

MINUTES OF HAVELOCK VISION 2020 TRUST BOARD

HELD AT HCA OFFICE 9th NOVEMBER 2016 (7pm)

Present: Ian Cameron (Acting Chair and minute taker), Graeme Barsanti, Muff Newton.

In attendance: Janet Brownson (administrator), Hans Neilson (Community Development advisor).

Apologies: Barbara Faulls for lateness. **MOVED** that apologies be accepted Muff/Graeme **CARRIED**

Minutes of meeting held 14th September 2016: **MOVED** that minutes be taken as read and confirmed Graeme/Muff **CARRIED**

Matters arising:

Topic	Action	Who	When	Result
Payments	Load creditors and get payments authorised.	Janet	ongoing	Done
Pelorus FM	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	November 2016	There has been no progress and as Brian FM is also carrying Civil Defence notices and that system has wider coverage, decided that we will remove this item from the agenda.
Havelock Passport	Printing and stamps.	Barbara	November 2016	Janet will work with Barbara in design for Vista Print. Proposed design will be sent to Committee. Barbara confident that passports will be in place in time for prize of Family Pass to 2017 Mussel Festival to still be relevant.
Havelock Mussels	Finding maker of moulds.	Graeme	November 2016	No further progress
Business/Community Awards	Investigate further and set date for a dinner format awards night.	Barbara	2016	Deferred.

Waterfall Track	<p>HCA subcommittee looking at tracks and signage. Port Marlborough keen to support work on Mole track.</p> <p>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.</p> <p>People have been identified qualified to deal with eradication. Graeme will speak with DOC (Greg) regarding supply of bait.</p>	<p>Graeme (as representative of group).</p> <p>Graeme</p>	November 2016	<p>Robin has walked the track and is working through the issues. He will fund the signs.</p> <p>Robin is to catch up with Ben.</p> <p>No progress to date</p>
Vulnerable Children's Policy	<p>Janet reports that only eligible groups (Tumble Tots and Studio HQ) has signed copy- in Vision 2020 files.</p> <p>All relevant contractors have signed.</p>	Janet	On-going	
Tumble Tots Open Day	Tumble Tots Open Day held on Saturday 29 th October in conjunction with Lions' Market.	Janet	29 October 2016	Successful day with public taking an interest. 3 Linkwater children met the criteria of which 1 is likely to be able to join in.
Havelock Maps	<p>Cost of updating and printing.</p> <p>Possibility of funding through Small Town Community Fund</p>	Janet/ Graeme	9 November 2016	Amy (DM) has it under control and has funding for printing.
Letter to PAHT "What's On"	Janet to draft.	Janet	November 2016	Completed.

Letter to COGS	Janet to send letter of thanks.	Janet	November 2016	Completed.
Bonfire Night	To organise and report	Janet/ Muff/lan	November 2016	Approximately 400 attended. Very successful. Income and expenses sheet attached.
Tennis	Investigate numbers of those interested in being coached.	Muff/ Janet	November 2016	On hold.

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

- Decision made regarding Judo Mats confirmed by Trustees.

Finance Report: **MOVED** that report be received and payments approved Muff/Graeme **CARRIED**
Matters arising:

- End of 2016 financial year books are with Gary Brown. Has had a preliminary look and does not see any issues. He is back on 17th November.
- Charities Commission and Annual Return has been completed and filed.

Existing Project Updates:

- **Pelorus FM-** See above.
- **Tai Chi-** This was discussed In Committee. Resolution that Janet report back to next meeting.
- **Dance HQ-** Application to Sport Tasman for \$3,600 was partially granted (\$2,500). At present with subsidy each child pays \$50, this may have to rise but Janet will talk to Vicky.
- **Tumble tots:** Pam and Janet attended Physical Literacy Course run by Sport NZ.
- **“What’s On in Havelock”** – Nothing to report.

Other business:

- **Toy Library:** Muff will discuss with interested persons and report to next meeting.

There being no other business.

Meeting closed at 7:55pm.

Next meeting: Date to be arranged.


B. Faulis
Chair