

Māpua & Districts Community Association

Minutes Exec Meeting

22 July 2024

Agenda Item	Item Actions in red are from Public meeting Actions in blue are from Exec meeting	Report by
Present	Jim Vause, Marion Satherley, Aileen Connell, Bruno Lemke, Helen Bibby, Fiona Bibby, Henk Vermeer, Paul McIntosh	
Apologies	None	
Conflicts of Interest for this meeting	<p>Please bring your completed conflict of interest register. We need this for the AGM</p> <p>Considerable discussion on COI and how it might apply to Exec members. No agreed position reached. Helen offered to seek 3rd party legal opinion from local resident. Jim requested Exec to read relevant sections of Constitution as well as Members Meetings final chapter.</p>	Jim
Secretary position	<p>Further discussion regarding Secretary role and whether duties (minutes, correspondence compilation, outgoing letters etc) could be shared across other Exec members. Bruno supporting keeping Secretary as separate role. Paul raised option of Vice Chair taking on more active role in General Meetings (potentially taking minutes). Jim noted that having someone to display relevant pstns/correspondence etc during General Meetings was helpful and was a duty that either Secretary or Social Media Rep could fulfil. NO actions proposed, agreed that new Exec should deal with this.</p>	All
Minutes of last meeting	<p>24 June Exec Committee Meeting Minutes</p> <p>Proposed to delete sentence stating that “Correspondence is published once reviewed by Exec...” as this was not consistent with current process.</p> <p>Moved: Helen Seconded: Bruno</p>	
Matters arising from the minutes not covered elsewhere	<p>Following on from the Secretary role, Exec members discussed publishing Exec duties on webpage so that potential candidates would have a better idea of what is involved. Also supported handover notes covering our processes and procedure, and potential to update existing Operations Manual. Some of this has already been started as part of the Constitution update.</p> <p>Regarding the General Meeting Agenda structure, Fiona updated Paul on discussions held at the prior June Exec Meeting. Jim noted that while General Business should be open, it could benefit from a little more structure and time limits. Bruno noted that “meaty topics should be standalone items on the agenda and not dominate the General Business timeslot. This could be achieved by adding “Discussion Topics” as an agenda items before General Business. NO actions were proposed.</p>	All

Action points from Public Meeting not covered elsewhere in agenda	<p>Post Office</p> <p>Disappoint at the Post Office response. Further discussion on what more MDCA could/should do. No actions proposed.</p>	All																																				
Treasurer's report	<p>Treasurers info for tomorrow night in bank \$9,941.40 split as follows</p> <ul style="list-style-type: none"> • \$2,786.58 General Fund • \$2,898.80 Dominion Flats Grants • \$2,356.87 Māpua Development Communications • \$1,563.83 AED Fund • \$335.32 Māpua Memories <p>Bank balance</p> <p>Invoices:</p> <ul style="list-style-type: none"> • \$120.77 reimburse Helen, weedkiller and gloves from Bunnings from Dominion Flats grants • \$2,308.05 invoice 2777 from Titoki nurseries, from Dominion Flats grants <p>Moved: Aileen Secoded: Helen Bibby</p> <p>Membership renewals are starting to come through</p> <p>TDC Community Consultation Grant request, approx costs</p> <table border="1" data-bbox="459 1032 1238 1451"> <thead> <tr> <th></th> <th>monthly cost</th> <th>no of months</th> <th></th> </tr> </thead> <tbody> <tr> <td>Room hire</td> <td>72.6</td> <td>12</td> <td>871.20</td> </tr> <tr> <td>Secretary Honorarium</td> <td>200</td> <td>11</td> <td>2200.00</td> </tr> <tr> <td>Treasurer Honorarium</td> <td>100</td> <td>11</td> <td>1100.00</td> </tr> <tr> <td>Social Media Honorarium</td> <td>100</td> <td>11</td> <td>1100.00</td> </tr> <tr> <td>Other costs IT, leaflet drops, posters etc</td> <td></td> <td></td> <td>1000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>6271.20</td> </tr> <tr> <td>Membership</td> <td>100</td> <td>10</td> <td>1000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>5271.20</td> </tr> </tbody> </table> <p>Need to confirm what we apply for. 2023 applied for \$5000 we received \$3900. Agreed that MDCA should apply for full \$5000 Community Consultation Grant and note expenses being incurred for flyer mail drops, posters and the proposed Wharf area Noticeboard.</p> <p>AGM notice to be published in Guardian this coming week.</p>		monthly cost	no of months		Room hire	72.6	12	871.20	Secretary Honorarium	200	11	2200.00	Treasurer Honorarium	100	11	1100.00	Social Media Honorarium	100	11	1100.00	Other costs IT, leaflet drops, posters etc			1000.00				6271.20	Membership	100	10	1000.00				5271.20	Aileen
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Correspondence	<p>Freeparking Interaction.pdf</p> <p>Hall Bookings.pdf</p> <p>JJackson presentation in August.pdf</p> <p>KSolly Not able to send emails.pdf</p> <p>MDCA MDBA Loss of Mapua PO.pdf</p> <p>membership of MDCA.pdf</p> <p>PO Closure - mainly internal.pdf</p> <p>Rates-Rebates-application-form-2024-2025-web-version-20240611-005-v2 (1).pdf</p>																																					

	<p>TDC Community Grant Application Form (do not include in General meeting).pdf</p> <p>TDC Plan Change list.pdf</p> <p>Withdrawal of Membership Application.pdf</p>	
Matters arising from correspondence not covered below	<p>Maureen Pugh meeting – decision taken to push this back to Sept/Oct given the limited timeframe to finalize Q&A materials. Jim to communicate this to Maureen and request new date.</p> <p>Free Parking – Bruno provided update on challenges keeping this old system and the associated Webpage and email server/ accounts working. Agreed that it would be too cumbersome to migrate content to new system. NO action proposed.</p> <p>John Jackson – request to present at upcoming General Meeting on Community Engagement Model discussed. Jim clarified that while he was currently not contracted to the TDC, he was looking to provide consultancy in the longer term. Paul noted that given the Mapua Masterplan was due to go to council late August, and then out for Public Consultation soon afterwards, thus it may be better to wait for this process to play-out. NO action proposed.</p> <p>Sonja Mitchell –membership application withdrawn and requested that discussion of matter on social media cease. Bruno confirmed that no such discussion has been held on the MDCA facebook page. NO action proposed.</p> <p>Civil Defence – Bruce Struthers proposed updating MDCA on recent meeting he attended. Exec agreed that a presentation directly from Civil Defence would be better. Jim to liaise with Bruce to arrange meeting.</p>	
Roads & Pathways	<p>Exec agreed to send thank-you letter to TDC for timely and quality installation of the new asphalt footpath in front of Aranui Park. Jim to draft letter.</p>	Paul
Constitution	<p>Process postponed till after AGM</p> <p>Bruno to provide updated guidance to members regarding not editing document but rather submitting brief comments on specific clauses they wish to discuss.</p>	Paul
Social Media	Nothing to update	Henk
Māpua Master Plan	Final MMP to be presented to Council August 22nd followed by Public Consultation prior to any subsequent Plan Change process.	
Projects	<p>Māpua memories:</p> <p>MDCA History Documents – Suggestion is to approach Bruce Struthers re our historical documents and the digitization. NO discussion on this matter.</p>	Marion/Henk
AED	Jim updated Exec on some minor maintenance issues.	Jim
Environment	<p>Wildlife Corridors – nothing to report</p> <p>Higgs Reserve – nothing to report</p> <p>Dominion Flats – Another planting day scheduled for July 23rd. After completion of this current batch, not more big plantings are planned and the 10 years project is coming to an end.</p>	

	Helen proposed that the Dominion Flats Subcommittee be disbanded. To be taken up at the next General Meeting													
Relationships	Nothing to update.													
Community Interest Groups	Māpua Willing Wheels (MWW) and Māpua Community Hub -. Bus patronage Community Hub Nothing to report													
General Business	Wastewater overflows – Exec agreed that updates are now only required if any significant changes/progress have been made AGM Prep - Exec nomination forms to be circulated asap for inclusion in AGM pre-meeting material. Agreed that if vote(s) for Chair / Vice Chair are required, these will be via paper ballot. Given Jim cannot attend AGM, Marion will stand in.													
Future hot topics	Youth Council / Tamaha Scouts / Janszoon / Friends of Flora / Waimea Estuary Jim has contacted Sea Scouts but no reply as yet.													
Meeting closed	9:25pm													
Next meeting	Public 12 Aug Exec 26 Aug Dates for 2024 <table border="1" data-bbox="459 1099 1235 1323"> <thead> <tr> <th>Exec</th> <th>Public</th> </tr> </thead> <tbody> <tr> <td>July 22</td> <td>Aug 12 and AGM</td> </tr> <tr> <td>Aug 26</td> <td>Sept 9</td> </tr> <tr> <td>Sept 30</td> <td>Oct 14</td> </tr> <tr> <td>Oct 28 (Labour Day)</td> <td>Nov 11</td> </tr> <tr> <td>Nov 26</td> <td>Dec 9</td> </tr> </tbody> </table>	Exec	Public	July 22	Aug 12 and AGM	Aug 26	Sept 9	Sept 30	Oct 14	Oct 28 (Labour Day)	Nov 11	Nov 26	Dec 9	
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