Te Whare Toi o Ngāruawāhia Inc. (NGĀ ART)

Board Meeting Agenda (Governance-Aligned Version)

Date: 15 April 2026
Time: 6.00 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, Becky, Kate
Apologies: Sabriye, Billie, Carli

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3. Confirmation of Quorum

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

YES

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4. Conflicts of Interest

- Declaration of any actual, potential, or perceived conflicts of interest

    - Becky is a contractor for the Centre

- 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

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

Moved by: Lucy
Seconded by: Meredith

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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
    - From Charities Commission report– reminder that the annual report is due (Laura has filed already).
- Outward correspondence
    - None
- Items requiring Board direction or decision
    - None

Resolution (if required):
Moved by:
Seconded by:

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	

The Board discussed and finalised the Financial Management Policy.

Discussion was held that for any approved and accepted policy, the Secretary can insert the signatures of Chair and Centre Manager, pdf the policy document and upload it to the Governance folder.

Motion:
That the Financial Management Policy be approved and accepted as of 15 April 2026, with a review date of April 2027.

Moved by: Becky
Seconded by: Meredith

10. Reports

10.1 Centre Manager’s Report

The Centre Manager’s report was received. Board members confirmed they had reviewed the report, and no further questions were raised. Note that Laura has requested bios for the Governance section of the website.

Resolution:
That the Centre Manager’s Report be accepted.

Moved by: Becky
Seconded by: Meredith

10.2 Finance Report

- Financial position
- Budget tracking
- Cashflow
- Funding applications and obligations

The Financial statements were sent to the Board and acknowledged as reviewed. No issues were raised.

Resolution:

Moved by:
Seconded by:

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11. Sub-Committee Reports

11.1 Fundraising Committee

- Recent and upcoming fundraising activities
- Grant applications and outcomes

Actions / Decisions:

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.

11.3 Finance Committee

- Budget planning and financial controls

Action:

- Meredith, Bernie, and Laura to develop the 2026/27 Budget for Board review.
- Confirm auditor/reviewer for year-end accounts

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12. General Business

- New proposals or initiatives
- Motions requiring Board approval
- Regarding correspondence to/from the Board. There are benefits to having a consistent approach and ensuring communications are transparent. Currently the Secretary uses their personal email address for correspondence. Discussed reinstating the use of the generic secretary email address so there is a record, and also requiring that all communications are copied to the Secretary.

Items:

- Signage request to Council
    - Laura to draft and follow up
- Potential Art Gallery development
    - Becky and Laura to continue discussions
    - Laura to consult Mark regarding Health & Safety and door configuration
- Job Description Reviews
    - Laura was given a draft of the revised Centre Management position description, for her review.
    - Board to consider review of other staff roles
- Set AGM date – Discussion about whether we do this as the same as the Board meeting night (before the AGM). 12 August is scheduled date. Suggest 6pm General Meeting and 7pm AGM.
- The Board has decided that Laura is delegated to send out the membership form to the public and past members.

- Board Meeting Schedule 2026
    - 13 May
    - 10 June
    - 15 July
    - 12 August
    - 9 September
    - 14 October
    - 11 November
    - 9 December

Action:

Billie to set up the Secretary email address to automatically forward email to her personal email address. Board members and Laura to note Secretary email address as the contact for the Secretary. Board members and Laura to copy Secretary email to all correspondence (subject to conflicts of interest).

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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 Spirt

Forever and ever

Amen

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15. Next Meeting

Date: Wednesday 13 May 2026
Time: 7pm to 8.30pm
Venue: 18 Herschel Street, Ngāruawāhia