

# CONFIRMED MINUTES

## WAITAKI POWER TRUST GENERAL MEETING (30TH MEETING OF THE 13TH TRUST)



At the **Waitaki Power Trust General Meeting (32nd Meeting of the 13th Trust)** on **21 May 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Waitaki Power Trust
<b>Date:</b>	Wednesday, 9 April 2025
<b>Time:</b>	10:00 am to 12:30 pm (NZST)
<b>Location:</b>	NWL Board Room, 10 Chelmer Street, Oamaru
<b>Board Members:</b>	Doreen Cleave (Chair), Herb Tonkin, John Clements, Lichelle Guyan, Morgan Easton
<b>Attendees:</b>	Sandra Tonkin
<b>Guests/Notes:</b>	10.00am - 10.30am Caroline Shone EECA - Presentation by Teams

### 1. Opening Meeting

#### 1.1 Strategic Plan

#### 1.2 Interest Register

The Interest Register has been updated. Conflict of Interest noted at point 7.3.

### 2. Notices of General Business - None

### 3. Confirmation of Minutes of General Meeting - 12 March 2025

#### 3.1 Confirm Minutes

**Waitaki Power Trust General Meeting (29th Meeting of the 13th Trust) 12 Mar 2025**, the minutes were confirmed as presented.



#### RESOLVED WPT13/308

That the minutes of the Waitaki Power Trust General Meeting (29th Meeting of the 13th Trust) held on 12 March 2025 are a true and accurate record of the meeting.

<b>Decision Date:</b>	9 Apr 2025
<b>Mover:</b>	John Clements
<b>Seconder:</b>	Lichelle Guyan
<b>Outcome:</b>	Approved

## 4. Actions/Matters Arising

### 4.1 Action List

**Annual Review** - Trustees were reminded that they should not approach staff of Network Waitaki without permission from Network Waitaki CEO per the Interaction and Communication between WPT & NWL Policy.

A template will be developed to assist staff in completing the requests of Trustees for information required for audit requirements.

### 4.2 Matters Arising

**Budget Feedback** - Comparisons to actuals to be included in next month's meeting under Matters Arising.

## 5. Correspondence

### 5.1 Powerswitch

### 5.2 EnergyMate

### 5.3 Solicitors Representation Letters

### 5.4 PwC - Audit

### 5.5 NWL - D. Andrews

### 5.6 NWL - Feedback to A & P Show

### 5.7 Fluid - Change of Domain Registrant Name

### 5.8 Matters arising from Correspondence

The PwC Letter of Engagement for Statutory Audit Services was signed by the Chair.

D. Andrews (CE) was confirmed as the speaker for the WPT AGM.

### 5.9 Correspondence Approved



#### RESOLVED WPT13/309

That the inwards correspondence be received and the outward approved.

<b>Decision Date:</b>	9 Apr 2025
<b>Mover:</b>	Lichelle Guyan
<b>Seconder:</b>	John Clements
<b>Outcome:</b>	Approved

## 6. Financials

### 6.1 Cash Summary/Accounts for Payment



#### RESOLVED WPT13/310

That the March Cash Summary be received and the following accounts be approved for payment.

**Decision Date:** 9 Apr 2025  
**Mover:** John Clements  
**Second:** Lichelle Guyan  
**Outcome:** Approved

Name	Description	Amount
Oamaru IT Solutions	Microsoft 365 Business Standard Monthly Subscription March 2025	\$167.26
Oamaru IT Solutions	Fixing and Testing Device - D Cleave	\$107.81
S Tonkin	Contracting Secretary Services for March 2025	\$1550.00
BoardPro	Renewal Subscription	\$3162.50
ETNZ	Registrations for ETNZ Conference	\$1500.00
J. Clements	Reimbursement for Airfares to Conference	\$339.76
M. Easton	Reimbursement for Airfares to Conference.	\$350.95
<b>Notes</b>		

## 7. General Business

### 7.1 Website/Media

#### Discussion on the Website:

- The Trustee Induction Guide is to be removed from the website.
- Consultation Information should be moved to the *Submissions* section.
- On the *Trust Deed, Policies, Reports* and *Submissions* Page, some of the photos are misaligned. Check if adjusting the spacing around the headings can improve alignment.
- Trustees are to review and update their biographical write-ups.
- Ensure all documents display the correct dates.
- Include the December submission to EA in the *Submissions* section.

### 7.2 Caroline Shone

EECA (Energy Efficiency and Conservation Authority) is a New Zealand government agency that promotes energy efficiency, renewable energy, and the reduction of greenhouse gas emissions.

Caroline Shone from EECA is the Partnership Manager and as part of the Delivery and Partnership Group gave a team's presentation on the work she does.

EECA works with organisations to deliver the *Warmer Kiwi Homes* initiative, which covers up to 90% of the cost to purchase and install insulation and heating for eligible households. Eligibility criteria include:

- Owning and living in a home built before 2008
- Holding a Community Services Card or Super Gold Card, or
- Living in an identified low-income area

Caroline is happy for the link to be on the WPT website. The purpose is to help meet community needs by enabling warmer, healthier and drier homes.

L. Guyan will make enquiries within the community and suggested it be added to the Long Term Plan for consideration. The Trust also plans to reconnect with Caroline Shone at the upcoming conference.

### **7.3 ETNZ - May Conference**

The conference papers were discussed. L. Guyan declared a conflict of interest, and it was agreed that she could vote. The motions listed were then considered.

#### **Motion 1 (Conference Frequency)**

For the Motion - D. Cleave, M. Easton, L. Guyan      Against the Motion - J. Clements, H. Tonkin

#### **Motion 2 (Information Guidelines)**

For the Motion - D. Cleave, M. Easton, L. Guyan, J. Clements      Against the Motion - H. Tonkin

#### **Motion 3 (Sponsorship) - For Unanimous**

### **7.4 Review Long Term Plan**

M. Easton will merge all feedback into a revised document for the next meeting.

### **7.5 WPT AGM - Annual Review**

Doreen will compile the individual Trustee content and send to Fluid for compilation.

### **7.6 Elections 2025**

#### **Discussion on preparation for Elections 2025:**

- There was no Trust Election Fact Sheet included for the 2022 Elections, though one was provided in 2019
- The Trust agreed that no map will be included with the Trust Election Fact Sheet 2025
- Special Votes will be managed by Election Services
- The secretary to send an email to Election Services requesting they disregard the previous email sent by H Tonkin
- L. Guyan and D. Cleave will work on the *Election* Tab for the website
- The Secretary will check insurance coverage for the Elections process
- The Trust Deed rules included in the Trust Election Fact Sheet are to be checked
- The Secretary will amend and review the Flow Chart and Trustee Check lists to make sure they are updated
- All draft documentation, including the data roll, will be forwarded to the Trust to review

- H. Tonkin and the secretary will meet and update the Trust Election Check list and to complete tasks.
- A catch up with Southland Power Trust will be requested later in the year to review their electronic voting/election process. It was agreed that electronic voting would not be pursued until after the 2025 election.
- **An Election preparation meeting is scheduled for the Wednesday 30th April 2025 at 8.30am**



#### **RESOLVED WPT13/311**

It was moved that the Trustee Fact Sheet be produced by Fluid.

**Decision Date:** 9 Apr 2025  
**Mover:** John Clements  
**Seconded:** Lichelle Guyan  
**Outcome:** Approved

### **7.7 Review of Trustee Roles and Responsibilities**

J. Clements will review this policy with input from the Trustees and ensure it is checked against the Trust Act 2019 for any necessary amendments.

### **7.8 Trust Matters - March 2025**

### **7.9 Late Items**

### **7.10 Annual Calendar**

It was agreed to meet with Chris Mardon at the upcoming ETNZ Conference. The Secretary will organise a 30 minute meeting, either on Thursday, 8 May 2025 from 5.15pm-5.45pm, or Friday, 9 May 2025 from 11.45am-12.15pm.

Chris Mardon to be advised and his May meeting time rescheduled.

D. Cleave will review the Fraud and Correction Policy.

The Wednesday 14 May 2025 meeting has been rescheduled to Wednesday 21 May 2025.

An additional meeting to prepare for the elections is scheduled for Wednesday, 30th April 2025.

## **8. Close Meeting**

### **8.1 Close the meeting - 12.30pm**

**Next meeting:** Waitaki Power Trust General Meeting (32nd Meeting of the 13th Trust) - 21 May 2025, 10:30 am

Doreen Cleave  
25 May 2025