

MAPUA & DISTRICTS COMMUNITY ASSOCIATION

MINUTES for Executive Meeting

Tuesday 28th May 2019

| PROCESS/PORTFOLIO | ISSUE | ACTION |
|--|--|---|
| WELCOME & APOLOGIES | Elena, Mike Attendance : Tim,Helen,Marion,Trish,Wayne,Aileen,Naomi,Desiree | |
| MINUTES | Previous Exec and Assn meetings – <ul style="list-style-type: none"> Move that these be accepted | Marion |
| FINANCIAL REPORT | <ul style="list-style-type: none"> Financial Update How to spend project money (\$1200.00)? (MDCA mail drop) Cash Flow projection Invoice from titoki nurseries 1 x \$2759.31, 1 x\$4345.74 Helen Biddy to be reimburse 1 x 150 re petrol for weed eaters Helen Biddy to be reimburse 1 x 28.00 compost | Aileen/Helen carried |
| CORRESPONDENCE | Inwards: <ul style="list-style-type: none"> TDC Water & Wastewater upgrade Update Motueka Districts Neighbourhood Support Society – Free First Aid course, Mapua Hall Aged Concern Update Offer to increase website coverage Outwards: <ul style="list-style-type: none"> | |
| COMMITTEE & MEETING PROCESSES | Hot Topic – June 19 – <ul style="list-style-type: none"> Martyn Barlow – Mapua Boat Club update David Scott & Venturer Scout – Tamaha Sea Scouts July 19 – <ul style="list-style-type: none"> Progress Report Water & Wastewater upgrade, Rob O’Grady – to be confirmed Aug 19 – <ul style="list-style-type: none"> AGM Sept 19 – <ul style="list-style-type: none"> Tasman enviroment trust Oct 19- <ul style="list-style-type: none"> Mapua Community Care – Paul Zealand Nov 19- <ul style="list-style-type: none"> Project Janszoon – Abel Tasman plus – to be confirmed Bulk emailing – <ul style="list-style-type: none"> Upon Tim return from holiday, he will investigate utilising the website as a portal for correspondence. Promotion – <ul style="list-style-type: none"> See Exec. minutes - Advert delivered to Mapua Hall Society Letter box drop – 1st letter as per notice; 2nd Your community needs you 3rd Be part of your community Naomi has offered to provide a concept outline for the 2nd & 3rd mailbox drop. All three mailbox drop flyers are to be ready for delivery prior to the first delivery commencing. The reverse side of the flyer to be used as a membership application including details on different methods of joining and making payment. Marion provided two printing quotes, still waiting for a response from Mapua Auto. It was agreed a fourth quote be investigated via Vista Print an online print company Mike/Marion to follow up on household numbers for area inclusive of Appleby Heights, Old Coach Rd, Carylon Rd, Dominion Rd, Tarrant Rd, Stagecoach, Marriages Rd to the Marriages Rd/Aporo Rd intersection, & back to Mapua. | <div>Marion</div> <div>Helen</div> <div>Marion</div> <div>Naomi</div> <div>Marion/Naomi</div> <div>Naomi</div> <div>Marion</div> <div>Mike/Marion</div> |

MAPUA & DISTRICTS COMMUNITY ASSOCIATION

MINUTES for Executive Meeting

Tuesday 28th May 2019

| | | |
|---|---|---------------------------|
| | <ul style="list-style-type: none"> Renewal of promotion board for a sandwich board -Quotes <p>Life Membership – Constitution / Operation Manual</p> <ul style="list-style-type: none"> Draft text for constitution & Operations Manual has been approved by Executive. Constitution content to be prepared and presented for membership for comment at July General meeting prior to being adopted into the constitution at August AGM. <p>Constitution – Suggested changes at AGM – text changes (see below) have been approved by Executive and will be presented to the membership for comment at the July General meeting prior to them being adopted into the constitution at the August AGM.</p> <p>11. <u>Subcommittees</u></p> <ol style="list-style-type: none"> The association may form Subcommittees to address specific community issues Subcommittees shall be formed from interested members of the Association and from individuals who, in the opinion of the members, have the skills, attributes, or knowledge that will assist the work of the subcommittee Subcommittees shall consist of no less than 3 members. One of whom to be an Executive member. The Executive member on this sub-committee will hold the position of Subcommittee Chairperson. Chairperson shall be an Ex-officio member of all Subcommittees Each Subcommittee shall actively pursue resolution of the community issue with which it is charged to make recommendations to the Executive. Subcommittee Leader shall furnish meeting minutes and regular reports to the association. A subcommittee is subject in all things to the control of the Association that formed it, and must carry out general and specific directions of the Association given in relation to the subcommittee or its affairs All sub committees are listed and reported on at the AGM Subcommittee members are voted into position at the AGM and will be disbanded by the Executive when they are deemed to have fulfilled their remit | Helen /Aileen Marion |
| ROADS & PATHWAYS | <ul style="list-style-type: none"> Any response from letter to Ken Drake? Not yet. | Wayne |
| WATERFRONT & WHARF | <p>MWWG</p> <ul style="list-style-type: none"> See draft report from 20th May meeting attached Ngaio Tree Reserve update Grossies Point update Next meeting 17th June | Marion or Mike |
| MAPUA RESERVE PLAYGROUND UPGRADE | <ul style="list-style-type: none"> Follow up Glenn Thorn re consultation doc's, Follow up on playground plans | Marion/Naoimi |
| PROJECTS | <p>Environmental</p> <ul style="list-style-type: none"> Dominion Flats – Helen to Report Waimea Inlet - Report from Gillian – see attached – next meeting June <p>Transportation – see General minutes 13th May</p> <ul style="list-style-type: none"> Elena to present proposal to TACA May meeting Elena to present to Moutere Hills Assn – yet to be confirmed | Helen Gillian Elena |
| FUTURE DEVELOPMENT and TDC REPORTING | | Mike |
| SOCIAL MEDIA | <ul style="list-style-type: none"> For mail chimp to have 3 users on the same account at a cost of \$10.00 per month. This is a recommendation to put to the next General meeting for spending approval. | Marion/Tim |

MAPUA & DISTRICTS COMMUNITY ASSOCIATION

MINUTES for Executive Meeting

Tuesday 28th May 2019

| | | |
|--------------------------------|---|---|
| | <ul style="list-style-type: none"> The three Exec. members will include the Chair, Secretary and Communications Manager | |
| AED sub committee | <p>Training:</p> <ul style="list-style-type: none"> Motueka Districts Neighbourhood Support Society (MDNSS) training on crime prevention, Personal safety, CPR, operating AED, Civil defense, welfare aspects of fire both rural & house at Mapua Hall, 6.30p on 6th June – Advertise on Facebook with rsvp email contact awaiting communication from Jennian Home AED sponsors | Wayne |
| RELATIONSHIPS PORTFOLIO | <p>Tasman Area Community Assn (TACA) To report</p> <p>Moutere Hills To report</p> <p>MDCA Historical Doc's</p> <ul style="list-style-type: none"> Naomi has contacted Pat Perry. Pat has the documents in question and will contact Naomi once located. | <p>Marion</p> <p>Naomi</p> <p>Naomi</p> |
| SUB COMMITTEES | <p>Water Infrastructure</p> <ul style="list-style-type: none"> Aileen has emailed Bruno to set up a meeting so both parties are clear re moving forward. Devin has offered to be involved in this process. Naomi also to be involved in this discussion. A long discussion was held re the status of subcommittee and the MDCA role. It was discussed that a remit for each subcommittee needs to be established to enable both the subcommittee and the Exec. to be clear of the subcommittees purpose. It was agreed that the Water Infrastructure subcommittee portfolio needed to include in its scope all things water with MDCA's catchment . (ie water quality – drinking, waterways, estuary margins etc as well as wastewater – black & grey). Naomi has links with water issues in the wider community and as a result will be well informed via outside organisations (TDC, IWI etc) and has offered to leader the Water Infrastructure AS the Exec. member rep. Thank you Naomi. | <p>Aileen/Marion</p> <p>Naomi</p> |
| OTHER ITEMS | <p>Assn Laptop</p> <ul style="list-style-type: none"> Naomi to get printed quotes for laptop options (including program details included in purchase) for the use of the Assn. Secretary | Naomi |
| NEXT MEETINGS | <p>Assn Mon 10 June 2019</p> <p>Exec Tue 25 June 2019</p> | |