

**EASTERN AND CENTRAL COMMUNITY TRUST INC.
RESOLUTION REGISTER**



MEETING DATE:	#:	MATTER:	RESOLUTION:
22 & 23 May 2014	1.1	General Manager's KPIs	The sub-committee that undertook the work on the GM KPIs (comprising Milner/Millard/Hansen/Mitchell-Jenkins) be convened to prepare and present a paper addressing the General Manager Terms of Reference and Performance Review Framework to the July 2014 Board Meeting for consideration. (B Mills/A Hansen)
	1.2	General Manager Mentoring	That within the existing Board approved budget for 31 March 2015, \$3,500 for General Manager Professional Development be confirmed. The General Manager is free to choose a mentor he feels meets his needs subject to: <ul style="list-style-type: none"> • There is a cap on the hourly rate that the Trust will pay up to \$120 per hour inclusive of GST and • Feedback on the effectiveness and value of mentoring is to be provided by the General Manager to the Chair as part of the initial performance review scheduled for 30 September 2014. (A Hansen/R Rauna)
	2.1	Meeting Apologies	That apologies from Caren Rangi for Thursday and Kaye McAulay for Friday, be accepted. (M Kilmister/D Lea)
	3.1	Tairawhiti Cultural Development Trust	To endorse the staff recommendation of a donation of \$35,000 to Tairawhiti Cultural Development Trust because of the wide community benefit but noting that this was a departure from policy. (K McAulay/A Hansen)
	3.2	Fielding Playcentre	To reduce the recommendation of \$15,000 to the Fielding Playcentre to a standard donation of \$3,500 conditional upon full funding being obtained for the project. (M Millard/M Kilmister)
	3.3	Marotiri Kohanga Reo	To reduce the recommendation of \$16,000 to Marotiri Kohanga Reo to a standard donation of \$3,500 conditional upon full funding being obtained for the project. (M Kilmister/ B Mills)
	3.4	Taokotainga Apii Kuki Airani Hastings Inc.	To reduce the recommendation of \$20,000 to Taokotainga Apii Kuki Airani Hastings Inc. to a standard donation of \$3,500 conditional upon full funding being obtained for the project. (D Lea/A Hansen)
	3.5	Hatea-A-Rangi School	That the staff recommendation of \$35,000 to Hatea-A-Rangi School be reduced to a special donation of \$20,000. (B Mills/ S Mitchell-Jenkins)



MEETING DATE:	#:	MATTER:	RESOLUTION:
22 & 23 May 2014	3.6	Special Donations Approved	With the exceptions of earlier amendments, to endorse the recommendations of staff for special applications approved as listed on page 18 of the donations agenda for the May 2014 meeting. (K McAulay/A Hansen)
	3.7	Autism Wairarapa Charitable Trust	To change the staff recommendation of a decline for Autism Wairarapa Charitable Trust to an approved standard donation of \$4,000. (G Milner/K McAulay)
	3.8	Hawke's Bay Playcentre Association	To change the staff recommendation of a decline for Hawke's Bay Playcentre Association to an approved standard donation of \$3,500. (S Mitchell-Jenkins/A Hansen)
	3.9	Special Donations Declined	With the exceptions of earlier amendments, to endorse the recommendations of staff for special applications declined as listed on page 82 of the donations agenda for the May 2014 meeting. (K McAulay/A Hansen)
	3.10	Performing Arts Competitions Association of New Zealand	That the standard donation of \$3,500 for the Performing Arts Competitions Association of New Zealand Inc be approved as a departure from policy because of the community benefit. (K McAulay/A Hansen)
	3.11	Age Concern – Havelock North	To reduce the recommendation of \$4,000 for Age Concern – Havelock North to \$3,500. (B Mills/M Millard)
	3.12	Youthline Palmerston North	That the standard donation of \$4,000 for Youthline Palmerston North be increased to donation of \$10,000. (D Lea/R Garrod)
	3.13	Gisborne Hospital Childcare Society Inc.	That the staff recommendation of \$8,500 for Gisborne Hospital Childcare Society Inc. be reduced to a donation of \$3,500 conditional upon full funding being obtained for the project. (M Kilmister/R Rauna)
	3.14	Standard Donations Approved	With the exception of earlier amendments, to endorse the recommendations of staff for standard donations approved as listed on pages 114-117 of the donations agenda for the May 2014 meeting. (S Mitchell-Jenkins/A Hansen)
	3.15	Standard Donations Declined	To endorse the recommendations of staff for summarised donation applications declined and approved as listed on pages 79-81 of the donations agenda for the May 2014 meeting. (G Milner/R Rauna)
	4.1	Minutes of Previous Meeting	To approve the minutes of the previous meeting held on 27 & 28 March 2014 as a true and accurate record of the meeting. (S Mitchell-Jenkins/M Kilmister)



MEETING DATE:	#:	MATTER:	RESOLUTION:																					
	5.1	Matters Arising and Action Items	That the Progress Report on the Action Plan from the previous Trust and Executive meetings was received and noted. (A Hansen/R Rauna)																					
22 & 23 May 2014	6.1	Hedging Contracts	That the following hedging position be confirmed: <table><tr><th><i>Current Hedged</i></th><th><i>Recommended change to</i></th><th><i>%Hedged Position</i></th></tr><tr><th><i>Previous % Hedged</i></th><th></th><th></th></tr><tr><td>USD 16,300,000</td><td>16,500,000</td><td>50.38%</td></tr><tr><td>Pound 4,500,000</td><td>4,900,000</td><td>49.79%</td></tr><tr><td>55.73%</td><td></td><td></td></tr><tr><td>Euro 7,600,000</td><td>7,900,000</td><td>50.82%</td></tr><tr><td>AUS\$ 6,000,000</td><td>0</td><td>48.59%</td></tr></table> (Unanimously approved)	<i>Current Hedged</i>	<i>Recommended change to</i>	<i>%Hedged Position</i>	<i>Previous % Hedged</i>			USD 16,300,000	16,500,000	50.38%	Pound 4,500,000	4,900,000	49.79%	55.73%			Euro 7,600,000	7,900,000	50.82%	AUS\$ 6,000,000	0	48.59%
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	7.1	Chair’s Report	That the Chair’s Report to the Board to the Board be received and noted. (G Milner/R Rauna)																					
	8.1	General Manager’s Report	That the General Manager’s Report for the period 30 April 2014 be received and noted. (C Rangi/R Rauna)																					
	9.1	Executive Committee’s Report	That the Executive Committee Report to the Board be received and noted. (B Mills/S Kerr)																					
	10.1	Special Programmes Committee Report	That the Special Programmes Committee Report to the Board be received and noted. (M Millard/ D Lea)																					
	10.2	Summer Reading Programme	That a donation of \$230,000 for the Summer Reading Programme be approved for the 31/3/15 financial year and that before the request for an additional \$15,000 donation be approved by the Trust, the financial statements be redrafted to show the income from sales of the programme as income. (M Millard/ M Kilmister)																					
	10.3	Wairarapa REAP – Maths is Fun Programme.	That a donation of \$92,500 be approved to Wairarapa REAP for the Maths Is Fun Programme for the 31/3/15 financial year. (M Millard/D Lea)																					
	10.4	Science Roadshow Proposal	That \$5,000 be approved as a donation expense for the development of the Science Roadshow proposal. (D Lea/R Rauna)																					
	11.1	Audit & Risk Committee Report	To receive and note report from the Audit and Risk Committee. (B Mills/R Rauna)																					



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	12.1	Taradale Sports Association Inc.	To approve the extension of time for Taradale Sports Association Inc. (\$2,000) in which to uplift the donation to 31 August 2014. (R Rauna/ S Mitchell-Jenkins)
	13.1	Governance Charter Amendments	To approve the amendments to the Governance Charter removing reference to the Donations Assessor and replacing with Administration Officer for Desk Banking Authorities. (D Lea/C Rangi)
	14.1	Board and Executive Committee Meeting Dates.	To adopt the meeting dates for Board and Executive Committee for Calendar 2015 as outlined on pages 68 and 69 of the May 2014 Agenda Papers. (B Mills/M Kilmister)
	15.1	Financial Report inclusive of Investment Portfolio	To receive and note the financial position and performance of the Trust for the period ended 30 April 2014 and the investment portfolio as at 30 April 2014. (B Mills/R Rauna)
26 & 27 June 2014	1	Annual Financial Statements for the year ended March 2014	To adopt the Annual Financial Statements for the year ended 31 March 2014, subject to the directory being amended, the inclusion in the notes of a narrative around Te Kete Putea, the inclusion of the letter from the auditor and the finalisation of the notes. S Mitchell-Jenkins/ B Mills
	2	Signatures for Annual Accounts	To resolve that Geoff Milner and Kaye McAulay be authorised to sign the Annual Financial Statements for the year ended 31 March 2014. S Mitchell-Jenkins/ B Mills
	3	Changes to the cash, global bond and equities portfolios	To resolve that the cash port folio be reduced by \$5 million and that the global bond portfolio be increased to \$15 million, with the balance being allocated to the equities portfolio and divided equally between Elevation Capital Management Ltd and Forsyth Barr. B Mills/ R Rauna
	4	Nomination for the Board of TKP General Partner Ltd	To resolve that Kaye McAulay be nominated for a position on the Board of Te Kete Putea General Partner Ltd. R Rauna/R Garrod



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24 & 25 July 2014 Draft	2.1	Annual review of Elevation Capital Management Ltd	To receive and acknowledge the presentation from Elevation Capital Management Ltd and records that the annual review has been completed D Lea/R Rauna
	3.1	Apology	That an apology from Stephen Kerr be accepted. K McAulay/ B Mills
	5.1	Changes to interest register	To receive and note the following changes to the interest register: Mark Kilmister ; Change from general member to President of the Taradale Tennis Club, change from general member to, member of the management committee of the Omaranui Bowling Club. Kaye McAulay ; Deletion of Organic Aotearoa New Zealand and Organic Wine NZ, addition of committee member of Wellington Free Ambulance. Shelly Mitchell-Jenkins ; Removal of Horowhenua Events Centre Trust Caren Rangi ; Addition of Co Chair for the Hawke's Bay District Health Board Pasifika Leadership Group R Rauna/S Mitchell-Jenkins
	6.1	Minutes of May 2014 meeting	To approve the minutes of the meeting held on 22 & 23 May 2014 as a true and accurate record of the meeting. R Rauna/M Millard
	6.2	Minutes of June 2014 meeting	To approve the minutes of the meeting held on 26 & 27 June 2014 as a true and accurate record of the meeting. S Mitchell-Jenkins/M Millard
	7.1	Action Plan	To receive the Action Plan from the previous Trust and Executive meetings. M Millard/R Rauna
	9.1	Chair's report	To receive and note the Chair's report to the Board. G Milner/B Mills
	10.1	Appointment of Deputy Chair	To confirm the appointment of Bruce Mills as Deputy Chair for a two year term to July 2016. R Garrod/R Rauna



MEETING DATE:	#:	MATTER:	RESOLUTION:
	11.1	Appointment of Committee Chairs	<div>To appoint the following Committee Chairs be appointed for a term of one year:</div> <div><div>Bruce Mills</div><div>Executive Committee</div><div>Margaret Millard</div><div>Special Programmes Committee</div><div>Kaye McAulay</div><div>Audit and Risk Committee</div><div>Geoff Milner</div><div>General Manager Performance Appraisal Committee</div></div> <div>R Rauna/D Lea</div>
	11.2	Committee membership	<div>the following committee membership be approved for a one year term:</div> <div><div>Executive Committee</div><div><div>Bruce Mills</div><div>Kaye McAulay</div><div>Anna Hansen</div><div>Stephen Kerr</div></div><div>Special Programmes Committee</div><div><div>Margaret Millard</div><div>Ron Garrod</div><div>Mark Kilmister</div><div>David Lea</div></div><div>Audit and Risk Committee</div><div><div>Kaye McAulay</div><div>Caren Rangi</div><div>Stephen Kerr</div><div>Shelly Mitchell=Jenkins</div></div><div>General Manager Performance Appraisal Committee</div><div><div>Geoff Milner</div><div>Bruce Mills</div><div>Anna Hansen</div><div>Robyn Rauna</div><div>Margaret Millard</div></div></div> <div>K McAulay/ R Garrod</div>
	12.1	GMPAC membership	<div>To confirm that the maximum members of the committee be no more than five.</div> <div>R Garrod/B Mills</div>



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	12.2	GM review process	To confirm that the review process be based on the job description and agreed KPIs. A Hansen/S Mitchell-Jenkins
	12.3	GM remuneration	To confirm that remuneration will be considered annually. A Hansen/R Rauna
	12.4	Committee terms of reference	To approve the terms of reference for the General Manager Performance Committee, with the inclusion of the above resolutions. C Rangi/R Rauna
	13.1	Sale of Goodman Fielder bonds	To approve the sale of the current holding in Goodman Fielder bonds held by Esam Cushing, being a value of \$2 million, at or above par. A Hansen/B Mills
	15.1	Special donation applications recommended declined	To endorse the staff recommendation for the special application declined as listed on page 19 of the Donations Agenda for July 2014 B Mills/M Millard
	15.2	Special donation applications recommended approved	To endorse the staff recommendations for the special applications approved as listed on page 23 of the Donations Agenda for July 2014. A Hansen/M Kilmister
	15.3	Summarised standard applications	To endorse the staff recommendations for the summarised standard applications declined and approved, as listed on pages 80-82 of the Donations Agenda for July 2014. S Mitchell-Jenkins/ B Mills
	15.4	Ronald McDonald House - Wellington	To change the staff recommendation of a decline for Ronald McDonald House – Wellington to an approved standard donation of \$4,000. D Lea/R Garrod
	15.5	Ronald McDonald House - Auckland	To change the staff recommendation of a decline for Ronald McDonald House – Auckland to an approved standard donation of \$4,000. S Mitchell-Jenkins/K McAulay
	15.6	Renaissance Singers	To change the staff recommendation of a decline for Renaissance Singers to an approved standard donation of \$500. A Hansen/S Mitchell/Jenkins
	15.7	Parkinsonism Society – Hawke’s Bay	To change the staff recommendation of a decline for Parkinsonism Society – Hawke’s Bay Inc to an approved standard donation of \$4,000. K McAulay/M Millard



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	15.8	Anglican Methodist Parish of Otaki	To change the staff recommendation of a decline for Anglican Methodist Parish of Otaki to an approved standard donation of \$3,000. A Hansen/S Mitchell-Jenkins
	15.9	Cornerstone Christian Preschool	To change the staff recommendation of a decline for Cornerstone Christian Preschool to an approved standard donation of \$2,000.
	15.10	Hawke's Bay Cricket Association	To change the staff recommendation of a decline for Hawke's Bay Cricket Association to an approved standard donation of \$4,000. M Kilmister/A Hansen
	15.11	Standard donation applications recommended declined	With the exception of earlier amendments, to endorse the staff recommendations for standard applications declined as listed on page 83 of the donations agenda for July 2014. S Mitchell-Jenkins/B Mills
	15.12	Brain Injury Assn Central Districts	To increase the staff recommendation of \$2,000 for Brain Injury Association Central Districts to \$4,000. S Mitchell-Jenkins/M Kilmister
	15.13	U3A Manawatu	To reduce the staff recommendation of \$1,800 for U3A Manawatu Inc to \$1,400. B Mills/A Hansen
	15.14	Standard donation applications recommended approved	With the exception of earlier amendments, to endorse the staff recommendations for standard donations approved as listed on pages 122-125 of the Donations Agenda for July 2014. R Rauna/C Rangi
	16.1	Legacy Centre	To decline the request for a change of purpose for the Legacy Centre and approved the writing back of the \$9,800 donation. M Millard/K McAulay
	18.1	Financial report to 30 June 2014	That the amended financial report for the period to 30 June 2014 be received and noted. C Rangi/ R Rauna
	18.2	General Manager's report	that the General Manager's Report for the period to 17 July 2024 be received and noted. C Rangi/R Rauna
	19.1	Executive Committee report	That the Executive Committee Report to the Board be received and noted. B Mills/G Milner



MEETING DATE:	#:	MATTER:	RESOLUTION:
	20.1	Special Programmes Committee report	That the Special Programmes Committee report to the Board be received, noted and the recommendations approved. M Millard/A Hansen
	21.1	Audit and Risk Committee report	That the Audit and Risk Committee report to the Board be received and noted K McAulay/R Rauna
	22.1	Annual Public Meeting	To receive and note the programme for the Annual Public meeting, subject to best endeavours being made to relocate the accommodation to Central Hawke's Bay. B Mills/C Rangi

