

MDCA Executive Meeting

Notes from meeting held Tuesday 22nd May 2018

PRESENT: Wayne Chisnall (Chair), Marion Satherley, Trish Smith, Tim Hawthorne, Helen Bibby, Mike Kininmonth and Mary Garner

APOLOGIES: Elena Meredith, Aileen Connell, Naomi Aporo and Colin Walker (who has resigned).

MINUTES. That the Association April minutes be accepted to table at the next Assn meeting and the Exec minutes of 24th April be accepted (Wayne / Tim) **CARRIED**

FINANCIAL. Aileen away but noted no financial business to hand since the last Assn meeting just a week ago.

- General: Club Mapua donation for AEDs has been banked.

CORRESPONDENCE

Inwards.

- Community Directory email (below). Basic info has been posted on Facebook. The email to also be circulated for the next Assn meeting.

Outwards

- Mark Johannsen TDC re WWG TOR
- TKU letters from the March community BBQ x 5
- Otherwise correspondence as tabled at Assn meeting one week ago.

COMMITTEE AND OPERATIONS PROCESSES.

- **Re combining TDC reporting and Future Development portfolios.** Agreed this is a good idea.
- **Induction manual.** Portfolios yet to be completed: TDC reporting and Future Development, Environment and Chairperson's section may need more detail.
- **Hot Topics.** Noted that June is the only month without a scheduled Hot Topic. Decided to leave without in favour of a shorter meeting.
- **Secretary Role.** General discussion with the following noted.
 - Secretary role to be changed to "Administrator" if the position becomes a paid one.
 - Mary asking the meeting to note that her scoping of the role may be subjective, based on her own lifestyle and commitments as that she tends to do most of the work at the weekend.
 - Mary has scoped the role at three hours a week. General consensus that this was an under-estimation.
 - General agreement that if the role is to be paid, it could include some aspects of the Chair and Social Media (e.g. writing Coastal News updates).
 - General wage rates and hours discussed but with no definitive decision.
 - Consensus that any position should be covered by a grant.
 - Discussion and general support that the role (if funded) be as a fixed term contract rather than as an employee.
 - Position will be reviewed after three months – whether paid or voluntary.

- General discussion of the time line re decision making noting that Mary will be standing down after the July Exec meeting as she will be away for the August AGM. **Noted** (Mary) she will still prepare all documents and make arrangements for both that AGM and first monthly meeting to follow.

ACTION:

- Tim to place a recruitment promotion for a volunteer in the first instance, on Facebook AND Mary to email the same message to members. Rationale to at least gauge interest in both Administrator and Chairman. Marion to summarize both Administrator and Chairperson roles into a role description and Tim will tidy up.
 - Talk to the hall as they are experienced with applying for grants for pd jobs. Discover deadlines for grants
 - Mike to d/w Tim King to see about options – if any for TDC funding for an administrator role.
- **Chairperson role.** Discussion moved to the Chairperson with still no takers for this role hence to be included in the Facebook/member email promotion.
 - **Standing next year.** Mike, Helen, Marion, Tim, Wayne, Elena and Aileen unknown. Naomi & Trish possibly. Wayne offered to stand in as chair in the meantime if issues still unresolved.

ROADS & PATHWAYS

- Nothing to report at this stage.

WATERFRONT & WHARF

- **Playground.** Trish still waiting to hear from a couple of contacts. Discussion re paying a builder. Further discussion re an alternative to the tunnel as emailed by Trish. DECIDED to go with the mound only option as it has all dragged on too long. Sources for timber for boardwalks discussed.
- **BBQ.** Meeting to finalise the BBQ on Friday.
- **Friends of Waterfront Park (FWP).** Marion attended their first meeting on Thursday and reported on the group's objectives, noting their draft constitution was agreed as a draft until their AGM at the end of June. Also noted their aim to apply for incorporation.

There followed, a general discussion about the best way to support Mapua and Waterfront Park issues and how both MDCA and FWP can collaborate. **THAT** an informal meeting with FWP be arranged to discuss common interests. Mike/Tim **CARRIED.** This motion to be presented for ratification at the next Assn meeting. Agreed that Helen and Marion be nominated to meet with FWP if the membership agreed and if FWP agree to meet.

COUNCIL FEEDBACK/REPORT

- **Residential Reserve land.** Discussion about links sent by Colin for discussion. Generally felt this was not a new development.
- **Colin has resigned.**
- **TDC planning department.** Mike has added Our Mapua to their email update database so we will receive their emails.

ENVIRONMENT

- Helen reported on recent successful planting working bees.
- **Waimea Dam.** No further development.

FUTURE DEVELOPMENT No report.

SOCIAL MEDIA

- **General report by Tim.** Including an Instagram activity update.

AED sub committee

- No report. Discussion re the \$470 donation. Wayne felt that a donation of this amount each year would cover most costs without needing to apply for a grant. **Agreed** Wayne will write and thank Club Mapua and inquire about a possible annual donation.

RELATIONSHIPS

- Naomi not present tonight.

WATER INFRASTRUCTURE

- No report on this.

GENERAL BUSINESS

- Re possible donation mentioned informally to Helen by Jane from the Gym. Not forthcoming as yet.
- **Civil Defence.** Helen reported back from a meeting. Asked MDCA to recruit volunteers offering to assist in the event of a civil emergency. Helen following up.

The meeting ended at 8.45pm.

Next Meetings: Assn Monday 11th June, **Exec** Tuesday 26th June