



## Manawhenua ki Waitaha

**Trustee Board Hui Special Hui Minitī Tuesday 23 October 1044 till 1407**  
 @ 10 Show Place, Te Whare o Te Waipounamu, Board Room, Ōtautahi

<p><b>Karakia Timatanga</b></p>	<p>Nau mai, karakia timatanga and karakia mo te kai by Wendy Dallas – Katoa.</p>	
<p><b>Kai Te Hui Present</b></p>	<p>Wendy Dallas – Katoa Michelle Turrall Toriana Hunt Ana Rolleston Tumanako Stone-Howard Christina Henderson Jaana Kahu Ruth Chisholm</p>	<p>Ōnuku Trustee Tuahiwi Trustee Taumutu Trustee Wairewa Trustee (arrived 1200) Rāpaki Trustee Rāpaki Alternate Kaikōura Trustee Kaiawhina</p>
<p><b>Tuku Aroha Apology</b></p>	<p>Elizabeth Cunningham Maire Kipa</p>	<p>Koukourārata Alternate Wairewa Alternate</p>
<p><b>General Business</b></p>	<p>1.0 MKWT Incorporated Society Number – 2557539.</p> <p>2.0 MKWT Charitable Trust Number – CC47734.</p> <p>3.0 Visited Charitable Commission website. Changes to be rectified:</p> <ul style="list-style-type: none"> <li>- Christina Henderson – Rāpaki Trustee to Alternate</li> <li>- Tumanako Stone-Howard – Rāpaki Alternate to Trustee effective on 17/04/18; DOB 15/08/85; 81 Marshall Street, Woolston 8023</li> <li>- Matea Gillies – Remove effective on 20/03/18</li> <li>- Karen Morgan – Remove effective on 15/10/17</li> <li>- Toriana Hunt – Taumutu Alternate to Trustee</li> <li>- Jaana Kahu – Spelling correction from Naomi to Naomi</li> <li>- Maire Kipa – Add as Wairewa Alternate</li> <li>-</li> </ul> <p><b>Action</b> Seven corrections to be rectified followed up by Kaiawhina.</p> <p>2.0 Current document to work from is MKWT Deed dated 17 February 2012. Quire if MKWT has a Constitution or whether it is null in void. Constitution to be sent to MKWT and Ngāi Tahu legal team to be contacted</p> <p><b>Action</b> Contact Ngāi Tahu legal team to clarify MKWT has current constitution by Kaiawhina.</p> <p>3.0 No audited accounts available. It appears accountants Ashton Wheelans has subcontracted and as yet have not been able to produce a report despite MKWT provided requested documents to date</p>	

**Action** To follow up availability of audited financial statements by 20 November by Kaitiaki Moni.

**Motion** *Annual financial accounts not sent to MKWT. Kaitiaki Moni has had correspondence with auditor. A call for another Special Hui to present the annual audited accounts prior to 20 November 2018 MKWT Board Hui to commence 1015 till 1030 at Te Whare o Te Waipounamu, 15 Show Place, Addington, Ōtautahi. Moved Taumutu/Ōnuku Carried.*

4.0 iPad pricings provided by Ngāi Tahu. Kaitiaki Moni has investigated further:

- Ngāi Tahu Apple: 10.5"; pen; 64GB; keyboard; case - \$1400
- Ngāi Tahu Apple: 12.9"; pen; 64GB; keyboard; case - \$1603
- Smiths City Non-Apple: \$1649
- HB: purchase pen and keyboard not part of package and has both 10.5" & 12.9"
- Purchase iPad for each seven MKW Trustees
- This is in keeping of becoming "more paper light"
- There maybe a possibility this is something CDHB might fund.

**Action** Follow up CDHB for funding seven iPads by Tumuaki.

- Quire pricing of monthly fee for internet vs. taking own responsibility e.g. hotspot; use WiFi or access through Ngāi Tahu as a package; visit 2 Degree. A spreadsheet to be sent to MKWT of details.

**Action** iPad and internet costing to MKWT Board members by Kaitiaki Moni.

5.0 Diligent Software – awaiting response from Ngāi Tahu. Rāpaki and Ōnuku undergoing training care of CDHB. Of note, Wairewa Alternate has suggested Board Pro as an alternative software package to consider.

**Action** Diligent software package via Ngāi Tahu enquiry by Kaitiaki Moni.

6.0 Clause 10 – korororero whether office of a Secretary shall be a MKWT Trustee. Current MKWT Secretary is an Alternate and is only by name as directed by Charitable Commission.

**Action** Legal status of a Secretary; track changes on Deed and determine if variation/alteration/amendment via Ngāi Tahu by Kaikōura and Kaiawhina.

7.0 Deed review line by line by MKWT using track changes.

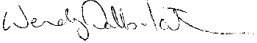
**Motion** *Five MKW Trustees – Tūāhuriri, Kaikōura, Wairewa, Ōnuku, Taumutu remained to the end of a Special Hui this day 23 October 2018 to review MKWT Deed and shall sign off once alteration/amendment/variation completed. Moved Tūāhuriri/Kaikōura Carried.*

8.0 Survey Monkey as evaluation for attendees of recent Leadership and Governance Trainings. Two patai reflecting "was it worth it" and "want more"

**Action** Two patai survey monkey to be sent to training attendees by Kaiawhina.

9.0 Audio evaluation from a Leadership Training to be transcribed.

**Action** Transcription of taped evaluation of training by Tūāhuriri.

	10.0 <b>Motion</b> An Extra Hui reviewing MKWT Policy and Procedure Manual to be held on 19 November from 1000 till 1400 at Te Putahitanga. Moved Ōnuku/Tūāhuriri Carried.
<b>Karakia Mutunga</b> Closing Prayer	<p>Karakia Mutunga by all Katoa. Hui closed at 1407.</p> <p>Next MKW Trustee Board Extra Hui to be held on 19 November 2018 starting at 1000 at Te Putahitanga.</p> <p>Next MKW Trustee Special Hui to be held prior to Trustee Board Hui to approve annual audited accounts on 20 November 2018 starting 1015 till 1013 at Te Whare o Te Waipounamu.</p> <p>Next MKW Trustee Board Hui to be held on 20 November 2018 at Te Whare o Te Waipounamu starting 1030. Of note, Facility Development Team invited to present.</p> <p style="text-align: center;"></p> <p>Tumuaki Signature _____ Date <u>20 November 2018</u></p>

	Action	By Who	By When	Completed/Update
	Wairewa Alternate details recorded	Kaiawhina	November	Completed
	Constitution forward to MKWT	Taumutu	November	Completed
	MKWT Constitution quire	Tumuaki/Ngāi Tahu Legal	November	Completed
	Audited accounts ready	Kaitiaki Moni	November	Completed
	CDHB fund x7 iPads	Tumuaki	November	Completed
	IPad & internet costings to MKWT	Kaitiaki Moni	November	Completed
	Diligent Software package via Ngāi Tahu	Kaitiaki Moni	November	Completed
	Legal status of a Secretary; track changes on Deed and determine if variation/alteration/amendment via Ngāi Tahu Legal	Kaikōura/Kaiawhina	November	Completed
	Two patai survey monkey to be sent to training attendees	Kaiawhina	November	Completed

	Transcription of taped evaluation of training	Tūāhuriri	November	Completed
--	---	-----------	----------	-----------

<b>Conflict Of Interest Register</b>	
<b>Ōnuku</b> Wendy Dallas-Katoa (Tumuaki)	<i>MKWT Ōnuku Representative (Chair), Ōnuku Rūnanga member, IHI Research – researcher, Rapaki Branch MWWL, NZBA Māori Advisor Board, He Hono Wahine (RANZCOG), CDHB – CPHAC, Te Kahui o Papaki ka Tai (Māori Primary Health Advisory Group), Greater Healthy Christchurch, Māori Development Research Komiti, Population and Access (Otago University – Canterbury), Population Health &amp; Access SLA, CCN Māori Caucus Group member</i>
<b>Tūāhuriri</b> Michelle Turrall (Teputi Tumuaki)	<i>Alternate Representative TRONT; PHO Director – Christchurch PHO; Executive Committee Tūāhuriri; Child and Youth Workstream; Grievance Panelist Te Poutama Arahi Rangatahi</i>
<b>Kaikōura</b> Jaana Kahu	<i>Te Rūnanga o Kaikōura member; Rural work stream CCN; Te Tai o Marokura Trustee; SIA Child Youth SLA; Te Rōpu Arahi (Gov. NZRGP Network); Māori caucus CCN</i>
<b>Taumutu</b> Toriana Hunt	<i>Family Advisory Committee; CDHB employee</i>
<b>Koukourārata</b> Ngairie Briggs	<i>Te Rūnanga o Koukourārata member; Oral Health Service Development Group</i>
<b>Rāpaki</b> Christina Henderson	<i>Alternate Representative TRONT; Te Hapū o Ngāti Wheke</i>
<b>Koukourārata</b> Elizabeth Cunningham	<i>Te Rūnanga o Koukourārata Manawhenua Alternate; Representative on TRONT for Koukourārata; Councillor Environment Canterbury; Chair Rapaki Branch M.W.W.L</i>
<b>Wairewa</b> Ana Rolleston	<i>Christchurch Primary Health Organisation; CDHB Hospital Advisory; Manawhenua Ki Waitaha Wairewa representative</i>
<b>Rāpaki</b> Tumanako Stone-Howard	<i>Co-Design of Maternity; CDHB employee</i>