

# Te Whare Toi o Ngāruawāhia Inc. (NGĀ ART)

## Board Meeting Agenda (Governance-Aligned Version)

Date: 13 May 2026

Time: 7.00 pm

Venue: 18 Herschel Street, Ngāruawāhia

Attendance: In-person and online (Messenger)

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### 1. Karakia / Welcome

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*

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### 2. Attendance and Apologies

**Present:** Laura, Lucy, Meredith, Billie, Carlie, Becky, Kate

**Apologies:** Sabriye

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### 3. Confirmation of Quorum

Chair to confirm quorum is present in accordance with the Constitution.

**YES/NO**

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### 4. Conflicts of Interest

- Declaration of any actual, potential, or perceived conflicts of interest. Kate is an employee of Nga Art

- Recording of any declared conflicts and agreed management (e.g. abstention from discussion or voting)
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## **5. Confirmation of Minutes – Previous Meeting**

- Matters arising
- Review of action items and progress - secretary email set up, need to change the password. Laura will contact PC Hardware to change the password. This email will be managed by the Board secretary. The password will be saved in the Board google drive. The 2 factor authentication will go to Laura.

### **Resolution:**

That the minutes of the previous Board meeting be accepted as a true and correct record.

**Moved by:** Meredith

**Seconded by:** Becky

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## **7. New Guests / Observers**

- Introductions
  - Purpose of attendance
  - Confirmation of non-voting status (if applicable)
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## **8. Correspondence**

- Inward correspondence
- Outward correspondence
- Items requiring Board direction or decision

### **Resolution (if required):**

**Moved by:** N/A

**Seconded by:**

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## **9. Governance Matters**

### **9.1 Policy Review**

- Schedule of policy reviews
- Confirmation of policies reviewed or updated  
(e.g. Health & Safety, Conflicts of Interest, Financial Controls)

| Policy                                                                                             | Date to review |
|----------------------------------------------------------------------------------------------------|----------------|
| Child Protection                                                                                   |                |
| Code of Conduct and Ethics                                                                         |                |
| Complaints and Grievances                                                                          |                |
| Conflict of Interest                                                                               |                |
| Diversity and Inclusion                                                                            |                |
| Environmental Sustainability                                                                       |                |
| Equal Opportunity                                                                                  |                |
| Equal Pay and Living Wage                                                                          |                |
| Family Friendly                                                                                    |                |
| Financial Management                                                                               | April 2027     |
| Governance and Board roles and responsibilities, confidentiality, meeting attending and procedures |                |
| Health and Safety                                                                                  |                |
| Risk Management                                                                                    |                |
| Social Media and Communications                                                                    |                |
| Te Tiriti o Waitangi                                                                               |                |
| Volunteer Management                                                                               |                |
| Wellbeing                                                                                          |                |

## 9.2 Governance general matters

- Set AGM date - Wednesday 12 August 2026
- **ACTION:** Treasurer to contact - Confirm auditor/reviewer for year-end accounts
- **ACTION:** Chairperson and Manager to work together on the Annual Report (19.5.2026)
- **ACTION:** Manager to prepare business plan for this FY
- Risk register refresh:
  - Driveway 'slow down' sign and evacuation signs got stolen. Driveway is a risk particularly around child safety

## 10. Reports

### 10.1 Manager's Report

- Activities since last meeting

- Strategic matters
  - 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.
- Risks and issues
  - Laura will get quotes for replacing window in toilets and overlay insulation for the office.
- Upcoming events and initiatives
  - Funding application approvals
  - 15 August BBQ. Meredith will talk with Darryl re: work BBQ
- Partnerships and community engagement
- 2027 budget review.
- Chairperson signature on Grassroots accountability - wage declaration

**Resolution:**

That the Manager's Report be accepted.

**Moved by:** Billie

**Seconded by:** Meredith

## 10.2 Finance Report

- Financial position
- Budget tracking
  - Funding received will be journaled to more accurately show income year to year
  - Staff have taken over the cleaning, saving \$3000 a year. Laura is happy to continue with this, keeping the whare clean. Tutors are expected to clean up after themselves.
  - 2026/2027 budget.
    - **Moved by:** Lucy
    - **Seconded by:** Meredith

- Cashflow
- Funding applications and obligations

**Resolution:**

That the Financial Report be accepted as true and correct.

**Moved by:** Billie

**Seconded by:** Kate

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## **11. Sub-Committee Reports**

### 11.1 Fundraising Committee

- Recent and upcoming fundraising activities
- Grant applications and outcomes

**Actions / Decisions:**

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### 11.2 Building Committee

- Maintenance and capital works update

**Key Items:**

- Roof and lighting report
  - Ongoing investigations
  - Funding application (Community Funders / Lotteries – Laura)
- Shipping container storage
  - Members to research options and report back
- Carpark and driveway (long-term capital plan)
  - Funding application underway
- Solar panel quotes

**Action:** Progress to be reviewed at each meeting.

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### 11.3 Finance Committee

- Budget planning and financial controls

**Action:**

- Confirm auditor/reviewer for year-end accounts - Meredith to contact
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**12. General Business**

- New proposals or initiatives
- Motions requiring Board approval

**Items:**

- Signage request to Council
  - Laura to draft and follow up. Will not go forward with as do not meet requirements
- Potential Art Gallery development
  - Becky and Laura to continue discussions - ongoing and began in March
  - Laura to consult Mark regarding Health & Safety and door configuration - done
- Job Description Reviews - work in progress (Laura, Lucy and Meredith)
  - Laura to provide comment on her amended role description
  - **ACTION:** Lucy to email [admin@ngaart.org.nz](mailto:admin@ngaart.org.nz) to set up and back date variation of contract
- Board Meeting Schedule 2026
  - 10 June
  - 15 July
  - 12 August
  - 9 September
  - 14 October
  - 11 November

**Action: N/A**

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**13. Strategic / Future Focus ("Big Think")**

- Board succession and capability
  - Invitation to tangata whenua to join the Board
  - Membership drive
  - Discuss and choose two annual strategic priorities
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#### **14. Karakia Whakamutunga / Meeting Close**

**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**

**Āmine**

*May it settle upon us all*

*The grace and kindness of our Lord, Jesus Christ*

*And the love of God*

*And the unity of the Holy Spirit*

*Forever and ever*

*Amen*

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#### **15. Next Meeting**

Date: 10 June 2026

Time: 7pm

Venue: 18 Herschel Street, Ngāruawāhia