

# MINUTES FROM A MEETING OF THE EASTLAND COMMUNITY TRUST

---

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

Held on Monday, 1 April 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, Mayor Meng Foon, Te Rau Kupenga

## **IN ATTENDANCE:**

Chief Executive Officer - Gavin Murphy, Chief Financial Officer - Phil McLeod, Communications & Marketing Manager - Matt Cairns, GM Commercial – Richard Searle, GM Tourism – Adam Hughes, GM Economic Development – Steve Breen, Manager Community Engagement – Audine Grace-Kutia

### **2.1 KARAKIA**

Te Rau Kupenga gave a Karakia to begin the meeting.

### **2.2 APOLOGIES**

None.

### **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 4 March 2019 were taken as read. The Board **approved** the minutes of the meeting held 4 March 2019 as a true and accurate record of that meeting.

**Unanimous Approval**

### **2.6 BENEFICIARIES PRESENTATIONS AND PUBLIC FORUM**

Nil.

### **2.7 BOARD UPDATES**

#### **2.7.a. Board Meeting Schedule and Calendar 2019**

Trustees asked for Te Ha 250 dates and Trustee Appointment dates, to be added to the calendar along with a few minor adjustments to existing dates (October meeting)

**Matter Arising**

#### **2.7.b CEO Monthly Operational Report**

The CEO spoke to his report and updated the Trustees on the activities (including financial) since the last Trustee meeting. The Health & Safety update was noted.

MCE is currently putting together a team for face to face engagement with the community for our Wellbeing Strategy. It was noted we are using data management to keep details safe and secure for this process.

Trustees were asked to provide feedback content for the SharePoint site to the Executive Assistant. Also it was noted new Trustee packs will be created once we have updated material and given to all.

**Matter Arising**

### Economic Development

TEAP, labour accommodation and Spatial Planning were discussed and Trustees asked for active coordination in these processes. It was noted for Spatial Planning, management need to work closely and actively with GDC to ensure a smooth process - Trustees want to be kept updated.

### Tourism

It was noted the last cruise ship of the year arrived Saturday, 30 May. GMT will pull together a debrief of the cruise season and ideas of how to tackle it next year to make it our own and how we'd like it to be to ensure it is best for region. There was a discussion regarding tour/activity pricing on cruise ships vs. on land, CEO to speak with John Clarke regarding this offline, then feedback to GMT.

### **Matter Arising**

The Waka Horoua, Mount Hikurangi, Cycle Gisborne and Rail Bikes went through their Qualmark standard testing, and achieved the following results:

- Maunga Hikurangi – Passed and Gold
- Waka Voyagers – Passed and Gold
- Cycle Gisborne – Passed and Bronze
- Rail Bike Adventures – Passed and Silver

It was noted ECT via Activate Tairāwhiti have supported each product with the resources and funding to help and assist them to get to this point. With their Qualmarks, it will help make booking easier and also provide access to larger audiences and booking systems. Qualmark is a hygiene factor and gets the attention of the industry.

Eastland Community Trust contractual responsibility for city centre promotion on 1<sup>st</sup> April., Lana and Hailey joined the team in their City Vibrancy roles. There will be a fact sheet/ introduction dropped into CBD shops or emailed to provide the update.

iSITE is currently being modernised, the new manager has been making good progress in this space.

## **2.8 EXCLUSION OF PUBLIC FROM PROCEEDINGS**

Rehette Stoltz (Deputy Mayor) from Gisborne District Council will accompany Nedine Thatcher-Swann for her presentation, agenda items 3.2 and 3.3.

Kerry Donovan will accompany Glenis Philip-Barbara and Tama Waipara for their presentation, agenda item 3.5.

### **SECTION 48 - LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987**

Moved by Te Rau Kupenga, seconded Dr. Jill Chrisp.

**Carried**

## 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 - Enterprise Angels – Impact Investment (10am)
- Item 3.2 - Gisborne District Council – General Update (11am)
- Item 3.3 - Navigations Project Update (11:30am)
- Item 3.4 - EGL Operational Update (12:30pm)
- Item 3.5 - Te Ha, Tuia 250 Update (2pm)
- Item 3.6.a - Approval of Minutes of 4 March 2019
- Item 3.7 - Action Items
- Item 3.8 - CEO Monthly Report
- Item 3.9 - Strategy and Decision Making
- Item 3.9.a - Heat Share Extension
- Item 3.10 - Distributions and Operational Updates
- Item 3.10.a - Major Funding Decisions
- Item 3.10.b - The MindLab Gisborne Update
- Item 3.11.a - Retiring Trustees Letter
- Item 3.11.b – TEAP Action Plan – Draft Update

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:

<b>Item No.</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter check</b>	<b>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION</b>
Item 3.1	Enterprise Angels – Impact Investment (10am)	Sections 7(2)(f)(i)	48(1)(a)
Item 3.2	Gisborne District Council – General Update (11am)	Sections 7(2)(b)(c)(f)(i)(j)	48(1)(a)
Item 3.3	Navigations Project Update (11:30am)	Sections 7(2)(b)(c)(f)	48(1)(a)
Item 3.4	EGL Operational Update (12:30pm)	Sections 7(2)(b)(c)(f)(h)(i)(j)	48(1)(a)
Item 3.5	Te Ha, Tuia 250 Update (2pm)	Sections 7(2)(b)(c)(f)	48(1)(a)
Item 3.6.a	Approval of Minutes of 4 March 2019	Sections 7(2)(a)(b)(c)(f)(h)(i)(j)	48(1)(a)
Item 3.7	Action Items	Sections 7(2)(c)(f)(h)	48(1)(a)
Item 3.8	CEO Monthly Report	Sections 7(2)(a)(b)(c)(f)(h)(i)(j)	48(1)(a)
Item 3.9	Strategy and Decision Making		
Item 3.9.a	Heat Share Extension	Sections 7(2)(b)(c)(h)(i)	48(1)(a)
Item 3.10	Distributions and Operational Updates		
Item 3.10.a	Major Funding Decisions	Sections 7(2)(b)(c)(f)(h)(i)(j)	48(1)(a)
Item 3.10.b	The MindLab Gisborne Update	Sections 7(2)(b)(c)(i)(j)	48(1)(a)
Item 3.11.a	Retiring Trustees Letter	Sections 7(2)(a)(f)(i)(j)	48(1)(a)
Item 3.11.b	TEAP Action Plan – Draft Update	Sections 7(2)(b)(ii)	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:

<b>Content</b>
<b>Section 7(2)(a)</b> To protect the privacy of natural persons, including that of deceased natural persons
<b>Section 7(2)(b)(ii)</b> 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.
<b>Section 7(2)(c)</b> 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: <ul style="list-style-type: none"> <li>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</li> </ul> <p>Would be likely otherwise to damage the public interest.</p>
<b>Section 7(2)(f)</b> Maintain the effective conduct of public affairs through: <ul style="list-style-type: none"> <li>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</li> </ul> <p>The protection of such members, officers, employees and persons from improper pressure or harassment.</p>
<b>Section 7(2)(g)</b> maintain legal professional privilege.
<b>Section 7(2)(h)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.
<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
<b>Section 7(2)(j)</b> Prevent the disclosure or use of official information for improper gain or improper advantage.

- i. That Gavin Murphy (ECT CEO), Phil McLeod (CFO) be permitted to remain at this meeting, after the public has been excluded relating to Items 3.1 – 3.11.b 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 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 – 3.11.b 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.
- iii. That Bill Murphy (CEO) of Enterprise Angels 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 Trust matters to be discussed.
- iv. That Nedine Thatcher-Swann (CEO) of Gisborne District Council be permitted to remain at this meeting, after the public has been excluded relating to Item 3.2 – 3.3 because her presentation and knowledge will be of assistance in relation to Trust matters to be discussed.
- v. That Matt Todd (CEO) and Aaron Snodgrass (CFO) of Eastland Group be permitted to remain at this meeting, after the public has been excluded relating to Item 3.4 because their presentation and knowledge will be of assistance in relation to Trust matters to be discussed.
- vi. That Glenis Philip-Barbara and Tama Waipara of Te Ha, Tui 250 be permitted to remain at this meeting, after the public has been excluded relating to Item 3.5 because their presentation and knowledge will be of assistance in relation to Trust matters to be discussed.

**Secretarial note:** There being no further open business public were excluded at 10:00 a.m. and were re-admitted at 3:25 p.m.

The public excluded minutes follow and are not publicly available. There being no further business the meeting closed at 3:25 p.m. These minutes were confirmed by Trustees on 6 May 2019.

---

CHAIRMAN  
P Reynolds