



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>Karakia Timatanga</p>	<p>Nau mai, karakia timatanga and karakia mo te kai by Wendy Dallas – Katoa.</p>	
<p>Kai Te Hui Present</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>Tuku Aroha Apology</p>	<p>Elizabeth Cunningham Maire Kipa</p>	<p>Koukourārata Alternate Wairewa Alternate</p>
<p>General Business</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"> - Christina Henderson – Rāpaki Trustee to Alternate - Tumanako Stone-Howard – Rāpaki Alternate to Trustee effective on 17/04/18; DOB 15/08/85; 81 Marshall Street, Woolston 8023 - Matea Gillies – Remove effective on 20/03/18 - Karen Morgan – Remove effective on 15/10/17 - Toriana Hunt – Taumutu Alternate to Trustee - Jaana Kahu – Spelling correction from Naomi to Naomi - Maire Kipa – Add as Wairewa Alternate - <p>Action 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>Action 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.

	<p>10.0 Motion 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.</p>
<p>Karakia Mutunga Closing Prayer</p>	<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
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Conflict Of Interest Register	
Ōnuku 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 & Access SLA, CCN Māori Caucus Group member</i>
Tūāhuriri 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>
Kaikōura 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>
Taumutu Toriana Hunt	<i>Family Advisory Committee; CDHB employee</i>
Koukourārata Ngairie Briggs	<i>Te Rūnanga o Koukourārata member; Oral Health Service Development Group</i>
Rāpaki Christina Henderson	<i>Alternate Representative TRONT; Te Hapū o Ngāti Wheke</i>
Koukourārata 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>
Wairewa Ana Rolleston	<i>Christchurch Primary Health Organisation; CDHB Hospital Advisory; Manawhenua Ki Waitaha Wairewa representative</i>
Rāpaki Tumanako Stone-Howard	<i>Co-Design of Maternity; CDHB employee</i>