

**MINUTES OF HAVELOCK VISION 2020 TRUST BOARD**  
**HELD AT HCA OFFICE 14<sup>th</sup> September 2016 (7pm)**

**Present:** Barbara Faulls (Chair), Graeme Barsanti, Jim Baillie, Ian Cameron (minute taker).

**In attendance:** Janet Brownson (administrator).

**Apologies:** Hans Neilson (Community Development advisor); Muff Newton for lateness. **MOVED** that apologies be accepted Barbara/Graeme **CARRIED**

**Minutes of meeting held 27<sup>th</sup> July 2016:** **MOVED** that minutes be taken as read and confirmed Graeme/Barbara **CARRIED**

**Matters arising:**

Topic	Action	Who	When	Result
<b>Payments</b>	Load creditors and get payments authorised.	Janet	ongoing	
<b>Pelorus FM</b>	Grant has recommended that we talk with Don Jameson.  Don has said that the only solution is a studio transmitter link (about 50 megahertz) taking 106 and putting out at 88 frequency. May be costly solution. Don has just returned from 3 months away but will keep persevering.	Ian	October 2016	Ian to keep in touch with Don. May be necessary to talk with Brian FM.
<b>Havelock Passport</b>	Look into funding.	Barbara	October 2016	Barbara has investigated cost of printing 400 cards = \$136 but will check out Vista Print. She is drafting a letter to local businesses which could be funded from balance of M/F grant (\$797.71). Costing would be \$10 per business plus self-inking stamp \$16.  Prize to be Family Pass to Mussel Festival 2017.
	Get more quotes for printing and stamps.	Barbara	October 2016	Work in progress (as above).
<b>Havelock Mussels</b>	Follow up.	Graeme	October 2016	Graeme will pick up moulds from Greg and will look for business willing to make the mussels.

<b>Business/ Community Awards</b>	Investigate further and set date for a dinner format awards night.	Barbara	2016	Deferred.
<b>Waterfall Track</b>	Ben is attending to this when time permits.  Barbara will follow up with Muff regarding wasp nuisance	Graeme	October 2016	HCA subcommittee looking at tracks and signage. Port Marlborough keen to support work on Mole track.  Robin Dunn, Ben, Shane, Graeme to look at Port Company track and signage as well as Waterfall Track. Link Pathway will also need signage, as will junction of Waterfall Track.  People have been identified qualified to deal with eradication. Graeme will speak with DOC (Greg) regarding supply of bait.
<b>Vulnerable Children's Policy</b>	Janet reports that only eligible group (Tumble Tots) has signed copy-in Vision 2020 files	Janet	October 2016	All relevant contractors have signed.
<b>Unspent REAP money</b>	SeniorNet do not need further equipment. Suggestions for use of money- Bonfire Night, Christmas presents, passport project	Ian	September 2016	New equipment purchased, Has had positive effect and makes premises look much more attractive.
<b>Tumble Tots Open Day</b>	To be arranged	Janet	September 2016	Tumble Tots will have Open Day on Saturday 29 <sup>th</sup> October in conjunction with Lions' Market.
<b>Havelock maps</b>	Cost of updating and printing.  Possibility of funding through Small Town Community Fund	Janet/ Graeme	September 2016	Barbara has spoken to Destination Marlborough (Amy). DM will liaise with Janet regarding adaption of blue map.
<b>Dance HQ</b>	Funding application to be filed in August	Janet	September 2016	Completed.

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

**Matters arising:**

- Expression of interest HCA Committee. **MOVED** that Havelock Vision 2020 Trust lodge an expression of interest and that, if accepted, Graeme Barsanti be our representative. Ian/Muff **CARRIED**
- Letter to be sent to PAHT explaining why Trust cannot accede to their request regarding including attributing sponsor's logos regarding defibrillator list in "What's On". Letter to be drafted by Janet and signed by Ian.
- Janet will send a letter of thanks to Marlborough COGS allocation committee.

**Finance Report: MOVED** that reports be received and payments approved Graeme/ Barbara **CARRIED**

**Matters arising:**

- **End of 2016 financial year:** draft accounts are with Gary Brown for review.
- **Financial Statements for the year ended 31 March 2015:** signed by all trustees.
- **Westpac declaration to authorise Barbara as an on-line user:** signed ready to deliver to Westpac.
- **MYOB AccountRight form to be signed to authorise bank account information to MYOB to enable Bank Feeds to be set up in accounting package:** signed so can now be emailed to MYOB.

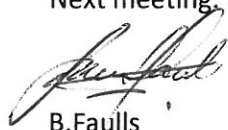
**Existing Project Updates:**

- **Pelorus FM-** Ian to consult with Grant Fisk.
- **Tai Chi-** 9 attended last week (advertising has had effect).
- **Dance HQ-** There are two sessions each week; about 16 attend each week. Subsidy application for 2017 is for potential of 20.
- **Tumble tots:** see above
- **Other business:**
  - **Bonfire ready.** Possibly Friday 4<sup>th</sup> November, Muff, Janet and Ian to meet and work out programme. Lions invited to assist again. Kylie invited to bring Coffee Cart and Pre-school to provide food. \$200 from last year's donations available for purchase of fireworks and if further funding for fireworks is required, this could also come from the balance of the unspent Mussel Festival grant.
  - **Tennis:** Net is up (height to be checked). Muff will ascertain who is keen to be coached. She will work with Janet around advertising in school magazine.
  - **Resignation:** Jim agrees to withdraw his resignation. Trust accepts that he may not be able to attend meetings because of his business commitments but will give advice and attend when he can.

**There being no other business.**

Meeting closed at 8:30pm

Next meeting: Date to be arranged.



B. Faulls  
Chair