



BOARD MEETING MINUTES

Board Meeting Date: 11 March 2026

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: Laura, Lucy, Meredith, Sabriye, Billie, Carly Absent: Apologies: Becky, Kate	
Verification of Quorum		YES/NO	

Declaration of any conflicts of interest	Becky is a contractor for the centre
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Correspondence	Insurance - please see below. ACTION: Moved: N/A	
Approval of Minutes from Previous Meeting	Matters Arising/ Actions from previous meeting	ACTION: Approved Moved: Lucy, Second: Carly
Introduction of Guests	Welcome new people	

Governance	
ACTION: Board members to coordinate the review and present at the next hui. Billie to create a spreadsheet with all policies and review dates	
Billie to upload four policies in Messenger for board to review before next meeting.	
Complaints and Grievance Policy	11 March 2026 reviewed and presented at April meeting
Conflict of Interest Policy	
Equal Opportunity Policy	
Equal Pay and Living Wage Policy	
Family Friendly Policy	
Financial Management Policy	

Health and Safety Policy	
Risk Management Policy	
Social Media and Communications Policy	

Reports

<p>Overview of the Centre's activities since the last meeting – Centre Manager</p>	<p>Discussion of upcoming events and initiatives. Update on any issues related to the Centre's operations. 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. Presentation date by the end of the year.</p> <p>Review of events, see managers report.</p> <p><u>Motion:</u> Apply to Grassroots Trust for funding of \$40,000 as contribution towards Managers salary</p> <p>Moved: Lucy Second: Billie</p> <p><u>Motion:</u> Insurance policy renewal 28/02/2026 to 28/02/2027 with Neville Newcombe. Material and Limited Liability [REDACTED]</p> <p>Moved: Meredith Second: Lucy</p> <p><u>Action:</u> Laura to share minutes and Managers report with staff and public. Laura to create Governance tab in website with minutes, managers report and policies.</p> <p>Action: Lucy conducted 360 review of the manager that included meeting with the staff and reported to HR Committee.</p> <p>Report was presented and Moved by: Laura and Sabriye</p>
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Financial Report	Accept Financial Report (and status) is true and correct.	<p>ACTION: Approved</p> <p>Moved: Meredith</p> <p>Second: Billie</p>
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Sub - Committee Reports		
<p>Fundraising Committee</p> <ul style="list-style-type: none"> o Report on recent fundraising events o Discussion of upcoming fundraising initiatives 	<p>ACTION:</p>	
<p>Building Committee</p> <p>Update on any maintenance or renovation projects</p> <ul style="list-style-type: none"> o Discussion of any facility-related issues or concerns 	<p>Review of the report – Roof and lighting. Ongoing investigations into roofing is to be done. Laura applying for funding with Community Funders (Lotteries). Would like to get it done as soon as possible.</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 done and funding application submitted</p> <p>ACTION: review at each meeting</p>	
<p>Finance Committee</p> <ul style="list-style-type: none"> o Discussion of any items or issues 	<p>ACTION: Meredith, Bernie and Laura to work on 2026/27 Budget.</p>	
General Business		

<ul style="list-style-type: none"> ■ Presentation and discussion of any new proposals or initiatives ■ Vote on any proposals or initiatives presented. ■ Any other items that need to be discussed: 	<p>Board asked Laura to draft letter requesting a sign for the art centre. Laura will follow up with Council</p> <p>ACTION: Laura will follow up</p> <p>Possibility of art gallery: Becky and Laura to continue conversation. Doors are done. first exhibition booked for 2April</p> <p>Request to Laura to update her job description and discuss at next board meeting. Consideration for updating/reviewing other staff job descriptions</p> <p>Billie to send appointments in Google drive for board meetings for 2026.</p>
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Big Think

		Laura to invite tangata whenua to board
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Meeting Closure: 8:30pm

Next Meeting Date/s and Time/s	<p>Meeting: 8 April 2026</p> <p>Time: 7pm</p>
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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