

MINUTES FROM A MEETING OF THE EASTLAND COMMUNITY TRUST

Secretarial note. Trustee only time was held prior to the meeting commencing.

Held on Monday, 4 February 2019 at 9:00 a.m. at Eastland Community Trust Offices 50 The Esplanade, Gisborne.

PRESENT:

Paul Reynolds (Chairman), John Clarke, Ailsa Cuthbert, Jill Chrisp, Michael Muir

IN ATTENDANCE:

Chief Executive Officer - Gavin Murphy, Chief Financial Officer - Phil McLeod, Communications & Marketing Manager - Matt Cairns

2.1 KARAKIA

Jill Chrisp gave a Karakia to begin the meeting.

2.2 APOLOGIES

Te Rau Kupenga, Mayor Meng Foon

2.3 DECLARATION OF TRUSTEES INTERESTS:

No further items were added. Responsibility lies with Trustees to contact the Executive Assistant to update their interest register if required.

2.4 CONFIRM AGENDA & NOTIFICATION OF LATE ITEMS

No further items were added.

2.5 APPROVAL OF MINUTES AND MATTERS ARISING

The minutes of the meeting held 3 December 2018 were taken as read. The Board approved the minutes of the meeting held 3 December 2018 as a true and accurate record of that meeting.

Unanimous Approval

An update on the Labour Wine and Food Festival will be included for the next Trustee meeting.

The tourism infographic will be ready as soon as data from December spend is received (expected mid-February) and will then be published in the paper and other media channels, and then regularly going forwards.

Matters Arising

2.6 STRATEGY & DECISION MAKING

Nothing to note.

2.7 BOARD UPDATES

2.6.a. Board Meeting Schedule and Calendar 2018

Trustees noted the report.

2.6.b CEO Report

The CEO spoke to his report and updated the Trustees on the activities (including financial) since the last Trustee meeting. Trustees noted the report as read.

It was reported Budgets were on track as per report and an update on the new team members who started prior to Christmas. It was noted a full, formal whakatau was held to welcome them to the ECT team. Wendy Gatley starts with the Economic Development team on 13 February as the new Regional Business Partner (Callaghan and NZTE funded role). It was noted funding contracts expire June 2019 so will discuss closer to the time with funding partners regarding the future.

Tourism

There has been good growth and activity in Tourism and have received positive feedback. Peak season

There is a piece of work currently being undertaken to understand the impacts of cruise ships on our local community to weigh value against infrastructure for future seasons. It was noted we were on the journey to shaping cruise ship operations and there is lots of work to do in this regard, for example hosting, quality and infrastructure.

It was recommended the CEO and GMT look at information that came out of the latest tourism conference.

Marketing & Communications

The MCM provided an update to Trustees regarding recent events and examples of how as an organisation we can host and promote events going forward.

It was noted a conversation with Gisborne Herald may be needed to work with them to start reporting on future events, rather than past. The feedback on the Eastern Regional Champs SLSNZ event was that it was a well organised event that had fantastic social media coverage for the region, setting new benchmarks for the organisation.

MCM will provide a detailed update on data and event summary on this event to Trustees at the next meeting and to use as a future case study. Also MCM to include social media and digital data that we have so far collected into CEO report going forward.

2.8 BENEFICIARY PRESENTATIONS AND PUBLIC FORUM

Nil.

2.9 EXCLUSION OF PUBLIC FROM PROCEEDINGS

SECTION 48 - LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Moved by Dr. Jill Chrisp, seconded John Clarke.

Carried

THAT: The public be excluded from the following part of the proceedings of this meeting, namely for discussion or decision:

- Item 3.1 - Woods Agency – Brand Refresh Update (10am)
- Item 3.2.a - Confirmation of the public excluded minutes – Trustees' Meeting Held 3 December
- Item 3.3 - Action items
- Item 3.4 - CEO Monthly Operational Report
- Item 3.5.a - Far East Funding Update
- Item 3.5.b - SOI Draft for Discussion
- Item 3.5.c - Airport Terminal Upgrade Accounting
- Item 3.6.a - DRAFT Letter of Expectation to Activate Tairāwhiti Board
- Item 3.6.b - Major Funding Decisions
- Item 3.7.a - Budget Pack Eastland Community Trust & Activate Tairāwhiti
- Item 3.7.b - Commercial Pipeline Report
- Item 3.7.c - TEC Correspondence regarding Eagle Flight Training
- Item 3.7.d - Subsidiary management reports (excl. EGL and AT)
- Item 3.7.e - EGL Shareholder report

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter check	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
Item 3.1	Woods Agency - Brand Refresh Update	Sections 7(2)(f)	48(1)(a)
Item 3.2	Approval of Minutes and Matters arising	Sections 7(2)(a)(b)(c)(f)(h)(i)(j)	48(1)(a)
Item 3.2.a	Confirmation of the public excluded minutes – Trustees' Meeting Held 3 December 2018	Sections 7(2)(a)(b)(c)(f)(h)(i)(j)	48(1)(a)
Item 3.3	Action Items	Sections 7(2)(c)(f)(h)	48(1)(a)
Item 3.4	CEO Monthly Operational Report	Sections 7(2)(b)(c)(f)(h)(j)	48(1)(a)
Item 3.5.a	Far East Funding Update	Sections 7(2)(b)(c)(f)(h)(i)(j)	48(1)(a)
Item 3.5.b	SOI Draft for Discussion	Sections 7(2)(f)(h)	48(1)(a)
Item 3.5.c	Airport Terminal upgrade Accounting	Sections 7(2)(f)(h)(i)	48(1)(a)
Item 3.6.a	DRAFT Letter of Expectation to Activate Tairawhiti Board	Sections 7(2)(a)(b)(f)(h)	48(1)(a)
Item 3.6.b	Major Funding Decisions	Sections 7(2)(b)(c)(j)	48(1)(a)
Item 3.7.a	Budget Pack Eastland Community Trust and Activate Tairawhiti	Sections 7(2)(a)(h)(f)	48(1)(a)
Item 3.7.b	Commercial Pipeline Report	Sections 7(2)(b)(j)(h)	48(1)(a)
Item 3.7.c	TEC Correspondence regarding Eagle Flight Training	Sections 7(2)(b)(j)	48(1)(a)
Item 3.7.d	Subsidiary management reports (excl. EGL and AT)	Sections 7(2)(b)(c)(h)(j)	48(1)(a)
Item 3.7.e	EGL Shareholder Report	Sections 7(2)(a)(b)(c)(h)(j)	48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Content

Section 7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons

Section 7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Section 7(2)(c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information:

- i. Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or

Would be likely otherwise to damage the public interest.

Section 7(2)(f) Maintain the effective conduct of public affairs through:

- ii. The free and frank expression of opinions by or between or to members of officers or employees of any local authority, or any persons to whom Section 2(5) applies, in the course of their duty; or

The protection of such members, officers, employees and persons from improper pressure or harassment.

Section 7(2)(g) maintain legal professional privilege.

Section 7(2)(h) Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.

Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Section 7(2)(i) Prevent the disclosure or use of official information for improper gain or improper advantage

- iii. That Gavin Murphy (ECT CEO), Phil McLeod (CFO) and Matt Cairns (MCM) be permitted to remain at this meeting, after the public has been excluded relating to Items 3.1 – 3.7.e because of their knowledge of Trust business. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their roles and work performed.
- iv. That the ECT leadership team ((GMC, CM, MCE, GMT, GMED, MCM) be permitted to remain at this meeting, after the public has been excluded relating to Items 3.1 – 3.7.e because of their knowledge of Trust business. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their role and work performed.
- v. That Reuben Woods of Woods Agency be permitted to remain at this meeting, after the public has been excluded relating to Item 3.1 because his presentation and knowledge will be of assistance in relation to the matters to be discussed.

Secretarial note: There being no further open business public were excluded at 09:45 a.m. and were re-admitted at 1:15 p.m.

The public excluded minutes follow and are not publicly available.

There being no further business the meeting closed at 1:15 p.m.

These minutes were confirmed by Trustees on 4 March 2019.

CHAIRMAN
P Reynolds