

# Trustee Board Meeting

Meeting #: 02/2021 - M

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa

Date: May 9<sup>th</sup> May 2021

Time: 1pm – 9am

Location: Capital Gateway Motor Inn,

Newlands, Wellington

**Attendees:** Avis Stewart, Michelle Hutton, Tiso Ross, Charmaine Martin, Ranee Davies,

Gill Morgan (Observer)

Apologies: Nil

Administrative	
1	<b>Karakia &amp; Welcome</b>
1.1	<b>Introductions</b>
2	<b>Conflicts of Interest Register:</b>  Avis Stewart: Mid Northland Playcentre Association, Te Waewae Koukou (previous)  Michelle Hutton: Blockhouse Bay Playcentre (previous)  Tiso Ross: Hataitai Playcentre (previous/life member)  Char Martin: Taranaki Playcentre (previous) and Facilitator and Commenter of  Education  Ranee Davies: Takanini Playcentre (previous) and Casual Centre Support Worker
2.1	<b>Minutes of the last meeting:</b>  The meeting approved the minutes of the 6 <sup>th</sup> - 8 <sup>th</sup> February 2021 Board meeting.
2.2	<b>Correspondence</b>  Correspondence from Co-Presidents Email from the 18/02/2021 to 30/04/2021 has been Accepted.

2.3

**Matters arising:** From February Board Minutes

4.1 – **Aotea Island Playcentre** is still ongoing

4.2 – **Mount Maunganui Playcentre** is still ongoing

4.3 – **Granity Playcentre** is waiting for Accounts to be closed. More information in Property Section of these minutes.

4.4 – **Sublease of Milton Playcentre** is complete

4.5 – **Warrington Playcentre** is now complete

4.6 – **Glenmark Playcentre** is still ongoing

4.7 - **SSI Hub New Lease and Sale of Building** is still ongoing

4.8 - **Mataura Playcentre** is complete

4.9 - **Otorohanga Playcentre** is complete

4.10 – **Cornwell Park Playcentre** more information in Property section of these minutes

4.11 - **Leases** are all signed

5.1 – **GM Reports information** is still ongoing

5.2 – **Space is ongoing**. More information in these minutes

5.3 – IT Systems are still ongoing. More information in these minutes.

6.6 - **Compliance Policy** – is ongoing

6.7 - **Governance Policies List** – is completed

7.2 – **Recess Process** is still ongoing, Trustee Board are looking for documentation from the Property Manual

7.4 – **Venues for future Trustee Board Meetings** will continue at Capital Gateway

7.5 - **Venue for Te Whare Tikanga Māori and Tāngata Tiriti** the search for a venue is still ongoing.

\* The Action list was reviewed (at the end of the meeting minutes)

Governance	
2.4	<p><b>KPI</b></p> <p>Trustee Board will relook over current suggested KPI and comment on teams.</p>
2.5	<p><b>Governance Policies</b></p> <p>No Governance Policies were reviewed at this meeting.</p>
2.6	<p><b>Hui preparation &amp; sharing</b></p> <p>AGM Papers were reviewed and updated.</p> <p>AGM Booklet is being updated.</p>
Reporting	
3	General Manager
3.1	<p><b>General Manager Report done by Co-Presidents</b></p> <p>Tabled, discussed, and Accepted</p>
3.2	<p><b>NSM Report</b></p> <p>Tabled and Accepted</p>
3.3	<p><b>PLD Selo 3 Report</b></p> <p>Tabled and Accepted</p>

4	Financials
4.1	<p><b>Spotlight Report for February</b></p> <p>Tabled, discussed, and Accepted</p>
4.2	<p><b>Spotlight Report for March</b></p> <p>Tabled, Discussed and Accepted</p>

4.3	<p><b>2021-2022 Budget</b></p> <p>Tabled, discussed. Michelle to draw up a draft Budget to look like what is presented at AGM.</p>
4.4	<p><b>Insurance</b></p> <p>Co-Presidents are meeting with an Insurance Broker, they will update the Trustee Board after the meeting.</p>
5	<p><b>Property</b></p>
5.1	<p><b>Property – Proposed resolution</b></p> <p>Proposed resolution to provide clarity to the Property Team on allocation of repairs and maintenance funds.</p> <p><b>Recommendation:</b> Henceforth, and until otherwise advised, PA property repairs and maintenance funds are to be allocated only to essential repairs and maintenance projects. Essential being related to health and safety, licensing requirements and building code regulations.</p>
5.2	<p><b>Okaihau</b></p> <p><b>Recommendation:</b> Sell, preferably “as is where is”, and agree to the Ohaeawai Education Trust presenting a proposal, to the Co-Presidents, between Board Meetings and, if it falls within Board Criteria, approval to proceed with sale.</p> <p><b>Decision:</b> The Trustee Board do not agree to the presentation of proposal from Ohaeawai Education Trust. Avis is liaising with the War Memorial Commemorative Committee. Further instructions will be forthcoming.</p>
5.3	<p><b>1R Great Road South, Former Counties Offices</b></p> <p><b>Recommendation:</b> Approve Sale of Building to Proceed with option of Board to review expressions of interest prior to them being presented to the Auckland City Council.</p> <p><b>Decision:</b> The Trustee Board agrees to the recommendation above. The Board requests a proposal and budget/costing for clearing out the building prior to sale.</p>

5.4

**Former NNI Offices**

**Recommendation:** Approve Sale of Building and engage preferred Real Estate Agent, agree to property being sold by auction and approve Co-Presidents signing necessary agency and sale and purchase agreements between Board Meetings.

**Decision:** Trustee Board approve the sale by auction. Trustee Board approve Colliers International Real Estate be appointed as agents for this sale. Trustee Board agrees that the Co-Presidents may sign necessary documentation between board meetings

5.5

**Takanini Playcentre**

**Recommendation:** That the Trustee Board decide whether we are to spend money to reopen the centre and allocate work force to do this in discussion with Anna Fleet the UNI Regional Manager.

- If the decision is to close the building, we will need clear direction of what steps we should follow.
- After that depending on the steps we would then contact. Auckland Council be approached in the first instance about purchasing the building as it is situated on their land and failing that we work with Council to find a buyer that would be able to take on the Community Lease.

5.6

**Decision:** The Trustee Board do not agree to the final closure and sale of Takanini Playcentre

**Kohiwi Rd Playcentre**

**Recommendation:** Approve the sale of the building directly to SAAM and agree to SAAM negotiating a new lease directly with the Auckland Council for the land.

**Decision:** The Trustee Board, represented by Ranees Davies, will open negotiations with SAAM regarding the sale of the Kohiwi Rd building, and agree to SAAM negotiating a new lease directly with Auckland Council for the land. The Trustee Board will negotiate the final sale price with SAAM.

5.7

**Rosehill Playcentre**

**Recommendation:** Approve sale of the property and Real Estate Agents are contracted

5.8

**Decision:** The Trustee Board approve the sale of the building, only once Kōhanga Reo no longer require the use of the building.

5.9	<p><b>Wairakei Playcentre</b>  <b>Recommendation:</b> Approve Sale of Building and proceed with sale either directly with the Schools preferred Purchaser or via a Real Estate Agent</p> <p><b>Decision:</b> The Trustee Board agree to the sale of the Wairakei building. The Trustee Board will work alongside Wairakei School Board of Trustees and the preferred purchaser to negotiate the sale and final sale price.</p>
5.10	<p><b>Mt Maunganui</b></p> <p><b>Recommendation:</b> Acknowledge Funding Proposal and Agree to accept past commitment to provision of funding that funding this able to be used for this project.</p> <p><b>Decision:</b> Trustee Board agree in principle to ring-fence \$200K for the Mt Maunganui new build project provided the documentation to support previous commitment by Midlands Region Capital Works Fund can be substantiated. Co-Presidents to request that Virginia search old property files for evidence (meeting 23<sup>rd</sup> November 2017).</p>
5.11	<p><b>Cornwall Park</b>  <b>Recommendation:</b> Acknowledge Funding Proposal and Approve Funding Application to employ a Project Manager and submit Resource Consent.</p> <p><b>Decision:</b> The Trustee Board request that the Property team provide written confirmation of the lease costs for the commercial premises. The Trustee don't consider the Scout Den to be suitable as a temporary location. Property team to ensure that the MoE regional office explore the viability of premises to be licensed as temporary premises for Playcentre.</p> <p>The Trustee Board support in principle to continue with Duke Street new build as first priority.  The Trustee Board agree to pay up to \$16,000 or 50% excl. GST (whichever is lower) to Ian Ward Builders Ltd for the feasibility stage as detailed in the proposal above.  As per the quote from Ian Ward Builders:</p> <ul style="list-style-type: none"> <li>•A project plan, timeline and budget</li> <li>•A site plan showing location of fencing, buildings and services</li> <li>•A concept plan of an indoor play space for 30 children within Ministry standards</li> <li>•Multiple quotes for buildings, foundations, fencing and services</li> </ul> <p>10% Deposit is required on acceptance. 40% Payment required on supply of initial concept plan. Balance to be paid once relocation plan agreement has been reached by members of Cornwall Park Playcentre, Playcentre Aotearoa, MOE and the Hastings District Council, or 6 months after acceptance of this quote, whichever is first.</p>

5.12	<p><b>Tikipunga Playcentre</b></p> <p><b>Recommendation:</b> The Board approve initial lease of 2 years to Steiner School but ask for further considerations to be made around the Steiner School purchasing the building after the initial lease or a further lease renewal period.</p> <p><b>Recommendation:</b> The Trustee Board agree to negotiating a 2-year lease with Whangarei Community Steiner Trust School. The Property Team will work with the Trustee Board in this negotiation process. In 18 months, the Trustee Board reserves the right to offer the building for sale. The leaseholder will have first right of negotiation for purchase. The Board requires that the Property Team undertake a risk assessment in regard to the Tikipunga building and Playcentre Aotearoa’s landlord obligations to assist in the lease negotiation process.</p>
5.13	<p><b>Asbestos Management Strategy and Plan</b></p> <p>Accept Management Strategy and Plan,  Accept quote for training for National Property Lead and Regional Property Coordinators \$125 per person = \$625.00,  Accept quote for PPE for Hubs \$283.00,  Development and implementation of the online training and hosting/monitoring of this would also be recommended, \$27,500.00 + \$20 per person</p> <p>Trustee Board do not accept the Asbestos Strategy and Plan currently. The Trustee Board require a comparison quote for the costs of implementation of the strategy and plan, e.g. from WSP.</p> <p><u>Questions:</u>  Who would be the trained Property Officers? Does this refer to centre Property Officers (members)?  Who will pay for the PPE kits in each centre? (Centres or Playcentre Aotearoa)  The Trustee Board require further time to review these documents. Any further questions will be forthcoming within one week.</p>
5.14	<p><b>Leases to Sign</b></p> <p>All leases were approved and signed.</p> <p><b>Blaketown Playcentre</b></p> <p><b>Recommendation:</b> The Board of Trustees agree to the S&amp;P in principle and agree that the Co-presidents can sign once final dates and information are input.</p> <p><b>Decision:</b> The Trustee Board approve the above recommendation.</p>
	<p><b>Meeting Closed: 9pm</b></p>

Matters Arising:

Action List				
Meeting	Action	Status	Owner	Due by
01/2019 - M	Operations to produce a Risk Management Plan for the Trustee Board	2	GM	On-going
01/2019 - M	Trustee Board to indicate to KPI's for Strategic Plan 2020	2	GM	On-going
01/2019 - M	Operations to update Delegated Authority Schedule	2	CPx2	August 2020
02/2019-M	Enrolment and Completion Data for PTE Students to be provided at each TB meeting	2	GM	June 2020
03/2019-M	In order to lower maintenance and insurance costs discussions will be held with the Ministry of Education on Playcentre obligations to maintain and insure MoE land and buildings.	2	GM	October 2019
03/2019-M	The process for a community consultation meeting prior to selling building is to be followed up.	2	CFO	August 2020
03/2020-M	CFO to produce Spotlight report each month and load to Teams	1	CFO	August 2020
02/2021-M	Structure and upload of reports to teams:  e.g. Property  1. Summary report – for each decision give a short summary and recommendations a. Decision 1 Folder (documents in this order): i. Detail summary document – full background information, any previous decisions made, updates since last presented ii. Relevant attachments – proposals, leases, plans, emails, minutes of community meetings, valuations, etc b. Decision 2 Folder.....	1	GM	
02/2021-M	Playcentre Aotearoa property policy will read “all proceeds from sales of assets will be allocated by the Trustee Board”.	1	GM	
02/2021	The letterhead needs to be changed on the website with the family logo on it not the flower. AL (action List)	1	CM	

**Action List Notes:**

- Status of item: 1-Not started, 2-In progress, 3-Complete
- Owner: CPx2-Co-Presidents, GM-General Manager, CFO-Chief Financial Officer, CM – Communications Manager

**Next meeting:**

**Date:** Saturday 26 June 2021

**Time:** 9am

**Venue:** Zoom Online Meeting