

CONFIRMED MINUTES

WAITAKI POWER TRUST GENERAL MEETING (34TH MEETING OF THE 13TH TRUST)



At the **Waitaki Power Trust General Meeting (35th Meeting of the 13th Trust)** on **20 Aug 2025** these minutes were **confirmed as presented**.

Name:	Waitaki Power Trust
Date:	Wednesday, 9 July 2025
Time:	8:30 am to 10:00 am (NZST)
Location:	NWL Board Room, 10 Chelmer Street, Oamaru
Board Members:	Doreen Cleave (Chair), Herb Tonkin, Lichelle Guyan, Morgan Easton
Attendees:	Sandra Tonkin
Apologies:	John Clements

1. Opening Meeting

1.1 Apologies



RESOLVED 13/353

That John Clements's apology be accepted.

Decision Date: 9 Jul 2025
Mover: Lichelle Guyan
Seconder: Herb Tonkin
Outcome: Approved

1.2 Strategic Plan

1.3 Interest Register

None declared for this meeting.

1.4 Late Items

- Media Article - Nominations open (under Trust Elections)
- PWC Fee for Audit - Financials
- Oamaru IT Solutions - Antivirus - General Business

2. Notices of General Business

2.1 Electricity Market Group

3. Confirmation of Minutes of General Meeting - 11 June 2025

3.1 Confirm Minutes

Waitaki Power Trust General Meeting (33rd Meeting of the 13th Trust) 11 Jun 2025, the minutes were confirmed as presented.



RESOLVED WPT13/354

That the minutes of the General Meeting held on 11 June 2025 (33rd Meeting of the 13th Trust) are a true and accurate record of the meeting.

Decision Date: 9 Jul 2025
Mover: Lichelle Guyan
Seconders: Morgan Easton
Outcome: Approved

4. Actions/Matters Arising

4.1 Action List

Trustee Skills - The new Trust may like to conduct a stock take of Trustee skills when they meet in October.

Director Policy - M. Easton is waiting on further information from Ben Nettleton in order to amend the policy.

4.2 Matters Arising - None

5. Correspondence

5.1 Chris Mardon

5.2 Matters arising from Correspondence

5.3 Correspondence Approved



RESOLVED WPT13/355

That the inward correspondence be accepted.

Decision Date: 9 Jul 2025
Mover: Morgan Easton
Seconders: Herb Tonkin
Outcome: Approved

6. Financials

6.1 Cash Summary/Accounts for Payment

Name	Description	Amount	
Oamaru IT Solutions	Microsoft 365 Business Standard Monthly Subscription June 2025	\$167.26	
S Tonkin	Contracting Secretary Services for June 2025	\$2,080.00	
BrackensPrint	Update sign for AGM	\$10.35	
Brydone Hotel	Room Hire and Meals Director Interviews	\$198.30	
Election Services	Progress Payment Invoice One	\$14,783.25	
The Business Hive	Booking Room 16 June 2025 Director Interview.	\$103.50	
Ben Nettleton	Trust Elections Advice	\$201.25	
Fluid	Election Tab - Website	\$1,138.50	
PricewaterhouseCoopers	Audit Fee	\$10,867.50	
S. Tonkin	Reimbursement - Box of Chocolates for Finance Staff	\$18.89	
Notes			

**RESOLVED WPT13/356**

That the cash summary for June 2025 be accepted, and the following accounts, including the amended Brydone Hotel account, be passed for payment.

Decision Date: 9 Jul 2025
Mover: Lichelle Guyan
Seconded: Morgan Easton
Outcome: Approved

7. General Business

7.1 Website/Media

110 total users, 77 from NZ, 9 from China, 9 from Australia and the remainder overseas for the month of June. Average viewing time is 1.50 minutes.

7.2 Anti-virus software

Anti-virus software was discussed. The Trust Devices allocated to each Trustee are used exclusively for Trust-related work. After discussion it was decided that Anti-virus software is not required at this time.



RESOLVED 13/357

Moved: After discussion and consideration, the Trust agreed that anti-virus software was not required on its devices.

Decision Date: 9 Jul 2025
Mover: Herb Tonkin
Seconder: Morgan Easton
Outcome: Approved

7.3 Annual Report



RESOLVED WPT13/358

That the Trustees' Representation letter be signed by the Chair.

Decision Date: 9 Jul 2025
Mover: Morgan Easton
Seconder: Lichelle Guyan
Outcome: Approved



RESOLVED WPT13/359

That the Annual Report be accepted and the Trustees' electronic signatures be used.

Decision Date: 9 Jul 2025
Mover: Lichelle Guyan
Seconder: Herb Tonkin
Outcome: Approved

7.4 AGM

Doreen Cleave will speak on behalf of Trust, followed by Herb Tonkin as the continuing Trustee with acknowledgements. D. Andrews (CE) will conclude with the NWL Annual Report.

7.5 Insurance Renewal



RESOLVED WPT13/360

That the forms to obtain quotes for the Trust Liability and Liability Insurance renewal be signed.

Decision Date: 9 Jul 2025
Mover: Morgan Easton
Seconder: Lichelle Guyan
Outcome: Approved

7.6 Elections 2025

The preliminary roll was reviewed and found to contain multiple ICPs registered to the same person and email address. This issue has been brought to the attention of Cornel van Basten, Elections Returning Officer. In accordance with the Trust Deed, these multiple ICPs will be treated as one consumer. As a result, instead of receiving multiple emails, each person will receive only one email.

The Oamaru Mail published a front-page article on the Friday, 20 June 2025, about the upcoming elections to encourage candidates to stand. The reporter incorrectly referred to the roles as "volunteer" positions, when in fact they are remunerated. The article also included additional information from an interview with Dylan Andrews (CE). In future, a proviso could be considered

requiring that the Chair reviews and approves the article before it goes to print, or alternatively, that WPT provides an official media release to ensure the accuracy of the information.

Media Release - Shape the Future of Local Power - Trustee Nominations Now Open, was presented as an article for the Oamaru Mail.

7.7 NWL Sponsorship Awards - Debrief

The Network Waitaki Sponsorship Awards were held on 23 June 2025 at the Oamaru Opera House. The well-organised event celebrated and highlighted the many outstanding initiatives happening in the community as recipients were awarded their sponsorship grants.

7.8 Review Long Term Plan

Work in progress.

7.9 Southland Power Trust

Southland Energy Trust has formally invited the Waitaki Power Trust to visit Southland for discussions on key issues, challenges and shared opportunities. The visit would involve an overnight stay.

The Trust was supportive of the suggested visit and to look at suitable dates. It was decided to wait until September, once the new board has been confirmed.

7.10 Secretary Vacancy

The Trust discussed the recruitment process for a new Trust Coordinator. It was agreed to begin identifying potential applicants and proceed with advertising the role. The advertisement will appear in the Oamaru Mail and be emailed to schools, with a closing date of Friday, 1 August 2025.

7.11 Trust Matters - June 2025

There was a general discussion. Energy Trusts can submit stories or articles to the ETNZ newsletter. The diagram on the EA Electricity Authority (EA) website showing the Power Bill breakdown will be used to update the diagram on the WPT website.

7.12 Payment Policy - review

Lichelle Guyan will review the policy.

7.13 IoD Webinar - The Future Boardroom

Lichelle Guyan attended an IoD webinar titled *The Future Boardroom: transforming in Turbulent Times*, presented by Helle Bank Jorgensen.

The session explored how boards of directors are evolving and shifting their focus to address change around the board table. It also considers the future direction of organisations - where they are heading and what they leave behind.

7.14 Electricity Market Briefing Paper

There was discussion of the *Electricity Market Brief white paper 2025*. The paper reviews the performance of the electricity market, focusing on energy security and electricity pricing. This

marks the beginning of a broader consultation and submissions process and NWL are aware of the white paper.

7.15 Annual Calendar

Due to an apology for 13th August, a quorum would not be present. Alternative dates of 6 August or 20 August will be considered to accommodate Michael de Buyzer (NWL Chair) and Dylan Andrews (CE). A date to be confirmed for our next meeting.

8. Close Meeting

8.1 Close the meeting - 10.00am

Next meeting: No date for the next meeting has been set.
Meeting date to be confirmed.

A handwritten signature in black ink, appearing to read 'D. Cleave', with a large, stylized initial 'D'.

Doreen Cleave
30 Aug 2025