

**TE AHU CHARITABLE TRUST
MONDAY 15 DECEMBER 2008**

MINUTES OF A MEETING OF THE TE AHU TRUST HELD AT KAITAIA SERVICE CENTRE,
REDAN ROAD, KAITAIA ON MONDAY 15 DECEMBER 2008, COMMENCING AT 9.35AM.

PRESENT:

Ian Bamber (via video conference, left at 1.20pm)
Phil Cross
Susan Gray (left at 11.45am)

Eric Shackleton
Kevin Robinson (left at 2.05pm)
Mary Jane Ardley

In attendance:

Ian Sivyver – FNDC (via video conference, left at 1.20pm)
Nina Gobie – FNDC
Bronwyn Hunt – FNDC
Craig Jones – Visitor Solutions

Mark Osborne
Paul Marshall
Andrew Boden – APP Corporation
Alison Lees – FNDC

APOLOGIES:

Members C Larkins, M Rae and D Motu tendered his apologies.

1) CONFIRMATION OF PREVIOUS MINUTES – 17 NOVEMBER 2008

Resolved

“**That** the minutes of the meeting of the Te Ahu Trust held on 17th November 2008 be confirmed as a true and correct record.”

2) FINANCIAL UPDATE

Resolved

‘**That** the financial report for the period ending 30th November 2008 be received.’

Resolved

“**That** all invoices as received to be processed for payment.

3) PORTFOLIO UPDATES

Resolved

“**That** the Members updates be received for each of the following portfolios.”

3. a Funding Team

Funding meetings continue to happen.

3. b Consultation / Communication / Publicity Portfolio

Discussed the need to update the website and make better use of it as a promotional tool. It was agreed to be actioned as soon as practical.

Discussed the need to update the current Communication Plan and capture a process for ensuring key stakeholders are kept informed. The review to be completed and presented back to the Trust, for approval.

A public meeting or meetings to be organized during the week starting 15 December 2008. To be presented by Trust members with the purpose of informing the public of the project.

3. c Design team

Andrew Boden presented the ‘conceptual’ design drawings. It was agreed that Option A was the preferred option based on the inclusion of the Far

North Community Centre, that allows for future expansion(s) and re-confirmation of the allocated area for each specific operation. All Trustees agreed that they must be open to the possibility of staging this project, if necessary.

4) **PROJECT CONTROL GROUP UPDATE**

Nothing of significance to note at this stage.

5) **CORRESPONDENCE**

Resolved

That all correspondence be received."

6) **MASTER DOCUMENTS**

Resolved

That all master documents be received."

7) **GENERAL BUSINESS**

• **Meeting dates for 2009**

2009 Trust meetings confirmed as:

February 9th
March 2nd and 30th
April 27th
May 25th
June 29th
July 27th
August 31st
September 28th
October 26th
November 30th
December 14th

** May be subject to change throughout the year, please refer to the website for any updates.*

• **General Manager**

Resolved

That Mark Osborne is accepted into the position of General Manager for the Te Ahu project.

• **Project Control Group**

Resolved

That the Project Control Group (PCG) structure is accepted and that if any members are not available, an alternative representative must be available."

Murray Rae – Chair, Funding
Ian Bamber – Chair, Design
Mark Osborne – General Manager
Andrew – Project Manager (build)
Ian Sivyer – Financial
Nina Gobie – Administrator
Bronwyn Hunt – Te Rarawa representatives

8) **CLOSE OF MEETING**

There being no further business the meeting closed at 2.10pm


Chairperson
15 / 12 / 2008