

Hawke's Bay Biodiversity Trust Board Meeting Minutes
Sir James Wattie Room, Havelock North Function Centre, Havelock North
22 June 2021, 10.00am – 1.00pm

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

Apologies : Natalie de Burgh, Des Ratima

Minutes: Sarah Reddish, Administration Manager (AM)

Meeting commenced at 10.05am

Minutes

1. Welcome/Karakia/Notices

The Chair welcomed the Board.

2. Board Only Time

3. Board Register of Interests

Amendment for James Buwalda noted on the register.

4. Minutes of 20 April 2021 meeting

The minutes of the previous Trust Board meeting held on 20 April 2021 were confirmed by the Board as a true and accurate record of the meeting.

Moved – James Buwalda **Seconded** – Mark Ericksen

All in favour

5. Minutes Action List – 20 April 2021

All three actions completed.

6. Reappointment of trustees whose term ends on 30 June 2021

Charles Daugherty, Des Ratima and Mike Halliday's trustee terms end on 30 June 2021.

The Board discussed future membership and especially the need to increase the number of Māori voices around the table. The trust agreed on formally approaching the HBRC Regional Planning Committee who next meet in early July.

Motion: The three trustees whose terms are due, Charles Daugherty, Des Ratima and Mike Halliday, that their terms roll over until the Trust's AGM in October 2021.

Moved: Charles Daugherty **Seconded:** James Palmer

All in favour

7. Process of reappointing the reminder of the Trust Board, and the role the SSG has in this process

Motion: Mark Ericksen be reappointed as trustee until the AGM in October 2021.

Moved: Charles Daugherty **Seconded:** James Palmer

All in favour

8. Future Trust Board meeting dates and frequency

The Trust Board have met more than four times in the last financial year, including the AGM, so the trustees decided that the next Trust Board meeting be held soon after the Trust AGM in October 2021.

9. Transition to SSG - Implications for the Trust Board e.g. Contracts, Accounts

The Trustees agreed that the three current staff members contracted to the Trust be reassigned through a formal written process to the Incorporated Society.

The Trustees agreed that all operating funds currently held by the Trust, including DOC Hub funds, be formally moved across to the Incorporated Society bank account, with all project funds remaining with the Trust.

10. Role of the Trust Board in the upcoming Action Plan review

The trustees discussed how the Trust Board would be populated going forward, outside the automatic appointment of the SSG representatives. The trustees agreed that the Trust chair work with the SSG governance committee to recommend changes to the Trust Deed.

The trustees agreed that the Action Plan Review would be the first piece of work for the SSG, ideally with something concrete to present at the AGM in October 2021.

11. Make up and future of the Projects Approval Sub Committee (PASC)

The SSG has the following four sub committees:

- Governance
- Finance and Risk
- Projects
- Engagement

The trustees discussed the current make up and function of the already established Projects Approval Sub Committee (PASC) which has two representatives from the Trust and the Incorporated Society.

Motion: Charles Daugherty and Mike Halliday to remain the two Trust nominees on the SSG Projects sub committee.

Move: James Buwalda

Seconded: Kay Griffiths

All in favour

12. Monthly Operations Report – May 2021

The trustees discussed the council LTP presentations by the chair, Kaimahi for Nature projects, DOC Hub update and how to increase engagement with Maori.

13. Work Plan – June 2021

Health and Safety – nothing to report

14. Chair's Report

The chair updated the trustees on the LTP submissions given by Biodiversity HB and the successful Al Bramley event hosted by Biodiversity HB.

15. Guardians Update

The final formal meeting of the Biodiversity Guardians of HB Management Committee is scheduled for next week.

16. Any other business

Nil

Meeting concluded: 11.40am