

**MINUTES OF HAVELOCK VISION 2020 TRUST BOARD
HELD AT HCA OFFICE 29th July 2019 (3.00 pm)**

Present: Barbara Faulls, Ian Cameron, Muff Newton, Julia Pointon

In attendance: Susan Foster (Administrator)

Apologies: Pat Leggett

Minutes of meeting held 17th June 2019: MOVED that minutes be taken as read and confirmed.

Barbara/Muff **CARRIED**

Matters arising:

Business/ Community Awards	Approach Hans at Marlborough Chamber of Commerce and see if it possible to have a special section in their annual business awards.	Barbara	Ongoing
Toy Library	Report on progress	Muff	Stock of toys available but there is no one able to run the library and no venue at this time.
Community Nursery	Planning meeting	Muff/Ian	Ongoing
Havelock Mussels	Approach Lindsay Jefferies for price to apply for Creative Award Grant.	Ian	Price obtained.
Tumble Tots	Discuss options to run program at Havelock School with Ian Quilter. Muff to follow up with Ian, BOT meeting 25 th June	Muff	Ongoing
Tai Chi	Discuss radio script with Theatre Co.	Ian	Ongoing
Youth Activity	Investigate the Sport NZ Rural Travel Fund to see if it fits the group of students going through to Judo in Blenheim.	Susan	Judo club needs to apply directly to council.
Havelock Birdsong	Create a Memorandum of Understanding to set out responsibilities for Havelock Vision 2020.	Barbara/ Muff/Pat	Template memorandum sent to Barbara and ready for use.

Community Nursery – The nursery is empty at present. Outward Bound are planning to do some work soon. There are seedlings ready for potting out. When plants are ready for sale Muff will advertise in the school newsletter. Ian offered support which Muff will utilise when ready.

Havelock Mussels – Lindsay Jefferies sent Ian an email outlining costs. The Havelock Menzshed will assist with creation of mussels for no charge. Lindsay has offered to paint mussels. Barbara suggested it might be an option to get school children to paint some mussels in different colours. Julia asked if mussels would be available for the public to purchase. Susan will investigate possible grants available including Creative New Zealand and the Marlborough District Council.

Correspondence: MOVED that inwards be received and outwards approved Ian/Barbara. **CARRIED**

Finance Report: MOVED that report be accepted. Barbara/Julia **CARRIED**.

Notes on financial report for June 2019 – Bad Debts of \$0.06 were a result of a MYOB GST error. Gary suggested writing them off in this manner. The Grant Variance (\$51.04) expense was the unspent amount of the Pub Charity grant for Havelock Birdsong and has been returned to Pub Charity. The Project Equipment (\$2,652.87) expense was the items purchased for Havelock Birdsong with the Pub Charity grant.

Financial Report 2018/19 – the report was presented and has been filed with the Charities Commission as the final report. Under the Purpose and Mission section Barbara commented that there needs to be an update to include the benefit to the community's health and well-being. Barbara would like to include an additional note in the Entity's Reliance on Volunteers and Donated Goods or Services, to explicitly mention the fact that no Volunteers receive payment in any form. Barbara will send through the wording for this.

Bonfire Night- This year the bonfire night could be held on Friday 1st November or Friday 8th November. Due to restrictions on the purchase of fireworks it is likely that Friday 8th November will be the best option. It was agreed to increase the attendance fee to \$5.00 per carload to help cover the costs of running the event. Susan will approach Havelock School to see if they would like to run the games and additional fundraising as well as the Pelorus Community Preschool. Ian will approach the Havelock Lions to organise the sausage sizzle, guess the weight of the sheep and people to man the gate. A fire permit is required as well as the rental of a port-a-loo.

Youth Activity – There are 14 youth signed up for the Ski trip to be held on Sunday 18th August. Muff has been successful in finding 3 people interested in running Mountain Biking sessions. She required more information on the funding available. Sport Tasman usually fund \$20 per hour as instructor costs and \$10 per session for travel, participants are also charged an attendance fee. It would be beneficial to run 6-8 sessions during term 4 of this year or term 1 of 2020. Susan will get in touch with Aaron at Sea Kayaking Adventures to help organise the Recreation Aotearoa funding application which is due in on the 16th August to help fund the Kayaking activity for youth.

Havelock Community Association – Julia commented that it would be beneficial for the HCA to work closer with HV2020. Both the organisations and their relationship need to be more visible to the Havelock community.

Havelock Vision 2020 Name Change – Discussion ensued on the options. Havelock Vision was the preferred change. Once a decision has been made the Charities Commission will be informed.

New Trustee- MOVED that Julia be formally appointed as a Trustee of Havelock Vision 2020.
Barbara/Ian **CARRIED**

Meeting closed at 3.49pm

Next meeting: 3pm Monday 2nd September 2019

B. Faulls
Chair

TASK LIST
From Monday 29th July 2019

Item	Action	Person	Date Due
Business/ Community Awards	Approach Hans at Marlborough Chamber of Commerce and see if it possible to have a special section in their annual business awards.	Barbara	2/9/19
Havelock Mussels	Research available grants for this project.	Susan	9/8/19
Tumble Tots	Discuss options to run program at Havelock School with Ian Quilter. Muff to follow up with Ian, BOT meeting 25 th June	Muff	2/9/19
Tai Chi	Discuss radio script with Theatre Co.	Ian	2/9/19
EOY Financial Reports	Update Purpose/ Mission Statement.	Susan	9/8/19
EOY Financial Reports	Include disclaimer about volunteers not receiving payment.	Barbara/Susan	2/9/19
Bonfire Night	Approach Havelock Lions for assistance.	Ian	2/9/19
Bonfire Night	Approach Havelock School and Pelorus Community Preschool with fundraising options and game organisation.	Susan	2/9/19
Youth Activity	Find out more information on how the instructors would like to run the mountain biking sessions.	Muff	2/9/19
Youth Activity	Compile the Recreation Aotearoa funding application for the kayaking activity with Sea Kayaking Adventures.	Susan	16/8/19
Havelock Birdsong	Present the Memorandum of Understanding to Havelock Birdsong.	Barbara/ Susan	2/9/19