

CONFIRMED MINUTES

WAITAKI POWER TRUST GENERAL MEETING (1ST MEETING OF THE 13TH TRUST)

At the **Waitaki Power Trust General Meeting (2nd Meeting of the 13th Trust)** on **14 Nov 2022** these minutes were **confirmed as presented**.

Name:	Waitaki Power Trust
Date:	Wednesday, 12 October 2022
Time:	8:30 am to 10:00 am (NZDT)
Location:	NWL Board Room, 10 Chelmer Street, Oamaru
Board Members:	John Clements, Herb Tonkin, Doreen Cleave (Chair), Lichelle Guyan, Jock Webster
Attendees:	Sandra Tonkin
Guests:	9.30am Jeroen Jordens - Oamaru IT Solutions
Notes:	Speaking on Microsoft 365 and Email Hosting.

1. Opening Meeting - Chair welcomed everyone to the meeting.

1.1 Election of Chairperson



RESOLVED WPT13/1

The Chair welcomed everyone to the meeting.

J. Clements indicated that he wishes to retire from the position of Chair and vacated the Chair. The Trustees acknowledged John's work as Chairperson.

That Doreen Cleave be nominated for the position of Chairperson of the Trust for a 12 month period.

There being no further nominations, Doreen Cleave was declared elected as the Chair.

Decision Date:	12 Oct 2022
Mover:	John Clements
Seconder:	Lichelle Guyan
Outcome:	Approved

1.2 Interest Register

2. Notices of General Business

3. Confirmation of Minutes of General Meeting - 14 September 2022

3.1 Confirm Minutes

Waitaki Power Trust General Meeting (35th Meeting of the 12th Trust) 14 Sep 2022, the minutes were confirmed as presented.



RESOLVED WPT13/2

That the minutes of the 35th Meeting of the Waitaki Power Trust General Meeting held on the 14th September 2022 are a true and accurate record of the meeting.

Decision Date: 12 Oct 2022
Mover: Lichelle Guyan
Seconder: Jock Webster
Outcome: Approved

4. Actions/Matters Arising

4.1 Action List

Due Date	Action Title	Owner
6 Jul 2022	Director Appointment Policy Status: Completed on 19 Sep 2022	Jock Webster
22 Sep 2022	Spring Conference Status: Completed on 4 Oct 2022	Sandra Tonkin
23 Sep 2022	Photo Images Status: Completed on 4 Oct 2022	Sandra Tonkin
23 Sep 2022	Letter to NWL Board Status: Completed on 4 Oct 2022	Sandra Tonkin

5. Correspondence

5.1 ETNZ - Trust Matters October 2022

5.2 ETNZ - Conference

5.3 Matters arising from Correspondence

ETNZ Trust Matters - updates are informative and useful.

ETNZ Conference - Letter regarding Trustee Elections and how Trustees are voted on - will be on the ETNZ's Board's agenda.

5.4 Correspondence Approved



RESOLVED WRT13/3

That the inwards correspondence be received and outward approved.

Decision Date: 12 Oct 2022

Mover: Jock Webster
Seconder: Herb Tonkin
Outcome: Approved

6. Financials

6.1 Cash Summary/Accounts for Payment



RESOLVED WPT13/4

Discussion on the Election Services account.

Move That the Trust get back to Election Services to seek a discount of 50% off the account due to issues of the Election process.

A vote was put. Result Three/Two. Carried.

Decision Date: 12 Oct 2022
Mover: Herb Tonkin
Seconder: Jock Webster
Outcome: Approved



RESOLVED WPT13/5

That the cash summary be received and the following accounts (except the Election Services Account) be approved for payment.

Decision Date: 12 Oct 2022
Mover: Lichelle Guyan
Seconder: John Clements
Outcome: Approved



Election Services

Contact Election Services with final account.

Due Date: 21 Oct 2022
Owner: Sandra Tonkin

7. General Business

7.1 Website



ETNZ Newsletter

Email ETNZ for permission to upload the Trust Newsletter onto the WPT Website.

Due Date: 14 Oct 2022
Owner: Sandra Tonkin

93 users in September. Average viewing time 2 minutes. 78 New Zealand users and the rest were overseas. Uploaded Trustee Election results on the website under latest news.

Discussion that the website could have more relevant and updated information - work in progress.

7.2 Meeting Dates - 2023

Trustees agreed that meetings continue on the 2nd Wednesday of each month at 8.30am with the exception of the November meeting which would be deferred to the 3rd Wednesday due to Trustees attending the Conference. January meeting is booked and optional and as needed.

7.3 Spring Conference

Information provided to Trustees attending conference.



Transport Options

The secretary to contact ETNZ of transport options from Hamilton Airport to the accommodation for Trustees.

Due Date: 14 Oct 2022

Owner: Sandra Tonkin

7.4 Trustee Elections - Results

Congratulations to elected Trustees. General discussion. Online voting was a easy process. Low voting volumes. More information to be made available on the website to encourage voting and for the public to be more informed of the importance of the Election process.

7.5 Trust Deed - Review (August 2022)

General discussion. Trust Deed had minor amendments in March 2022.



Berry & Co

The secretary to write a letter regarding what was reviewed with the Trust Deed.

Due Date: 19 Oct 2022

Owner: Sandra Tonkin

7.6 Brochure - Update



Lichelle - Photo for Brochure

Lichelle to organise a photo to update the brochure.

Due Date: 31 Oct 2022

Owner: Lichelle Guyan

7.7 Emails - Jeroen Jordan

Jeroen Jordon from Oamaru IT Solutions came to speak on Emails and Microsoft 365. Gmail has not much support. Microsoft 365 which is on the IPADs is a much better and safer option. It can be synchronised on devices. Microsoft provides more support.

Cyber Safety - IPADs are secure and very low risk. Cyber security provided by Apple is sufficient therefore Cyber Insurance is not needed at this time. Jeroen was thanked for his time and useful information .



RESOLVED WPT13/6

That the Trust transition to Microsoft email.

Using name@waitakipowertrust.co.nz
secretary@waitakipowertrust.co.nz

Decision Date: 12 Oct 2022
Mover: John Clements
Seconder: Lichelle Guyan
Outcome: Approved



Oamaru IT Solutions

The secretary to email Jereon Jordan that the Trust will transition to the Microsoft 365 emails and trustees will bring their devices in to be set up.

Due Date: 14 Oct 2022
Owner: Sandra Tonkin

8. Close Meeting

8.1 Close the meeting - 10.00am

Next meeting: Waitaki Power Trust General Meeting (2nd Meeting of the 13th Trust) - 14 Nov 2022, 8:30 am

Signature:

I. M. Cleave

Date: 14 December 2022