

**MINUTES OF HAVELOCK VISION 2020 TRUST BOARD**  
**HELD AT HCA OFFICE 12<sup>th</sup> APRIL 2016 (7.00 pm)**

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

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

**Apologies:** Hans Neilson. **MOVED** that apologies be accepted Graeme/Barbara **CARRIED**

**Minutes of meeting held 10<sup>th</sup> February 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	Done
<b>Pelorus FM</b>	Don is looking for a hill on farm Canvastown area with power and ability to receive Havelock Radio.	Ian	May 2016	Ian to contact Linden
<b>Pelorus FM</b>	Signage (3 signs) cost \$480.	Hans	12/4/2016	No report from Hans. Barbara will follow up with him.
<b>Havelock Passport</b>	Look into funding.	Barbara	2016	May meeting
	Get more quotes for printing and stamps.	Barbara	2016	May meeting
<b>Havelock Mussels</b>	Follow up with no mould owner and discuss with Glynnis Paton	Graeme	Before 19 <sup>th</sup> March 2016	Graeme reports that Greg Bettjeman now has made 2 moulds. Greg is not satisfied with results and will keep working on project.
<b>Business/Community Awards</b>	Investigate further and set date for a dinner format awards night.	Barbara	2016	May meeting
<b>Waterfall Track</b>	Ben is attending to this when time permits.	Graeme	12/4/2016	Barbara will follow up with Muff regarding wasp nuisance and whether she has reported it to Council.
<b>Waterfall</b>	Graeme will invite	Graeme	May meeting	This has not yet occurred.

<b>Track</b>	Robin Dunn and Hans to walk the track with him to discuss signage, permission of land owner and safety issues.	( with Robin Dunn and Hans)		Will take place when work above completed.
<b>Vision 2020 Trustees</b>	Identified people to be approached.	Ian	May meeting	To contact Jo Mayes, Jo Downey/Mandy McQuarrie.
<b>Vulnerable Children's Policy</b>	Janet reports that only eligible group (Tumble Tots) has signed copy-in Vision 2020 files.	Janet	12/4/2016	Ongoing
<b>Unspent REAP money</b>	SeniorNet to be consulted over Community Classroom	Ian	12/4/2016	SeniorNet do not need further equipment. Suggestions for use of money- Bonfire Night, Christmas presents, passport project.
<b>Set up Janet email address</b>	Cost \$120 from BP Computers.	Barbara	12/4/2016	Barbara will contact BP Computers. If not a favourable response, a Gmail account will be set up.
<b>Social Media course (small businesses)</b>	Course to be arranged- liaise with DM. Hans to refer back to Pelorus Promotions	Hans	12/4/2016	No report from Hans. Barbara will follow up with him.
<b>KiwiSport Sponsorship Application</b>	Application for funding for "Dance HQ" term 2, 3, and 4.	Janet	12/4/2016	Course arranged.

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

- **Pelorus Projects Ltd.** Janet reports. Requires "job tracking" for preparation of accountability reports. Xero does not have this facility and is more expensive. Janet suggests a 50:50 share of new programme with HCA. **MOVED** that Vision 2020 move to MYOB Accountright Standard. Graeme/Barbara **CARRIED**.
- **Marlborough Family Budgeting Service** memorandum of understanding. Signed by HV 2020 Chair. The Service will work from the Hub on a Tuesday.
- **Contribution to Hub funding:** Trustees agree that this is a matter for HCA and is not the responsibility of Havelock Vision 2020 Trust.

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

**Matters arising:**

- **End of 2016 financial year:** Janet will attempt to organise this before she commences her leave.
- **Westpac signatories and on-line authorisers:** It was resolved to complete the documentation to replace all signatories for Havelock Vision 2020 Charitable Trust bank accounts with Ian Charles Cameron, James Baillie and Barbara Faulls. These three signatories will have signing authority for cheques and have access to online banking to enable them to authorise payments and transfer funds between bank accounts. The signing rules are that 2 signatories must sign/authorise together. **MOVED** that these changes to the signatories are approved by Havelock Vision 2020 Trustees to the signatories of all Westpac bank accounts Graeme/Ian **CARRIED**.
- GST refund has been applied for – **Fit'n'free gym**. To be paid to Fit'n'free when received.
- Barbara will follow up with Dean Steele regarding signing 2015 accounts.

**Existing Project Updates:**

- **Pelorus FM-** see task list above.
- **Havelock Mussels-** see task list above.
- **Tai Chi-** around 8 people each week attend.
- **Dance HQ-** see task list above. Will be on Thursdays.
- **Tumble tots:** Now on Mondays. Sport Tasman suggested an "Open Day" held in conjunction with Netball. Surplus from last year and subs paid this year to be spent on equipment- hula hoops, Swiss ball (Janet to talk to Debbie Healy). **MOVED** that funds be spent on most appropriate equipment. Graeme/Ian. **CARRIED**
- **Swimming:** Janet has sent accountability report and letter of thanks to REAP.
- **Community Gym Facility:** No report received from Hans of best way of publicising \$12,500 raised by the Community.

**Other business:**

- **New Trustee:** **MOVED** that Muff Newton be invited to become a Trustee of Vision 2020. Barbara/Ian **CARRIED**.
- **Hockey:** Jim raises an issue around lack of netball for young children in Havelock this year and advises that hockey is being arranged in its place. Barbara will ascertain situation around junior netball.
- **Young Mum's Group:** Graeme advises that he had referred an enquiry from Helen McLean regarding the formation of a Young Mum's Support Group to Hans and had expected it to be on agenda. No information had been received from Hans.
- **Ben Roborh:** Janet has sent a thank you letter to him.
- **Change of Administrator's office:** Janet reported on her change of office. She is using 574 1256 as the phone for Vision 2020. Trustees agreed she must claim toll calls as disbursements.
- **Administrator's leave:** Janet will be on leave 10<sup>th</sup> May -13<sup>th</sup> June.

- **Verge sign:** Trustees gave approval to sign Janet had made. She reported several complimentary comments from members of the public.
- **Maps:** Looking at replacements. Janet will research cost of printing the Havelock map. Possibility of reprint being funded through Small Town Community Fund.

**There being no other business.**

Meeting closed at 8:30pm

Next meeting: Date to be arranged.

  
B. Faulis  
Chair

**TASK LIST**  
**From 12<sup>th</sup> April meeting**

Topic	Action	Who	When	Result
<b>Payments</b>	Load creditors and get payments authorised.	Janet	ongoing	
<b>Pelorus FM</b>	Don is looking for a hill on farm Canvastown area with power and ability to receive Havelock Radio.  Ian to contact Linden.	Ian	May 2016	
<b>Havelock Passport</b>	Look into funding.	Barbara	May 2016	
	Get more quotes for printing and stamps.	Barbara	May 2016	
<b>Business/ Community Awards</b>	Investigate further and set date for a dinner format awards night.	Barbara	May 2016	
<b>Havelock Mussels</b>	Graeme to report on Greg Bettjeman's progress in turning out moulds	Graeme	May 2016	
<b>Waterfall Track</b>	Ben is attending to this when time permits.  Barbara will follow up with Muff regarding reporting wasp nests.	Graeme	May 2016	
<b>Waterfall Track</b>	Graeme will invite Robin Dunn and Hans to walk the track with him to discuss signage,	Graeme ( with Robin	May meeting	

	permission of land owner and safety issues. This to take place when work completed.	Dunn and Hans)		
<b>Vulnerable Children's Policy</b>	Identified persons to receive policy & acknowledge.	Janet	Ongoing	
<b>Unspent REAP money</b>	Decision on unspent money- Bonfire night, Christmas presents, passport project.	All Trustees	May 2016	
<b>Social Media course (small businesses)</b>	Course to be arranged-liaise with DM. Hans to refer back to Pelorus Promotions. Barbara to follow up with Hans.	Hans	May 2016	
<b>Set up Janet email address</b>	Janet to be set up as <a href="mailto:hv2020@havelock.co.nz">hv2020@havelock.co.nz</a> Barbara will discuss with BP Computers or set up Gmail account.	Barbara	May 2016	
<b>MYOB</b>	Decision around 50:50 with HCA	Janet	May meeting	
<b>Tumble tots Open Day</b>	To be arranged	Janet	May meeting	
<b>Junior Netball</b>	Barbara to ascertain situation	Barbara	May meeting	
<b>New Trustee</b>	Muff to be invited to become Trustee	Ian	May 2016	
<b>Young Mum's Group</b>	Follow up on Helen McLean's enquiry	Graeme/ Hans	May 2016	
<b>Havelock Maps</b>	Cost of updating and printing. Possibility of funding through Small Town Community Fund	Janet/ Graeme	May 2016.	