



Manawhenua ki Waitaha

**MKWT Board Hui In-Komiti
Tuesday 19 November 2019**

@ 15 Show Place, Te Whare o Te Waipounamu, Aoraki Room, Ōtautahi

<p>Karakia Timatanga</p>	<p>Nau mai, karakia timatanga and karakia mo te kai by Michelle Turrall</p>	
<p>Kai Te Hui Present</p>	<p>Michelle Turrall Jaana Kahu Toriana Hunt Ngaire Briggs Tumanako Stone-Howard Ana Rolleston Wendy Dallas – Katoa</p>	<p>Tūāhuriri Trustee (Chair) Kaikōura Trustee (Vice Chair) Taumutu Trustee (Treasurer) Koukourārata Trustee Rāpaki Trustee Wairewa Trustee Ōnuku Trustee</p>
<p>Tuku Aroha Apology</p>	<p>No Apologies</p>	
<p>Nga Mate</p>		
<p>Previous Miniti</p>	<p>Previous miniti dated 21 October 2019 Miniti adopted as a true and correct record. Moved Kaikōura/Onuku Carried.</p>	
<p>Kaitiaki Moni</p>	<ul style="list-style-type: none"> • Invoices and Financial Reports for 19th November approved as a true and accurate record. Payments approved and to be paid. • Ashton Wheelan Xero Account \$58.65 • Ashton Wheelan Audit Support \$1,006.25 • Visa – Petty Cash \$552.43 • BDO \$2,300.00 • Ngai Tahu Diligent \$8,452.500 • Charity Annual Return \$51.11 • Kaiawhina \$3,150.00 • 2 Degrees \$204.70 • Institute of Directors \$2,460.00 <p>Moved Taumutu/Tūāhuriri Carried.</p>	

<p>Kaitiaki Moni Con't</p>	<ul style="list-style-type: none"> • Previous Kaiawhina is to be paid in full for the month of November for her continued support whilst we interview for E.A position. Action: Chair will discuss the following with previous E.A <ul style="list-style-type: none"> • Retain on an hourly rate • Support with Scholarship Applications • Hand over to new E.A • Contracts with MoH <ul style="list-style-type: none"> • Invoice for the remaining of the 2018 – 2020 Scholarship contract. Action: Chair to talk with Ngaire Button in regards to variance of Appointment and Training Contract. Invoicing Annually Term of Contract e.g. 2 years as opposed to annually.
<p>MANUHIRI</p>	
<p>Facility Planning</p> <p>Design Principals</p>	<ul style="list-style-type: none"> • Hillmorton Hospital Specialist Mental Health Services. Attended by: CEO, CDHB contracted Architects, Pouwhirinaki, Angela Mills. <ul style="list-style-type: none"> • Health & Wellbeing • Flexibility & Rigor • Safe “Zero Harm” • Whanau, Patient orientated • Ecological & Cultural Narratives. • Narrative of Design was informed that there is cultural support within each area. The aim is to engage with MKWCT on a cultural narrative that is meaningful for Hillmorton. <ul style="list-style-type: none"> • Cultural reference to the local Iwi and Whakapapa. • Interior concepts – Colours of Natural resources, parks , waterways, leaves, tress, mountains etc • Chair expressed more consideration regarding using of sacred names of Hapu Katoa. Architects assured MKWCT that the names that are used, were just to describe the colour wanting to use. E.g. Waimakariri – powder blue colour. <ul style="list-style-type: none"> • <i>Interior concepts:</i> Colours that will be used are based on the colours from Natural resources, such as Parks, Waterways, leaves, trees, and mountains etc • Courtyards will have real grass. <ul style="list-style-type: none"> • Discussion had around Carvings and Frostings. Using the same as what is out at Burwood. CDHB own the design licence for the frosting at Burwood. Seeking all connection between all main hospitals in the Canterbury area. Action: Tuahuriri will support the cultural narrative of the Hillmorton Hospital. • A discussion will be had around using water in the courtyards so that the same thing that happened out at Burwood with the

	<p>locking of areas with water running does not happen at Hillmorton.</p> <ul style="list-style-type: none"> David Meates spoke in regards to having great concerns and frustration regarding the new Christchurch Campus and the ongoing frustrations of completion of the building. There is hope to have the First patients in about March. There will be no public openings to be held. <ul style="list-style-type: none"> Naming – seeking a name for the overall campus. Te Reo - Bilingual in Key areas of Christchurch Campus Way finding – Using symbols instead of signings <p>Action: Michelle Turrall will pass on Lyn Tikao contact details to Angela Mills for way finding purposes.</p>
General Business	
	<ul style="list-style-type: none"> We are to combine our Strategic planning day and work plan hui over December and January. As it is the festive season we have allowed \$200.00 of Kai for our December hui and \$200.00 of Kai for our January hui.
Chair Report	<ul style="list-style-type: none"> Chair met with the following. <ul style="list-style-type: none"> Hector Matthews – Executive Director Māori and Pacific Health Ngaire Button – Māori/Pacific Portfolio Manager Maurice Gray – Kaumatua of CDHB Clinical Board First meeting will be in February Would like to discuss MKW representation of the following Roopu with the Trustees <ul style="list-style-type: none"> Facility Plannint Matau-a-Maui ALT Waitaha PHO HAC
Drop Box	<ul style="list-style-type: none"> MKW to use Drop Box to its fullest and place all information into <p>Action: New E.A to process this.</p>
Institute of Directors	<ul style="list-style-type: none"> Manawhenua ki Waitaha Charitable Trust Board member to make use of the Webinars that are available to us.
Interview of Applicants for Executive Administrator	<ul style="list-style-type: none"> Applications for the Executive Administrator closed on the 18 November. We have had four Applicants. Interviews will take place on the 4th December 2019. It is expected that the preferred applicant will be notified by the 9th December. The interview panel will consist of Three Trustees. <ul style="list-style-type: none"> Michell Turrall Ngaire Briggs Wendy Dallas Katoa Questions will be around. <ul style="list-style-type: none"> Level of I.T

	<ul style="list-style-type: none"> • Knowledge of Financial systems • Knowledge of Microsoft office <ul style="list-style-type: none"> • Tentative start date is for the 16 December if this is too short of notice we will look at January the13th • A contract will be drawn up once acceptance of Independent Contract by the preferred candidate. It will have the following included in the contract. <ul style="list-style-type: none"> • Fixed Term Contract – One Year • Independent Contractor is responsible to invoice MKW on a monthly basis to the value of \$3150.00 (Three Thousand one hundred and fifty dollars only) • Treasurer will make payment via Online banking to the Bank account nominated by the Independent Contractor following the monthly Board Hui <p>Moved Tūāhuriri/Ōnuku Carried.</p>
Karakia Mutunga	Trustees @ 1415
Next Hui	17 th December 2019 @ 1000 Venue: TRoNT