

EXAMPLE MINUTES

of a meeting of
The Example Trust Board
Held at 10 Summer Street, Auckland 1011 10.15 am, Thursday 19 May 2022

Trustees: Andy Ross (Chairperson), Sarah Tenetti (Treasurer), Rita Price (Project Coordinator), Barney Thomas (left meeting at 12.10 pm) , Belinda Thomas

In attendance: Charlie Jack (Secretary)

1. Opening and Welcome

Charlie opened the meeting with a karakia.

2. Conflicts of Interest

Disclosed and noted:

- Sarah: a member of Taumata-ā-iwi, Advisory Group to the Auckland Museum Trust Board.

3. Confirmation of Minutes of the last Meetings

RESOLVED that the Minutes of the Meeting held on 2 April 2023 be confirmed.

Moved/Seconded: Sarah/Belinda CARRIED

4. Matters Arising / Review of Action Items

Amending the Trust Deed to remove audit requirement: Rita received the variation document via email during the meeting which was subsequently signed. Charlie will lodge it with the appropriate third parties.

Collaboration Software/Solutions: The recommendation is to purchase subscriptions to both BoardPro and Google Workspace online solutions. Belinda advised that she would make a personal donation to the Trust to cover the first year's subscriptions. These will be activated immediately. Andy thanks Belinda on behalf of the Board.

BNZ Account Operating Authority Update: To apply for a BNZ Flexi-Debit card, the physical bank account's operating authority needs to be changed to 'any one person' to be authorised to operate the account (rather than 'any two jointly', as the authority currently stands). (NOTE: this is separate to the online IB4B facility which remains at two to authorise any payment.) The change was agreed, and a replacement Account Operating Authority was subsequently signed which Charlie will lodge with the BNZ.

Values and Visitor Criteria: Belinda had circulated the documents which were approved, with the values being: CONNECTION, COURAGE and INTEGRITY.

5. Confirmation that today's Agenda is suitable

Agreed that the agenda covered all matters to be discussed.

6. Terms of Engagement / Roles & Responsibilities

Belinda and Rita had met to discuss project roles & responsibilities, and comms.

Projects: Rita and Barney

- Flow chart to distinguish between the roles of Rita (as Project Coordinator) and Barney is a WIP.

ACTION: Charlie will circulate the flow chart.

7. Finances / Bank

- Belinda is still to be added as BNZ IB4B authoriser – WIP.
- Cashflow for May was circulated with Board papers. Considering invoices yet to be received from creditors, there are suitable available funds for the next 6 months

8. Funding / Forward Planning / Opportunities

Funding for the Trust is currently the primary consideration for the Trust Board.

Funding Strategy

It was **agreed** that the Trust:

- Is open to regular donations as well as grants.
- Will require the support of a fund/grant writer.
- Will develop a policy on ethical funders.

ACTION: Rita will draft an ethical funding policy

Etc... etc...

11. Next Meeting Date

The next meeting will be held on:
Wednesday 29th June 2022 at 10.30 am.

12. Meeting close

The meeting closed at 2.35pm

Minutes- SAMPLE Team Meeting

Monday 17th April 2023, 2pm – 5pm at 10 Sarsfield Street

In attendance:

Belinda Thomas - Chair

Lulu Thomas

Owen Woolleston

Hailey Roger

Phoebe Duncan

Note that this is an abbreviated example that doesn't include several normal board reports or a risk register.

1. Opening meeting

1.1 BT welcomed the team to the meeting

1.2 Interest register is up to date

1.3 Confirmed agenda is suitable for today's meeting

1.4 Minutes of the previous meeting held on 21-12-22 confirmed as a true and accurate record.

Moved/Seconded PD/LT

CARRIED

2. Actions from the previous meeting

Discussion and update on the open actions from previous meetings referencing the Actions Register.

3. Health and Safety

Nothing new to report

4. Board development matters

1. Helen Gregg has said she is available to spend time with the board.

ACTION: BT will organise.

2. BT will bring questions regarding board priorities to the next meeting.

6. Management reports

6.1 Business Development (LT)

Discussion about the risks associated with RBN. The board have asked for further information regarding the level of exposure.

ACTION: LT will share the potential exposure points before the next meeting.
Noted that the website is going well with an increase in enquiries.

Moved/Seconded OW/BT

CARRIED that the Business Development report be received.

6.2 Finance Report (HR)

Discussion around mitigating FBT costs.

ACTION: HR will prepare a white paper recommending what changes to have in place by 1 April 2023.

Moved/Seconded OW/PD

CARRIED that the Finance report be received.

6.3 Operations Report (OW)

Discussion about how to consider longer leave requests, which will be handled by the management team.

Discussion around equivalency and bonus structures. These will be considered at the next meeting.

Moved/Seconded PD/BT

CARRIED that the Finance report be received.

6.4 Other management reports (all)

No new matters

7. GENERAL BUSINESS

No new matters

The meeting closed at 5.00pm
Next meeting: 20 February 2023