

MINUTES FROM A MEETING OF THE
TRUST TAIRĀWHITI

ON TUESDAY, 5 MAY 2020

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

Held on Tuesday, 5 May 2020 at 9:00 a.m. via videoconferencing.

PRESENT:

Paul Reynolds (Chairman), John Clarke, Ailsa Cuthbert, Jill Chrisp, Lyall Evans and Shannon Dowsing.

IN ATTENDANCE:

Trust Tairāwhiti executive team members: Chief Executive Officer - Gavin Murphy, Chief Financial Officer - Phil McLeod, Manager of Community Engagement – Audine Grace-Kutia, GM Tourism – Adam Hughes, Matt Cairns - Marketing and Communications Manager and Executive Assistant - Suzanne Green.

2.1 Karakia

MCE gave a Karakia to begin the meeting.

2.2 Apologies

Te Rau Kupenga.

2.3 Declaration of trustee's interests:

Responsibility lies with Trustees to contact the Secretary to update their interest register if required.

2.4 Confirm agenda & notification of late items

Nil

2.5 Approval of minutes and matters arising

The minutes of the meeting held 9 March 2020 were taken as read and approved.

Unanimous Approval

The minutes of the special meeting held 26 March 2020 were taken as read and approved.

Unanimous Approval

Matters arising

Nil.

2.6 Strategy and decision making

Nil

2.7 Beneficiaries presentations and public forum

Two members of the public were present: Abbe Banks (Gisborne District Council) and Aroha Kemp. The public were thanked for their attendance.

2.8 Board Updates

2.8.a Board meeting schedule and calendar 2020

Trustees noted the report. Management to review GDC and EGL attendance sequencing for future meetings.

2.8.b CEO monthly operational report

The CEO spoke to the report and provided key messages and updates which included the organisation's adaption from working in the office to Level 4 lockdown, creating both a pandemic and BCP plan and also continuing to do their work and in many cases ramped up productivity to deliver projects – the coordination between teams for both community and business has been fantastic. Trustees also expressed thanks and asked management to pass on their feedback to staff on their outstanding work throughout the lockdown.

Health & Safety

Health & Safety was noted and discussed.

Finances

It was reported the Trust is ahead of budget, due to unrealised gains on our equity portfolio, and expenses are tracking to budget. Expenses are currently ahead of budgets due to timing of costs incurred.

COVID-19

The CEO provided an update on the current COVID-19 situation and its effects on the Trust. Takihoko and Takitapuwaē are working on recovery planning and ideas for how we will see the world post-COVID19. It has already become apparent there are a few markets we can tap into to further provide support for the community. One area of support worth noting is the support we are offering businesses to quickly migrate to an online platform to offer their services.

Insights into MSD beneficiaries in our region was discussed, and the possibility of providing further breakdown was discussed (i.e. by industry, wage subsidy, who is more affected).

Trustees expressed their appreciation of the work the Trust team has done over this time and the initiatives the team has created to support Tairāwhiti. Trustees asked management to consider if there are any priorities they can assist with that have been highlighted as needing more urgent support, in particular the assistance package that stops early June. The CEO thanked Trustees, and added that the Trust is looking into further operating/organisational efficiencies for Takihoko and Takitapuwaē due to their successful collaboration in the Trust's COVID19 response. Also, the response has highlighted how we can use the draft wellbeing framework to help our decision making, particularly in the current environment. Having the framework in a final form will provide this consistency and use a single logic across sectors of the Trust.

Management noted that business in our region won't be the same as it was going forward and have noted the new opportunities that have been/will be presented to this region and have included this into the recovery plan that is currently being pulled together.

Takihoko

Takihoko has been heavily involved in the regional response, one of our Business Growth Advisors is the key contact for COVID-19 support and is leading interactions with public agencies and assisting businesses navigate the current situation. The team have been able to search the statistics for local businesses and employees who have now received wage subsidies totalling \$39.4m dollars. Also 33 other national businesses with a Tairāwhiti presence would have also applied at a national level and those are not included in the statistics.

The RBP programme has provided \$115k to 80 businesses as part of our COVID-19 response, in which part of the funding goes to training and advice. Takihoko have realised they need to consider how we maintain this insight going forward. Due to the wage subsidy ending on 9 June 2020, the team are thinking hard about recovery planning. From this date some local businesses will no doubt feel the pressure, so we are working with businesses to help them have a plan that goes beyond that date.

Takitapuwaē

GMT is proud of how the team have pulled together during lockdown to do what they can to help, and also has highlighted how the organisation can be more joined up going forward.

Air New Zealand are running a National campaign until July to promote domestic travel. RTO has put a letter to ministers on Friday asking for travel restrictions at Level 2 to be further clarified, currently hospitality and accommodation are feeling the strain of the current restrictions. GMT suspects Air New Zealand will run a second campaign running into summer which would be important for Tairāwhiti.

The 'Lets Shop Tairāwhiti' campaign has been an incredible example of what we were able to achieve during this time. Takihoko, Comms and Takitapuwaē created this social media platform during lockdown to support our local businesses. There will be more stages of this project and will be great to watch this develop. There are 120 businesses registered and counting, so will need to consider clustering them together to make it easier to navigate. The success of this initiative is a great example of the community pulling together to support each other.

2.9 EXCLUSION OF PUBLIC FROM PROCEEDINGS

Moved by John Clarke, seconded Dr. Jill Chrisp.

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

SECTION 48 - LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

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

- Item 3.1.a - Approval of Minutes of 9 and 26 March 2020
- Item 3.2 - Action Items
- Item 3.3 - Presentations
- Item 3.4.a - Prime/FESL Update
- Item 3.4.b - Audit and Risk Update
- Item 3.4.c - SCI Review
- Item 3.4.d - Trustee and Director Fees
- Item 3.4.e - Beneficiary distribution accounting treatment
- Item 3.5.a - CEO Monthly Report (Closed)
- Item 3.6 - Appendices

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.a	Approval of Minutes of 9 and 26 March 2020	Sections 7(2) (a) (b) (c) (f) (h) (i) (j)	48(1) (a)
Item 3.2	Action Items	Sections 7(2) (c) (f) (h)	48(1) (a)
Item 3.3	Presentations	Sections 7(2) (a) (b) (c) (f) (j)	48(1) (a)
Item 3.4.a	Prime/FESL Update	Sections 7(2) (b) (c) (f) (h) (i) (j)	48(1) (a)

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 3.4.b	Audit and Risk update	Sections 7(2) (a) (b) (f) (h) (j)	48(1) (a)
Item 3.4.c	SCI Review	Sections 7(2) (c) (f) (h) (i)	48(1) (a)
Item 3.4.d	Trustee and Director Fees	Sections 7(2) (a) (f) (h) (i) (j)	48(1) (a)
Item 3.4.e	Beneficiary distribution treatment	Sections 7(2) (a) (b) (f)	48(1) (a)
Item 3.5.a	CEO Monthly Report (Closed)	Sections 7(2) (a) (b) (c) (f) (h) (i) (j)	48(1) (a)
Item 3.6	Appendices	Sections 7(2) (a) (b) (c) (f) (h) (i) (j)	48(1) (a)

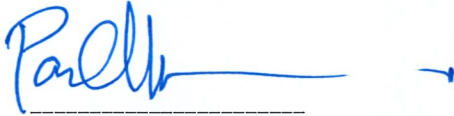
This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings 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:
i. 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) (j) Prevent the disclosure or use of official information for improper gain or improper advantage.
i. That Gavin Murphy (Trust CEO), and the Trust leadership team (CFO, GMC, MCE, GMT, MCM) be permitted to remain at this meeting, after the public has been excluded relating to Items 3.1 – 3.6 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.

- ii. That the Eastland Group Directors be permitted to remain at this meeting, after the public has been excluded relating to Item 3.3 because of their knowledge of the 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.

Secretarial note: There being no further open business public were excluded at 09:50 a.m. and were re-admitted at 2:10 p.m.

The public excluded minutes follow and are not publicly available. There being no further business the meeting closed at 2:10p.m. These minutes were confirmed by Trustees on 2 June 2020.

A handwritten signature in blue ink, appearing to read 'P Reynolds', followed by a horizontal line.

CHAIRMAN

P Reynolds

