

MAPUA & DISTRICTS COMMUNITY ASSOCIATION
Executive Committee meeting of the Association

NOTES 29th September 2016

PRESENT: Elena Meredith, Helen Bibby, Aileen Connell, Tim Hawthorne, Wayne Chisnall, Mary Garner and Devin Gallagher.		
APOLOGIES: Colin Walker		
WELCOME: The Chair welcomed Exec members and kindly brought along a bunch of freesias for the meeting table.		
GUEST SPEAKER No guest.		
FINANCIAL	<p>Current bank balance \$22,185.89. Includes income since last Exec meeting, \$1200 TDC, \$185 membership fees and another \$85 to come. \$4,000 TDC COMMUNITY DEVELOPMENT grant yet to be banked.</p> <p>Accounts approved for payment: Guardian newspaper \$126.50. Reimburse Aileen \$23.36 and Dominion Flats \$327.69. \$54 Mapua Hall. THAT Accounts for payment be approved Aileen/Devin CARRIED</p> <p>Confirmed signatories. All set up</p> <p>Payment of honorariums. THAT for Secretary & Social Media MANAGER positions as appointed by the AGM, an Automatic Payment be set up for the period from 20th month following the AGM to the 20th August the following year. Aileen/Helen CARRIED.</p> <p>Social Media posts. Discussion about payment to promote posts on Facebook and whether this should come from Tim’s honorarium or be submitted each meeting. To be submitted each meeting.</p> <p>Follow up 2017 Reviewer THAT Recommending David Beatson as reviewer for the 2016 2017 annual accounts. Wayne/Aileen CARRIED</p> <p>Paid Membership Drive. Mock-up of possible payment options for potential members tabled by Aileen. Discussion about possible leaflet or Facebook item to include payment options noting that people are supposed to be financial members to gain voting rights. Noted there is a membership list (ex Graeme). Discussion re eligibility to be a member (based on address) – Constitution consulted. ACTION. Aileen to send her copy of current membership to Mary to be reconciled with Graeme’s spreadsheet</p>	<p>Action & follow up</p> <p>Aileen</p> <p>Aileen Mary</p>
EXEC FORMAT & PROCESSES	<p>1. New Exec Committee – roles and portfolios. Discussion.</p> <ul style="list-style-type: none"> • Any changes or additions to current portfolios? • Which community groups or individuals could be asked to liaise with the Association and report back on various community initiatives • Should these individuals be co-opted onto the Exec. <p>Growth/development issues and foster relationships with council planning dept. identified as a key area. Discussion on who to approach and when to report back to the Exec on this are.</p> <p>2. New councillors. Noted, Elena has sent a standing invitation for all</p>	

	<p>new councillors for our area to attend the October Association meeting following the Local Body election.</p> <p>ACTION: 1. Helen contact Waimea Forum and Cycle Walkways groups for a brief update to be presented at the Exec meeting.</p> <p>3. Constitution update. Discussion re the best process on how to update the constitution. ACTION:</p> <ul style="list-style-type: none"> • Constitution be emailed to all Assn members to read and suggest changes. • All suggestions to be discussed at an Assn meeting. Date for the discussion about submitted changes TBA. <p>4. Collective responsibility & spokespeople. Representing Exec perspective in the community and at public meetings. Elena spoke of the importance of collective responsibility and maintaining appropriate public communications and managing boundaries around personal opinions and those of the Exec. Transparency is important.</p>	Helen
ENVIRONMENT	<p>1. Emergency Group. F/U Jo Kennedy letter. Contacts & suitable dates. Elena and Mary to respond to the Emergency Response Group informing them of local contracts for setting up a local CD meeting.</p> <p>2. Dominion Stream Flats update/Mamaku Wetland. Helen reported on proposed public meeting 18th October 4-6pm. ACTION. Phone Shelley Sidley to see what her group is expecting in terms of Assn involvement – attendance by Exec member or open to anyone from Assn?</p>	Mary, Elena Helen
CORRESP.	<p>Inwards.</p> <ul style="list-style-type: none"> • Pub Charity. Asking us to account for funds received. Helen to send Mary a copy of the letter • Gene Cooper re Golden Bear. Waterfront development & green space encroachment. Plans of proposed development particularly around toilet facilities (GB and public) viewed and discussed. Letter (as agreed in Sept Assn meeting) to be sent to TDC seeking assurances re no encroachment on green space.(see sept general meeting) <p>Outwards.</p> <ul style="list-style-type: none"> • Hall letter of support of their funding application to Rata Foundation <p>Emails. Discussion about how to store and manage emails. Suggestion that all emails be forwarded to one Gmail account for endless storage. ACTION:</p> <ol style="list-style-type: none"> 1. Tim to set up a new account and Exec members to cc all emails sent to this new account. Applies to communication chains around specific topics rather than casual informal communications. 2. New emails of significant correspondence to be printed and tabled at meetings. Reword that 	Helen Mary & Elena Tim Mary
ROADS & FOOTPATHS	<p>1. Higgs Rd leaflet & local contact. Wayne has made contact with Jamie McPherson and reported back on progress including funding. Discussed a draft leaflet presented by Wayne. Wording agreed. Wayne to contact the Stones re distribution of the leaflet to local residents in the vicinity.</p> <p>2. Mapua Country Store. Still trying to reach an agreement between TDC and owner of the building (Dale Vercoe) about a pedestrian way around the Country Store. Discussions on how to progress this.</p>	Wayne Wayne and Tim

	<p>ACTION. Wayne and Tim to visit Dale for an informal discussion.</p> <p>3. Higgs Reserve to Mapua Drive and Seaton Valley road pathways. Update from Wayne. Pathways being investigated by the TDC (Steve Elkington – invited to the November Assn meeting- 14th). Exec keeping a watching brief.</p>	
SOCIAL MEDIA	<p>1. Website progress. No additional progress. Next step to gather information needed to populate the website. Brief discussion on functions. General agreement that the Assn could pay for someone to do this. ACTION. Tim to talk to Chocolate Dog.</p> <p>2. Coastal News monthly article. Tim happy to summarize key points from both meetings and flag the next meeting and compile an article.</p> <p>3. Facebook. Followed up agreement that there be two overseeing Exec. Members if the subject is likely to controversial. Tim and Wayne to consult.</p>	<p>Tim</p> <p>Tim</p> <p>Tim and Wayne</p>
WATERFRONT	<p>1. Report back Boat-ramp working party. Helen reported back from the working party meeting. Agreed that Martyn Barlow present that proposal at the MDCA meeting in October and that proposal be revisited at the November MDCA meeting with a vote being taken at that meeting.</p> <p>Rata Foundation & grant return? Elena has the contact person now and will follow up seeking a year's extension on the grant made for Waterfront Park development.</p>	<p>Helen</p> <p>Elena</p>
OTHER	<p>F/U meeting with Mayor re major development processes and neighbours. Suggested proposal for meeting. Elena reported back on this meeting. Summary to be circulated for the next Assn meeting.</p> <p>ATM machine. Proposal to obtain one for the village. Discussion on progress. ACTION. Helen to have further dialogue with NBS</p>	<p>Mary</p> <p>Helen</p>
NEXT MEETING	Thursday 27th October 7pm	
NOTICES & REMINDERS	<p>November. Jamie McPherson.</p> <p>Inviting school Principal and Head of BOT re school growth etc.</p> <p>Last booking this year is 12th December (Assn). First Assn meeting in February 13th Feb. First exec meeting on 26th Jan. Mary to email Megan at Mapua Hall with these dates</p>	<p>Wayne</p> <p>Tim</p> <p>Mary</p>