

DRAFT Hawke's Bay Biodiversity Trust Board Meeting Minutes
22 March 2022, 10.00am via Zoom

Attendees: Charles Daugherty (Chair), James Palmer, Natalie de Burgh, Mike Halliday, Debbie Monahan (GM) and Sarah Reddish (AM).

Apologies : James Buwalda and Mark Ericksen

Minutes: Sarah Reddish, Administration Manager (AM)

Meeting commenced at 10.05am

Minutes

1. Welcome

The Chair welcomed the Board.

2. Apologies – James Buwalda and Mark Ericksen

3. Board Only Time – not required / utilised at this meeting.

4. Board Register of Interests

No updates.

5. Minutes and Action List of 21 October 2021 meeting

The minutes of the previous Trust Board meeting held on 21 October 2021 were confirmed by the Board as a true and accurate record of the meeting.

Moved – Natalie de Burgh **Seconded –** Mike Halliday

All in favour

Actions

Two of the three outstanding actions are now complete with the third in progress.

6. Board Paper: Skills Matrix

Board members reviewed the draft Skills Matrix document and agreed that the Trust prioritise engaging with Māori and fundraising skills and experience when reaching out to people to serve as trustees on the Board.

Motion: The Board approve the Skills Matrix developed for the Trust including the suggested priorities, as per agreed amendments. The Board also agreed that the outcome of this discussion will be considered when approaching people to become Trustees.

All in favour

7. Board Paper: MOU with IncSoc

The MoU sets out an agreement between the Trust and the IncSoc to work collectively and collaboratively under the Biodiversity Hawke's Bay brand.

Motion: The Board approve the tabled MoU with Biodiversity Hawke's Bay Incorporated, with the agreed changes. The Board agreed the Chair, or his nominee can sign for the Trust once the content is agreed with the Society

Moved: James Palmer

Seconded: Natalie de Burgh

All in favour

8. Board Paper: SSG request for funds

Discussion was had around the transfer of funds from the Trust's endowment fund to the Incorporated Society to cover operating expenses until the financial year end 30 June 2023.

Motion: The Board approved the request from the SSG for funds to be transferred from the Trust endowment fund to the IncSoc to cover operating expenses through until financial year end 30 June 2023. The Board also agreed that the Trust Chair will write to the Chair of the SSG advising them of the decision and that the funds will be transferred on request.

Moved: James Palmer

Seconded: Mike Halliday

All in favour

9. Forsyth Barr Update

The Board discussed the endowment funds to be invested with Forsyth Barr, and it was agreed that on the back of the funds transfer to the IncSoc from the endowment fund (above), Forsyth Barr will invest the remaining endowment funds in Term Deposits.

10. SSG Engagement Committee Update

Natalie updated the Board on the work of the engagement committee, including the draft Engagement Strategy, the Beautiful Bay in May event to be held in collaboration with the National Aquarium of NZ, Biodiversity HB Week to be profiled at the Hawke's Bay Airport and the first planting day at The Gap.

11. Projects Committee Update

Debbie updated the Board on the change to the financial supporters of the Biodiversity HB Grant for 2022, with sole input from HBRC at this stage.

12. Health & Safety

Nothing to report

13. Any other business

Debbie shared the decision by the operations team to include a donate function on the Biodiversity HB website for donations to be made to both the Trust and the Incorporated Society.

14. Meeting concludes

Meeting concluded: 11.00am

Next meeting: 21 June 2022