



T/24/05

MINUTES

ORDINARY MEETING OF TRUSTEES

Date: Tuesday, 28 May 2024
Time: 2.30pm
Place: Trust Office, Perry House, 360 Tristram Street, Hamilton

PRESENT: Trustees Afeaki (Chair), Chew, Harvey, Johnston, Silverton, Strange & West

IN ATTENDANCE: Chief Executive Officer, Grants Manager, Finance Administrator, Grants Advisor, Trust Administrator & Emerging Director, Andrew Corkill

CONFLICT OF INTEREST DECLARATIONS: Nil (other than those declared in item T/24/05/1.1)

KARAKIA TIMATANGA: All

AGENDA ITEM (Order differs from circulated Agenda)

T/24/05/1.0 DISTRIBUTIONS/IMPACT

T/24/05/1.1 March 2024 Community Support Grants Round (Ref: 60/15)

A report from the Grants Manager dated 21 May 2024 was circulated. A spreadsheet including Trustee notes was circulated separately, listing the 25 applications to be considered against their strength of alignment with the 2022-25 Community Investment Strategy.

Trustee Afeaki welcomed all those in attendance and acknowledged the level of Trustee engagement across the community, as was evident by the Conflicts of Interest that had been declared.

Disclosure of Interests

Trustees adhere to the following Trust policy:

Governance Process Policies – Conflicts of Interest (point 7)

“Trustees who have declared an interest in an organisation who has applied for funding shall not rank, vote or participate in the discussion about that organisation’s application at the funding decision-making meeting.”

The following Conflicts of Interest that had been recorded during the Trustee assessment process were declared before discussion:

- Trustee Afeaki – **Community Link Trust** in that she is a Trustee of the organisation
- Trustee West – **Hamilton Old Boys Rugby and Sports Club Inc** in that he is a member of the Club

Trustee Afeaki made mention of the facilitated \$3M Distribution Fund discussion that had taken place directly before the Trust meeting, noting that some decisions that had resulted from the session would be confirmed during item T/24/05/1.2. The Grants Manager signalled that these decisions should be kept in mind while considering the applications before them. He then proceeded to run through the recommended allocations, highlighting the suggested variances by Trustees, and these were discussed during the consideration process. He also provided comment and clarification on the assessments as required, with Trustees contributing when they had pertinent observations to make.

MOVED: (Afeaki/Strange) That the following grants be confirmed:

Appl #	Organisation	Amount
CS1403	Kaitiakitanga Charitable Trust	\$47,500
CS1406	Families Autism and Behavioural Support Trust	\$30,000
CS1410	Pivot Bail Charitable Trust	\$35,000
CS1411	Prison Care Ministries	\$24,000
CS1412	Poutama Rites of Passage Trust	\$27,500
CS1413	Waikato Environment Centre Trust	\$85,000
CS1414	Society of St Vincent de Paul Hamilton	\$100,000
CS1416	Community Link Trust	\$40,000
	<i>Trustee Afeaki did not participate in voting or discussion of this item</i>	
CS1421	Tainui Māori Women's Welfare League Regional Council	\$15,000
CS1422	Graeme Dingle Foundation Waikato	\$50,000
CS1423	Glenview Community Centre Inc	\$30,000
CS1425	Waikato Equitherapy Inc	\$15,000
CS1426	Eastlink Badminton Society Inc	\$50,000
CS1428	Orchestras Central Trust	\$50,000
CS1429	The Hamilton Methodist Social Services Trust	\$22,500
CS1430	Maungatautari Ecological Island Trust	\$55,000
CS1431	Waikato Refugee Forum Inc	\$27,500
CS1432	Creative Waikato Trust	\$40,000
CS1437	The One Victoria Trust Board Inc	\$55,000
CS1438	Waikato Regional Volleyball Association Inc	\$30,000
CS1439	Swim Waikato Inc	\$72,500
CS1441	Te Whakaruruhau 2013 Inc	\$62,500
CS1442	Te Ohu Whakaita Charitable Trust	\$60,000
CS1445	Equipotential NZ Inc	\$15,000
CS1446	Hamilton Old Boys Rugby and Sports Club Inc	\$80,000
	<i>Trustee West left the room during voting and discussion of this item</i>	

CARRIED



The total grants funding for the March 2024 Community Support round was allocated at \$1,119,000 to 25 successful grant applications.

Items T/24/05/1.2 and 1.3 were discussed after Presentations.

T/24/05/2.0 PRESENTATIONS

T/24/05/2.1 Waikato Wellbeing Project Update (Ref: 26/07)

A report from the Chief Executive Officer (CEO) dated 10 May 2024 was circulated.

The Waikato Wellbeing Project (WWP) Executive Director, Harvey Brookes and Co-Chair of the WWP Kaitiaki Advisory Board, Mike Rolton joined the meeting at 2.50pm (during the first item). They were welcomed by Trustee Afeaki, then Mr Brookes distributed to those around the table copies of the updated WWP Business Plan. He acknowledged the Trust for challenging WWP around the area of funding as this had led to positive self-reflection and hopefully clarification for Trustees about the value of WWP. He then delivered his presentation which summarised the Business Plan, and included the specific information requested by the Trust:

- Clarifying Our Role
 - Vision and Mission
 - Whakataukī
 - What do we do? How do we work?
 - Refreshed logo which now includes the words ‘Research’, ‘Knowledge’ and ‘Storytelling’
- Theory of Change
- Our Mission (‘To hear our people and transcend their lives through positive impact’) and how we do that to contribute positively towards our Vision (‘Our mokopuna are thriving’)
- Priorities 2024-25
 - Key Points (including Research, Knowledge, Storytelling, Advocacy, Waikato and the Theory of Change)
 - WWP Activities May 2024 to April 2025+ (including major projects and investment/funding)
- How we Measure Success
 - Measurement Framework
 - Resources → Activities → Outputs → Outcomes → Impacts table
- Requested Information
 - Budget (What are the actual expenditures per programme initiative?)
 - Looking Ahead (What are the initiatives for months 24 to 60?)
 - Other Funding (How is WWP transitioning to new forms of funding? How will WWP ensure its work continues to create value for its funders and stakeholders?)
- Impact Case Study: Lots of Little Fires, Season 1

There was some discussion about intentions as to the future of WWP, and potential scenarios should it be discontinued, and how wellbeing knowledge generated thus far might be preserved and built upon, so it continues to be an accessible resource to those on the frontline of community work.

There was also some discussion with regard to alternative funders, and Waikato Regional Council's involvement as the Trust's WWP partner. Mr Brookes was of the hope that WWP and its co-founders would collectively work together on its future direction and funding approaches.

Trustee Harvey noted that she had received a WWP update via email recently and observed that there had not been a conversation among the WWP partners with regard to stakeholder communications that contained commentary about the Trust. Mr Brookes replied that, although WWP needs a certain amount of sovereignty over its communications, he would be happy to look at ways to work together in this area.

Trustee Chew enquired as to whether WWP had considered automation technology, such as Artificial Intelligence (AI), to reduce costs relating to data collection. Mr Brookes replied in the affirmative, noting that there was an AI 'bot' on the WWP website to assist with queries.

Trustee Afeaki thanked Mr Brookes and Mr Rolton for their attendance and reporting, and for responding to the questions posed to them by the Trust, conveying the intention to continue with the open, frank conversations being held.

The WWP representatives left the meeting at 3.55pm.

MOVED: (Afeaki/West) That the presentation be received.

CARRIED

T/24/05/1.0 DISTRIBUTIONS/IMPACT (Continued)

T/24/05/1.2 Allocation of \$3M Distribution Fund (Ref: 60/67)

The CEO communicated the proposed recommendations that resulted from the facilitated session on the \$3M Distribution Fund that had been held directly preceding the Trust meeting.

MOVED: (Afeaki/West) That the \$3M Distribution Fund included in the Trust Budget for the 2024/25 Financial Year be assigned as follows:

1. The \$650,000 Affordable Energy for All Support Programme allocation be increased by \$350,000 to \$1M.
2. The \$3M Community Support funding allocation be increased by \$850,000 to \$3.85M.
3. \$1.5M be allocated to a Local Territorial Authority Partnership Fund.*
4. The \$1.2M Trust and WEL Networks Ltd Impact Fund be increased by \$300K to \$1.5M.**

CARRIED

- * It was clarified that only local councils would be eligible to apply to this Fund, which would exclude regional councils.
- ** It was established that the focus of the Impact Fund would be on energy efficiency-related projects, which could include field lighting, heating and/or healthy home initiatives, and Trustee West noted that the criteria and wording around this was still to be finalised.

T/24/03/1.3 Grants Committee Meeting Held 21 May 2024 (Ref: 60/10)

A report from the Grants Manager dated 22 May 2024 was circulated. This included a list of recommendations on the April 2024 Quick Response round applications, as well as three Convening and Organisational Development (COD) grant applications.

The Grants Manager advised that the Trust had received some information the previous day concerning one of the applicant organisations (Waikato Indian Charitable Trust), and if a grant was approved, it would be subject to gaining further detail, and that detail being satisfactory to the Trust.

The following Declarations of Interest were noted:

- Trustee Chew – **Waikato Regional Council** in that he is a Director of Houston Technology which undertakes unrelated work for the Council (perceived conflict only)
- **Clarence Street Theatre Trust** in that he is a Director of Houston Technology, and as such has a potential pecuniary interest as the company is in discussions regarding carrying out work for the organisation
- Trustee Harvey – **Student Residence Trust Aotearoa** in that she is Chair of the Finance, Audit and Risk Committee for the organisation

Trustee Harvey acknowledged the efforts of the Grants Committee in light of the number of applications, and Trustee Silverton remarked that the decline comments in the report were helpful and informative. There were no questions arising from the assessments.

MOVED: (Chew/Johnston) That the following Quick Response and Convening and Organisational Development grants be approved:

Appl #	Organisation	Amount
QR2754	Ngāruawāhia Rugby League Football Club Inc	\$18,610
QR2756	Air Training Corps Association NZ Inc – No 7 Squadron	\$4,780
QR2759	Hamilton Caledonian Society's Pipe Band Inc	\$3,146
QR2760	Dance Therapy NZ	\$9,000
QR2766	Horsham Downs Golf Club Inc	\$5,000
QR2767	St Paul's Swimming Club Inc	\$12,000
QR2769	New Zealand Council of Victim Support Groups Inc	\$5,000

Appl #	Organisation	Amount
QR2770	Storytime Foundation Trust Board	\$10,000
QR2771	Waikato Hockey Charitable Trust	\$15,000
QR2772	Hamilton Lodge of the Theosophical Society Inc	\$2,000
QR2773	Hamilton Disability Arts Festival Trust	\$2,000
QR2775	Te Iti Rearea Sports Club	\$2,500
QR2776	Get Kids Active Charitable Trust	\$7,000
QR2777	Tāngaro Tuia Te Ora – Endangered Species Foundation	\$10,000
QR2778	SPELD New Zealand Inc	\$5,000
QR2782	Aphasia New Zealand Charitable Trust	\$5,000
QR2784	Waikato Regional Council	\$15,000
	<i>Trustee Chew did not participate in voting or discussion of this item</i>	
QR2786	Fraser-Tech Rugby Football Club Inc	\$17,000
QR2787	Waikato Somali Friendship Society Inc	\$5,000
QR2788	Ronald McDonald House Charities New Zealand Trust	\$7,000
QR2789	Art in Nature Arboretum Trust	\$10,000
QR2792	The Hearing Association Hamilton and Districts Branch Inc	\$5,000
QR2793	Student Residence Trust Aotearoa	\$10,000
	<i>Trustee Harvey did not participate in voting or discussion of this item</i>	
QR2794	Stroke Foundation Hamilton	\$3,000
QR2795	Galaxy Waikato Touch Club Inc	\$2,500
QR2797	New Zealand China Friendship Society Inc (Hamilton)	\$4,000
QR2798	Flyers Junior Basketball Club	\$7,500
QR2800	St Paul's Anglican Church Huntly	\$10,000
QR2802	Hospice Waikato Trust	\$20,000
QR2803	The Lucy Foundation	\$11,000
QR2804	Waikato Society of Potters Inc	\$5,000
QR2808	KidsCan Charitable Trust	\$15,000
QR2809	Waikato Hockey Association Inc	\$8,000
QR2811	Hamilton Chinese Golden Age Society Inc	\$2,000
QR2814	Northgate Community Church	\$10,000
QR2816	Waikato Indian Charitable Trust*	\$5,000
QR2818	The Place Charitable Trust Board	\$10,000
QR2819	Waikato Society of Arts Inc	\$5,000
		\$303,036
COD67	Community Energy Whāingaroa	\$12,500
COD68	Ngāruawāhia Community House	\$7,000
COD69	Clarence Street Theatre Trust	\$12,500
	<i>Trustee Chew did not participate in voting or discussion of this item</i>	
		\$32,000

* Conditional grant to be held by the Trust until it receives satisfactory supporting information.

And that the following applications be declined:

QR2755	Hamilton City Cadet Unit
QR2763	Suburbs Piako Hockey Club Inc
QR2764	Te Po ki te Ao Marama Tihei Mauriora
QR2774	Neurogenesis Trust
QR2785	Carers New Zealand
QR2796	St Andrew's Presbyterian Church Hamilton
QR2799	Catholic Women's League Hamilton Diocese Inc
QR2801	Autism New Zealand Inc
QR2807	Flagstaff Club Inc
QR2821	Waikato Shaheed-E-Azam Bhagat Singh Sports & Cultural Trust Board

CARRIED

The total grants funding for the April 2024 Quick Response round was allocated at \$303,036 to 38 successful grant applications. Three COD grants were also allocated, totalling \$32,000.

T/24/05/3.0 COMPANY MATTERS

T/24/05/3.1 WEL Networks Ltd – Annual General Meeting (Ref: 45/30)

A report from the Trust Administrator dated 6 May 2024 was circulated.

The Trust Administrator provided a brief summary of the report, noting that Trustee Afeaki would be appointed proxy for the Company AGM on 21 June 2024, with Trustee Harvey assuming that role if the need arose.

MOVED: (Afeaki/Strange) That:

1. The Trust's proxy be given to the Chair, or the Chair of the Finance, Audit and Risk Sub-Committee in the alternative.
2. The Trust's proxy be voted as the Chair or the Chair of the Finance, Audit and Risk Sub-Committee considers will be in the best interests of the Trust in respect of any other business coming before the AGM and going to a show of hands or formal vote.
3. The 2024 Proxy Form be signed by Trustees, and that the Trust Administrator be authorised to use electronic signatures if required.

CARRIED

T/24/05/4.0 OTHER REPORTS

T/24/05/4.1 Review and Ratification of Governance Policies (Ref: 10/3)

A report from the Trust Administrator dated 22 May 2024 was circulated.

The CEO noted that, although there had been discussion previously with regard to community loans, there was a need for the Trust to formally resolve that it would not continue to offer this service.

MOVED: (Afeaki/Harvey) That the Trust removes the provision of Community Loans from its current support service offerings, noting that this will not in any way affect the Loan Agreements with the Trust's remaining Lendees.

CARRIED

The CEO gave some background with regard to the report, noting that there had been a number of subtle suggested changes to the Trust's Governance Policies document as a result of the further review by the Finance, Audit and Risk (FAR) Sub-Committee, which were mainly for the sake of consistency and standardisation.

Trustee Harvey conveyed that the Emerging Director 12-month position had been deemed as a one-off appointment rather than a permanent/ongoing role, and there was agreement that a review of the position could be undertaken at the end of Mr Corkill's tenure, alongside best practice research.

Trustee Harvey also pointed out that it would be prudent to conduct a standard review of the Trust Deed to ensure any references to legislation were accurate and up-to-date, and that any relevant changes then flow through to the Governance Policies document if required.

Trustee Afeaki expressed that the recent FAR Sub-Committee review had been valuable and she thanked the Management team for their assistance.

Trustee West identified that the references to the Trust's Community Investment Strategy within the Governance Policies document would need updating after the Strategy Review later in the year.

MOVED: (Afeaki/Chew) That:

1. All changes/additions to the Trust's Governance Policies document made since the April 2023 review, including the proposed amendments from the Finance, Audit and Risk Sub-Committee, as highlighted in the draft attached to the report, be ratified.
2. The Governance Policies continue to be updated as appropriate and are next reviewed fully in 2025, firstly by the Finance, Audit and Risk Committee then by the full Trust at the April 2025 Trust meeting.

CARRIED

T/24/05/5.0 **MANAGEMENT REPORTS**

T/24/05/5.1 **Resolution Schedule (Ref: 15/20/5)**

The Resolution Schedule dated 14 May 2024 was circulated for noting.

MOVED: (Afeaki/Harvey) That the Resolution Schedule be noted.

CARRIED

T/24/05/5.2 **Trustee Meeting, Workshop and Event Attendance (Ref: 15/2)**

A report from the Trust Administrator dated 10 May 2024 was circulated for noting.

Trustees Afeaki, Chew, Harvey, Silverton and Strange reported on community events recently attended.

MOVED: (Afeaki/Silverton) That the Trustee Meeting and Workshop Attendance report be noted.

CARRIED

T/24/05/5.3 **Ongoing Status Report (Ref: 15/20/5)**

A report from the Grants Manager dated 6 May 2024 was circulated for noting.

Staff conveyed that the registration to the Personal Property Securities Register had in fact been renewed prior to the last meeting, and that the Ongoing Status Report now reflected the new expiry date of 8 July 2025.

Trustee Silverton enquired as to the overdue Community Support acquittal from Te Puna Oranga and the Grants Advisor relayed that, due to structural and staff changes within the organisation, he would not be pursuing an official accountability report, but gave assurance that the funds had been used for the intended purposes, as was evident from the intermittent updates received, and he would create a file note to that effect.

MOVED: (Afeaki/Silverton) That the Ongoing Status report be noted.

CARRIED

T/24/05/5.4 **Bi-Monthly Review Against Annual Plan (Ref: 15/20/5)**

A report from the CEO for the month of May 2024 was circulated.

MOVED: (Afeaki/West) That the Bi-Monthly Review Against the Annual Plan be noted.

CARRIED

T/24/05/5.5 **Financial & Budget Report (Ref: 20/10)**

A report from the Finance Administrator for the month of April 2024 was circulated.

The Finance Administrator highlighted some key points in her financial commentary.

MOVED: (Afeaki/Harvey) That the financial and budget report to 30 April 2024 be adopted.

CARRIED

T/24/05/5.6 **Fiduciary Calendar (Ref: 25/30)**

The April Fiduciary Calendar was circulated for noting.

MOVED: (Afeaki/Johnston) That the fiduciary calendar update be noted.

CARRIED

T/24/05/5.7 **Energy Trusts of New Zealand (Ref: 5/30/15)**

A report from the Trust Administrator for the month of May 2024 was circulated.

Trustees Afeaki and Chew, and the CEO gave brief verbal reports with regard to the ETNZ Conference they had recently attended in Wellington. Trustee Afeaki made mention that the CEO had been ardent in his promotion of the Spring Conference that would be hosted by the Trust later in the year.

The following was also noted:

- The current Government is wanting to engage closely with the electricity sector, the priorities for which are affordability, reliability and renewability, and they plan to bring back oil and gas
- The Electricity Authority and the Commerce Commission are not looking to make any fundamental changes, but the latter in particular aims to garner a better understanding about the differences between the regulated and non-regulated environments, through analysis and research
- Transpower's capital investment over the next five years will incur a 30% uplift in spend on the previous five years, but for the five years beyond that there would be an increase of 150% on their current spend, due to the anticipated growth of the network and the support it will require
- The Waikato is a leader in the Innovation and AI space, which would be a key theme of the Spring Conference

The CEO gave a quick update with regard to the preparations for the Spring Conference, the dates for which had been confirmed (14 and 15 November).

MOVED: (Afeaki/Harvey) That the ETNZ report and verbal reports be noted.

CARRIED

T/24/05/5.8 **Industry & Trust Activity Verbal Updates**

There were no verbal updates to be relayed this month.

T/24/05/5.9 **Confirmation of Minutes (Ref: 15/20/10)**

The Minutes of Ordinary Meeting T/24/04 dated 23 April 2024 were circulated.

MOVED: (Afeaki/Chew) That the Minutes as circulated be confirmed as a true and correct record.

CARRIED

T/24/05/6.0 EXCLUSION OF PUBLIC

MOVED: (Afeaki/Harvey) That the public be excluded from the following parts of the proceedings of this meeting under Section 48(1) of the Local Government Official Information and Meetings Act 1987, for reasons relating to third party commercial sensitivity, on the following grounds:

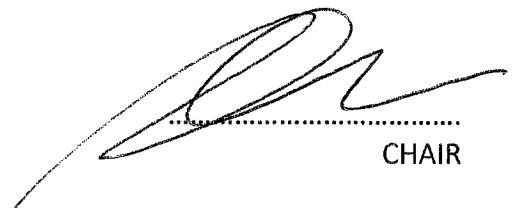
1. To enable the Trust to carry out, without prejudice or disadvantage, negotiations (including commercial or industrial negotiations).
2. To protect information where the making available of the information would be likely unreasonable to prejudice the commercial position of the person/organisation who supplied or who is the subject of the information.

CARRIED

Agenda Item	General subject matter to be considered	Grounds for passing this resolution
T/24/05/7.1	WEL Networks – Quarterly Report	Definition 2 above
T/24/05/7.2	Review of Owner’s Expectation Manual	Definitions 1 & 2 above
T/24/05/8.1	Joint Impact Grants Initiative	Definitions 1 & 2 above
T/24/05/9.1	RFP – Investment Advisor	Definition 2 above
T/24/05/9.2	Makao Investments Quarterly Report	Definitions 1 & 2 above
T/24/05/10.1	Resolution Schedule	Definitions 1 & 2 above
T/24/05/10.2	Risk Management Report	Definitions 1 & 2 above
T/24/05/10.3	Industry & Trust Activity Verbal Updates	Definitions 1 & 2 above
T/24/05/10.4	Confirmation of Minutes	Definitions 1 & 2 above

The meeting closed at 4.33pm.

Confirmed at T/24/06 on 25 June 2024 as a true and correct record.


CHAIR

RA