




Manawhenua ki Waitaha

**Trustee Board Hui Miniti Tuesday 19 November 2018 from 1022 till 1245**  
 @ 10 Show Place, Te Putahitanga Board Room, Addington, Ōtautahi

<p><b>Karakia Timatanga</b></p>	<p>Nau mai, karakia timatanga by Wendy Dallas – Katoa and karakia mo te kai by Michelle Turrall.</p>																
<p><b>Kai Te Hui Present</b></p>	<table border="0"> <tr> <td>Wendy Dallas – Katoa</td> <td>Ōnuku Trustee</td> </tr> <tr> <td>Toriana Hunt</td> <td>Taumutu Trustee</td> </tr> <tr> <td>Ana Rolleston</td> <td>Wairewa Trustee</td> </tr> <tr> <td>Jaana Kahu</td> <td>Kaikōura Trustee</td> </tr> <tr> <td>Tumanako Stone-Howard</td> <td>Rapaki Trustee</td> </tr> <tr> <td>Ngaire Briggs</td> <td>Koukourārata Trustee</td> </tr> <tr> <td>Michelle Turrall</td> <td>Tuahiwi Trustee</td> </tr> <tr> <td>Ruth Chisholm</td> <td>Kaiawhina</td> </tr> </table>	Wendy Dallas – Katoa	Ōnuku Trustee	Toriana Hunt	Taumutu Trustee	Ana Rolleston	Wairewa Trustee	Jaana Kahu	Kaikōura Trustee	Tumanako Stone-Howard	Rapaki Trustee	Ngaire Briggs	Koukourārata Trustee	Michelle Turrall	Tuahiwi Trustee	Ruth Chisholm	Kaiawhina
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<p><b>Tuku Aroha Apology</b></p>	<table border="0"> <tr> <td>Maire Kipa</td> <td>Wairewa Alternate</td> </tr> </table>	Maire Kipa	Wairewa Alternate														
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	<ol style="list-style-type: none"> <li>1. Online visit to both Charities Commission and Incorporated Society websites checking Manawhenua Ki Waitaha Charitable Trust status. A draft amended Deed as agreed by MKWT on 16 October 2018 confirmed by phone from Jacqui Vient.</li> </ol> <p><b>Motion</b> <i>To adopt the new draft Deed dated 16 October 2018; send to Charities Commission and Incorporated Society once signed by all Trustees at a Board Hui. Moved Kaikōura/Taumutu Carried.</i></p> <ol style="list-style-type: none"> <li>2. Decision to establish subkomiti to correlate archive polices/procedures; decipher current policy/procedure (may include TOR); seek template with up to date Board relevancy; advise on an external personnel to compile &amp; present to MKWT</li> </ol> <p>Action List:</p> <ol style="list-style-type: none"> <li>3. Maire Kipa’s details to be forward to Jacqui Vient.</li> <li>4. MKWT letterhead to be added onto Audited Financial Statement prior approval.</li> <li>5. Policy Subkomiti – Ōnuku, Tūāhuriri, Wairewa, Kaikōura to convene Jan.-Feb.</li> <li>6. Dropbox upgrade onto business plan with read-only. Link to be sent to all Board members.</li> <li>7. All Board members to access all relevant policy/procedures and attach to dropbox or send to Kaiawhina by 18 December.</li> </ol>																

	<p>8. Copy of Ngāi Tahu Policy/Procedure to be accessed.</p> <p>9. Postponed CDHB Hui.</p>
<p><b>Karakia Mutunga</b> Closing Prayer</p>	<p>Karakia Mutunga by all Katoa. Hui closed at 1245.</p> <p>Next MKW Trustee Board Hui to be held on 20 November 2018 at Te Putahitanga starting 1030.</p> <p style="text-align: center;"></p> <p>Tumuaki Signature _____ Date <u>20 November 2018</u></p>

	Action	By Who	By When	Completed/Update
	Ngāi Tahu Policy/Procedure copy	Kaiawhina	December	Update
	CDHB Board/CEO Hui	Teputy Tumuaki	December	Update
	Policy Subkomiti	Ōnuku, Tūāhuriri, Wairewa, Kaikōura	Jan. – Feb.	Update
	Dropbox update costings	Kaiawhina	November	Update
	MKWT archive to dropbox or kaiawhina	MKWT	December	Update
	Alternate details to Jacqui Vient	Kaiawhina	November	Completed
	Letterhead on audited financial statements	Kaitiaki Moni	November	Completed