

**MINUTES OF HAVELOCK VISION 2020 TRUST BOARD
HELD AT HCA OFFICE 7th October 2019 (3.00 pm)**

Present: Ian Cameron, Julia Pointon, Pat Leggett, Muff Newton

In attendance: Susan Foster (Administrator)

Apologies: Barbara Faulls

Minutes of meeting held 2nd September 2019: MOVED that minutes be taken as read and confirmed. Ian/Julia **CARRIED**

Matters arising:

Item	Action	Person	Date Due
Business/ Community Awards	Continued discussion with Hans from MCC as to how these awards could be facilitated.	Barbara	Ongoing
Havelock Mussels	Prepare Creative Communities grant application.	Susan	Application completed and submitted.
Tumble Tots	Discuss options to run program at Havelock School with Ian Quilter. Muff to follow up with Ian.	Muff	Ongoing
Bonfire Night	Find out when fireworks will go on sale to determine Bonfire night date.	Susan	Date still uncertain but decided on the 8 th November due to the timing of public holidays.
Bonfire Night	Once date is confirmed create posters for event and email copy to Ian.	Susan	Completed and emailed to Ian. Posters will be distributed shortly.
Bonfire Night	Ask local business for sponsorship of event.	Barbara	Ongoing
Correspondence	Circulate email regarding Youth representation of Trust boards for discussion at next meeting.	Ian	Ian has talked to a local youth who is interested in being involved but is unavailable until next year.
Youth Activity	Complete Outdoor Recreation Funding application and submit.	Susan	Application completed and submitted.
Youth Activity	Find out more information on how the instructors would like to run the mountain biking sessions.	Muff	Several options for discussion.
Havelock Birdsong	Present the Memorandum of Understanding to Havelock Birdsong.	Barbara/ Susan	Email Memorandum of Understanding to Pat and Trustees to peruse.

Bonfire Night – The fire permit and toilet hire will be arranged by Susan. There is a wedding being held at the venue the following day so it will be very important that a thorough clean-up is completed on Friday night if possible. Muff would like HV2020 to get Public Liability insurance to cover the event and will contact FMG to see if she can arrange cover under her current policy. Muff will ask Abraham to purchase the fireworks as he did last year.

Youth Program: Mountain Biking – Muff covered 3 options for running this activity.

MDC run a 'Ride On 'Program however Muff has had trouble finding out if these can be run over November. Many of the local youth may have already participated in this program at school. Chris Mulden runs similar programs in Nelson and would be prepared to run one on the Newton's farm. His normal cost is \$129.00 per person however he is willing to run a program (4 x 4hr sessions) through November at a lower cost provided there were a minimum of 15 participants. He can run the program on Sundays.

Mondo Kopua is a member of the Marlborough Mountain Bike Club. He thinks there will be a club member who would be willing to run a program on a private basis. Muff will wait to hear what they are able to offer.

The normal hourly rate for instructors is \$20-\$25. Muff wondered if it might be possible to approach Johnson's Barge Services to sponsor this program. Muff would like to get this organised to run in November at the Newton's farm. Health and safety are covered like the bonfire night once hazards have been identified.

Correspondence: MOVED that inwards be received, and outwards approved Ian/Pat **CARRIED**

Finance Report: MOVED that report be accepted. Susan/Muff **CARRIED**.

Susan explained that in the August profit and loss the Attendance Fee (income) \$812.62 and Hirage Fee (expense) \$1,254.78 is related to the Youth Program ski trip. There was a \$400 overcharge which was been refunded in September.

In the Balance sheet there is an equity figure of \$5,732.96 when fixed assets are removed from this figure there is \$4,568.34 which are cash reserves.

Pelorus FM – Microphones have still not been found. Julia will have a look around the office and see if she can find them.

What's On in Havelock– There have been a lot of activities sent in for inclusion.

Community Nursery – Outward Bound have been twice and tidied the nursery up. They have also helped put together a large mound of compost ready for planting. Seedlings are still too small to plant on at this stage. When plants are ready for sale they will be advertised in local newsletters.

MDC Community Grant: Community Van – Part of the grant application requires HV2020 to contribute to the cost. Ian suggested approaching Port Marlborough for a donation toward this project. It was agreed that \$500 would be a reasonable amount to contribute. Ian is happy to approach Steve Keown from Port Marlborough. If Port Marlborough are unable to help with this HV2020 will need to fund this.

Tuia 250 – Pat asked if Havelock have any involvement in these celebrations. Julia commented that a flag had been offered to fly in the town, but no other activities were organised.

Meeting closed at 3.43pm

Next meeting: To be confirmed

B. Faulls

Chair

TASK LIST
From Monday 7th October 2019

Item	Action	Person	Date Due
Business/ Community Awards	Continued discussion with Hans from MCC as to how these awards could be facilitated.	Barbara	15/11/19
Tumble Tots	Discuss options to run program at Havelock School with Ian Quilter. Muff to follow up with Ian.	Muff	15/11/19
Bonfire Night	Arrange the fire permit and rental of the port-a-loo.	Susan	18/10/19
Bonfire Night	Find out if it is possible to get public liability insurance for event.	Muff	18/10/19
Bonfire Night	Purchase fireworks.	Muff	18/10/19
Youth Activity	Create plan for mountain bike program to run in November.	Muff	18/10/19
Youth Activity	Advertise Mountain Bike program to get participants for November.	Susan	18/10/19
Youth Activity	Organise funding for Mountain Bike Program.	Muff/Susan	18/10/19
Havelock Birdsong	Email Memorandum of Understanding to Pat and committee.	Susan	8/10/19
Pelorus FM	Look for microphones.	Julia/Susan	15/11/19
Community Van	Approach Port Marlborough for donation to support this project.	Ian	27/10/19
Community Van	Complete MDC Community Grant application.	Susan	27/10/19