisor, details of the community engagement programme delivery, with a focus on engagement with Māori, will be finalised.

8. Audit RFP Process

The RFP process for external audit for the HB Biodiversity Trust and the Biodiversity Guardians of HB was completed by the operations team as agreed at the previous board meeting on 25 June 2020.

The operations team evaluated the responses against the agreed evaluation matrix and recommended that the audit firm, Oldershaw & Co be engaged for the audits.

The Board approved engagement with audit firm Oldershaw & Co, for the audit of the HB Biodiversity Trust and Biodiversity Guardians of HB 2019 / 2020 financial statements, as outlined in the RFP response.

Moved – James Palmer

Seconded – Mike Halliday

9. Martin Beech Property

Future kaitiaki of the Martin Beech property on Tauroa Road, Havelock North was discussed by the Board with different options to be communicated to Martin Beech by the Board Chair.

Des Ratima left the meeting at 12.50pm

10. Strategic discussion around submissions

Agenda item deferred to next meeting

11. Monthly Operations Report – July 2020

Agenda item deferred to next meeting

12. Work Plan – August 2020

Agenda item deferred to next meeting

13. Financials

The Board discussed what financial documents they would like to receive as part of the Operations Monthly reporting and agreed they would like to see the following reporting for both operations and projects:

- Monthly expenditure against budget
- Year to Date expenditure against budget

14. Chair's Report

Agenda item deferred to next meeting

15. Biodiversity Guardians of HB Update

Agenda item deferred to next meeting

16. Health & Safety

Agenda item deferred to next meeting

17. Any other business

Nil

18. Meeting Evaluation

Nil

Meeting closed: 1.05pm

Next Meeting and AGM

Date: 20 October 2020

Venue and time: Price Waterhouse Coopers, 6 Albion Street, Napier