

**Hawke's Bay Biodiversity Trust Board Meeting**

**18 February 2020**

**Sir James Wattie Room, Havelock North Function Centre, Te Mata Road, Havelock North**

**2.12pm – 4.55pm**

**DRAFT Minutes**

**Attendees:** Charles Daugherty, Chair, Des Ratima, Deputy Chair, Kay Griffiths, Mark Ericksen, James Palmer and Christine Cheyne.

Debbie Monahan, General Manager (GM), Sarah Reddish, Administration Manager (AM)

**Apologies:** James Buwalda, Mike Halliday

**Minute-taker:** Sarah Reddish, Administration Manager

Meeting commenced at 2.12pm

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**1. Welcome/Karakia/Notices**

The Chair welcomed the Board and Christine led the Karakia

Des joined the meeting at 2.18pm

**2. Board Only Time**

**3. Board Register of Interests**

The Board Register of Interests was circulated for review – no updates  
No conflicts of interest were raised.

**4. Minutes of 17 December 2019 meeting**

The minutes of the previous meeting held on 17 December 2019 were confirmed by the Board as a true and accurate record of the meeting.

**Moved** – James Palmer                      **Seconded** – Mark Ericksen

**5. Matters Arising (Action List)**

An update was given on each item in the Action List, resulting in all items now closed or on the Work Plan.

**6. DOC Community Fund Applications**

The Projects Approval Steering Committee (PASC) reported on discussions of two proposed application to the DOC Community Fund, and supported submission of these two fully developed proposals on behalf of Biodiversity HB:

1. Connecting the Biodiversity Efforts in Hawke's Bay - Establishing a Regional Biodiversity Hub
2. Restoring the Karamū Stream (Ngaruroro-Waimate) - a true community collaboration

The outline of both applications has been discussed with a wide group of people, including staff from DOC and various councils.

The Board discussed both applications and the following points / actions were noted:

- The 'Hub' application sits nicely with our role as a 'network of networks' and is in line with the strategic direction of the organisation.
- It was agreed that both applications are very high level, as far as detail, and it was recommended and agreed that a more detailed project plan be submitted alongside each application.

#### **7. Paper – National Policy Statement for Indigenous Biodiversity (NPSIB)**

The Board discussed the NPSIB and agreed that Biodiversity HB will not be entering a submission on the NPSIB.

The Board agreed that Biodiversity HB needs to ensure we have a clear process around how we make submissions etc. and what the process looks like. This needs to be an ongoing strategic discussion at a future Board meeting.

#### **8. Presentation by General Manager**

The GM tabled her paper, entitled: My thoughts after four months: A discussion with the Board. It was agreed that the right position for Biodiversity HB is as a connector and enabler in the biodiversity space.

Discussion was wide ranging, including structure and funding. As part of this general discussion, the Board discussed the need to progress our branding, continue to build relationships with councils, groups and businesses and further establish and cement our identity and credibility in the sector.

#### **9. Paper – Allocating Revenue**

There is no documented process as to how any revenue received should be allocated in situations where no specific activity has been linked to the money being provided. The proposed approach in the paper gives us an agreed process to follow.

The Board agree with the proposed approach for allocating revenue and that this should be reviewed in twelve months.

**Moved** – Kay Griffiths                      **Seconded** – Mark Ericksen

#### **10. Paper – Publishing Board Meeting Minutes**

The Board agreed that the minutes of the Board meetings should be published on the Biodiversity Hawke's Bay website as per the proposed approach.

**Moved** – James Palmer                      **Seconded** – Kay Griffiths

#### **11. Monthly Operations Report – February 2020**

The report was taken as read and discussion was had around how the logo fonts could be tidied up, with an alternative suggestion being tabled for discussion.

#### **12. Work Plan**

The Board discussed how Trustees have been allocated to each set of stakeholder tasks under the Work Plan, for a greater degree of governance input into the Work Plan.

The Board agreed to adopt the Work Plan as presented, with the stakeholder tasks allocated to each Trustee as suggested by the GM and as noted on the Work Plan.

#### **13. Financial Update**

The Board reviewed the financials for the period 8 December 2019 to 7 February 2020 and provided feedback on how they wanted financial reports to look going forward.

#### **14. Chair's Report**

The Chair is on leave from mid-March, returning at the beginning of May and the Deputy Chair will step up during this period.

The Chair commended the University of Waikato (UoW) summer school student on the great work put into the two projects undertaken for Biodiversity HB and the HBRC, and on winning the overall UoW prize for her poster.

#### **15. Guardians Update**

The focus over the last couple of months and more has been on the Waipatiki BioBlitz. The event was seen as successful in many ways, particularly by bringing the community closer together and making them more aware of the biodiversity in their back yard.

The kaupapa of the Guardians has been to run three forums per year, and this was included in those three.

#### **16. Richard Riddell Resignation**

The Board accepted Richard Riddell's resignation from the Foundation Board and all trustees present signed the official motion.

**Moved** – Des Ratima

**Seconded** – Christine Cheyne

#### **17. Health and Safety**

No incidents reported

#### **18. Any Other Business**

An expression of interest was raised for an additional DOC CF application around further long tailed bat research.

#### **19. Meeting Evaluation**

Making meeting attendance available via Zoom was suggested by the Board to give trustees more opportunity to have a presence at Board meetings.

It was suggested that a future Board meeting be held at Gwavas, so the Board can see what biodiversity work is happening there.

Closing Karakia from Des

Meeting closed: 4.55pm

#### **Next Meeting**

**Date:** 21 April 2020

**Venue and time:** The Chamber, Hawke's Bay Regional Council, Dalton Street, Napier 2.00 – 5.00pm