



BOARD MEETING MINUTES

Board Meeting Date: 12 November 2025

Location: 18 Herschel Street Ngāruawāhia, or by

Commencement Time: 7pm

Item	Purpose	Minutes	
Karakia timatanga – opening karakia	Allow one's spirit to exercise its potential in this safe space and at this time.	Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atakura He tio, he huka, he hau hū Tīhei mauri ora!	Cease the winds from the west Cease the winds from the south Let the breeze blow over the land Let the breeze flow over the ocean Let the red tipped dawn come with a sharpened air A touch of frost, a promise of a glorious day
Call of Order		Present: Becky, Lucy, Billie, Laura, Kate, Meredith Absent: Apologies: Carli, Sabriye	
Verification of Quorum		YES/NO	

Declaration of any conflicts of interest	Becky is a contractor to the centre
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Correspondence	<p>The Incorporated Society has sent a letter that we must update our Constitution 4 April 2026.</p> <p><b>ACTION:</b> Constitution updated at AGM in August and signed by Board members at this meeting. Laura has uploaded to Incorporated Societies.</p>	
Approval of Minutes from Previous Meeting	Matters Arising/ Actions from previous meeting	<p><b>ACTION:</b></p> <p>Moved: Becky</p>
Introduction of Guests	Welcome new people	none

Reports		
Overview of the Centre's activities since the last meeting – Centre Manager	<p>Discussion of upcoming events and initiatives.</p> <p>Update on any issues related to the Centre's operations.</p> <p>Review of recent and upcoming exhibitions and programs. Discussion of new program ideas and potential partnerships</p>	<p>Strat planning needed. Laura to create a strat plan with goals, will take a couple of months. Want to make a space for community artists etc. Laura and Becky will work on in the background.</p> <p>Presentation date by the end of the year.</p> <p>Review of events, see managers report.</p> <p><b>Report was presented and Moved by:</b> Billie and Kate</p>

Financial Report	Accept Financial Report (and status) is true and correct.	<p><b>ACTION:</b> Fixed term contract up for renewal. Board will need to make a decision regarding this at our next meeting. Signed and approved.</p> <p><b>ACTION:</b> Sharp printer three year contract up for renewal. Copier will be replaced by Copier World on a five year lease.</p> <p><b>Moved:</b> Meredith <b>Second:</b> Lucy</p>
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Sub - Committee Reports

<p>Fundraising Committee</p> <ul style="list-style-type: none"> <li>o Report on recent fundraising events</li> <li>o Discussion of upcoming fundraising initiatives</li> </ul>	<p>5 December 6pm to 9pm - Board to have a stall at the Christmas event, set up kindy tables, spoons, knives, decorations, napkins and gazebo. Budget is \$50. Billie and Becky to manage stall (4:30pm set up. Kate can help set up), decorating Christmas cookies. Koha. Lucy could help with set up in the morning.</p> <p>Expressions of interest close on 29 November.</p> <p><b>ACTION:</b> Nil</p>
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<p>Building Committee</p> <p>Update on any maintenance or renovation projects</p> <ul style="list-style-type: none"> <li>o Discussion of any facility-related issues or concerns</li> </ul>	<p>Review of the report – Roof and lighting. Ongoing investigations into roofing is to be done . Laura applying for funding</p> <p>Research into a shipping container is to be done by all members to be put at the back. Feedback to the committee.</p> <p>Carpark and driveway. Big dream to have all concreted, with carpark lines, drainage to road, etc. Laura applying for funding</p> <p>Quotes for solar panels</p> <p><b>ACTION:</b> review at each meeting</p>
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Finance Committee o Discussion of any items or issues	In November Meredith and Laura will give a report detailing the why's after six months of budget. They will meet in October. <b>ACTION:</b> no action
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**General Business**

<ul style="list-style-type: none"> <li>☐ Presentation and discussion of any new proposals or initiatives</li> <li>☐ Vote on any proposals or initiatives presented.</li> <li>☐ Any other items that need to be discussed:</li> </ul>	<p>No board meeting in December or January. Financial reports uploaded and seen by board for both of these months. If anything needs 'moving' Laura can do an Outlook vote. Potentially give up May meeting. As a rule if a month is missed, both the financial report and managers report would be emailed to each board member who will respond to show these reports have been sighted and ask any questions if needed.</p> <p><b>ACTION:</b> Nil</p> <p>Board asked Laura to draft letter requesting a sign for the art centre. Laura will follow up with Council</p> <p><b>ACTION:</b> Laura will follow up</p> <p>Discuss taking Laura off payroll and onto salary so that her hours don't need to be approved</p> <p><b>ACTION:</b> Laura will look into Xero processing regarding timesheets and report to Becky. Needs to be sorted by December</p> <p>Possibility of art gallery: Becky and Laura to continue conversation. Laura will talk with Mark about Health and Safety and set up of doors</p> <p>Billie to send appointments in Google drive for board meetings for 2026.</p>
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Governance

Policies  Constitution	<p><b>ACTION:</b> Board members to coordinate the review and present at the next hui. Billie to create a spreadsheet with all policies and review dates</p> <p>Billie to upload four policies in Messenger for board to review before next meeting.</p> <ul style="list-style-type: none"> <li>● Environmental</li> <li>● Code of Conduct</li> </ul>
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Big Think

		Laura to invite local mana whenua member to board
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Meeting Closure: 8:30pm	
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Next Meeting Date/s and Time/s	Meeting: 11 February 2026 Time: 7pm
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**Karakia whakamutunga:**

Kia tau ki a tātou katoa  
Te atawhai o tō tātou Ariki, a Ihu Karaiti  
Me te aroha o te Atua  
Me te whiwhingatahitanga  
Ki te wairua tapu  
Ake, ake, ake  
Amine