

CONFIRMED MINUTES

WAITAKI POWER TRUST GENERAL MEETING (35TH MEETING OF THE 13TH TRUST)



At the **Waitaki Power Trust General Meeting (36th Meeting of the 13th Trust)** on **10 Sept 2025** these minutes were **confirmed as presented**.

Name:	Waitaki Power Trust
Date:	Wednesday, 20 August 2025
Time:	8:45 am to 11:15 am (NZST)
Location:	NWL Board Room, 10 Chelmer Street, Oamaru
Board Members:	Doreen Cleave (Chair), Herb Tonkin, Lichelle Guyan, Morgan Easton
Attendees:	Sandra Tonkin, Sue McErlane

1. Opening Meeting

1.1 Welcome

The Trust welcomed Sue McErlane as the new Trust Co-Ordinator starting the role from 1 October 2025.

1.2 Interest Register

None declared.

1.3 Strategic Plan

1.4 Late Items

- Insurance renewal quotation - Kirk Peacock, Marsh Insurance.
- Caroline Shone - (EECA) Energy Efficiency and Conservation Authority.

2. Notices of General Business - None

3. Confirmation of Minutes of General Meeting - 9 July 2025

3.1 Confirm Minutes

Waitaki Power Trust General Meeting (34th Meeting of the 13th Trust) 9 Jul 2025, the minutes were confirmed as presented.



RESOLVED: WPT 13/371

That the minutes of the General Meeting held on 9 July 2025 (34th Meeting of the 13th Trust) are a true and accurate record of the meeting.

Decision Date: 20 Aug 2025
Mover: Lichelle Guyan
Seconders: Morgan Easton
Outcome: Approved

4. Actions/Matters Arising

4.1 Action List

4.2 Matters Arising - none

5. Correspondence

5.1 Invoices - Various

5.2 Elections Services - Various

5.3 Caroline Shone - Changes to the Warm Kiwi Homes (WKH) Criteria

5.4 Term Deposit

5.5 Matters arising from Correspondence

Term Deposit matured 18 August 2025 and the funds have been deposited into the Call Savings Account. The Trust requested that all the funds be transferred to the current account.

Caroline Shone (EECA) - On Tuesday the 5th August Minister Watts announced a significant change to the eligibility criteria for Warmer Kiwi Homes. The programme is expanding to include the owner-occupied homes in deciles 5 and 6 on the Census 2023 NZ Deprivation Index, which means there could be up to 300,000 additional homes eligible for insulation grants. Although the budget has not increased, more homes will receive a grant. The changes have been noted by the Trust and there are some opportunities to work with EECA.

5.6 Correspondence Approved



RESOLVED: WPT 13/372

That the Inward Correspondence be received and the Outward Correspondence be approved.

Decision Date: 20 Aug 2025
Mover: Lichelle Guyan
Seconders: Herb Tonkin
Outcome: Approved

6. Financials

6.1 Cash Summary/Accounts for Payment



RESOLVED: WPT 13/373

That the Cash Summary for July 2025 be accepted and the following accounts, be passed for payment.

Decision Date: 20 Aug 2025
Mover: Herb Tonkin
Second: Lichelle Guyan
Outcome: Approved

Name	Description	Amount
Oamaru IT Solutions	Microsoft 365 Business Standard Monthly Subscription July 2025	\$167.26
S Tonkin	Contracting Secretary Services for July 2025	\$1410.00
Brackens Print	Printing of AGM Material	\$165.60
Oamaru Opera House	AGM Event	\$615.25
Oamaru Print and Copy	AGM Notice in The Telegram	\$146.90
Election Services	Progress payment Two	\$14,783.25
Fluid	Modifications on Website	\$120.75
Insurance	Invoice to be paid when received	
Allied Press Limited	Advertising AGM, Trust-Co-Ordinator, Advertorial	\$1,467.40
Notes		

Lichelle Guyan, has been designated as an administrator for the ANZ Direct Online.

6.2 Trustee Declaration - Shares

Trustee Shares - Declaration of Trust Form: The Trustees accepted the suggested changes to the amended shareholding to align with the RESOLUTION WPT 13/213, which states: "The shares of the company are moved from Individual Trustees names to collective ownership."

7. General Business

7.1 Website

123 total users for the month of July.

7.2 Media Article

Advertorial - Allied Press: 'SHAPE THE FUTURE OF LOCAL POWER, TRUSTEE NOMINATIONS ARE NOW OPEN'. A collaborative article by Doreen Cleave, Chair of Waitaki

Power Trust and Dylan Andrews, CE of Network Waitaki Ltd. The media article is informative and well stated.

7.3 EA Connections Feedback

The Electricity Authority (EA) has announced its decisions following two consultations late last year to improve distribution connection pricing methodologies and connection processes.

7.4 ETNZ Update

ETNZ update. The Theme is Trustee Responsibility - Programme to be finalised. General Discussion on the conference, around frequency, time commitment and attendance numbers.

7.5 AGM Debrief

There was a good turnout at the Annual General Meeting. The PowerPoint presentation was excellent and well-delivered. The liaison between Network Waitaki Directors and Waitaki Power Trust Trustees proved valuable.

The AGM minutes were accepted with no corrections.

7.6 Elections 2025

Elections

Online voting worked well and email voting links were received instantly. A second option, postal voting, was available for consumers without a valid email address on file with their electricity provider. The delay in postal voting deliveries caused some confusion. The Waitaki Power Trust did more media coverage this year, increasing public awareness. There was a good selection of candidates.

7.7 Insurance Renewal

We do not receive amended insurance policies until they have been paid and renewed. There is concern regarding the absence of the amended policy and the removal of the insured person. The Trust has noted this concern.

Marsh Insurance - The endorsement did specifically note cover for the secretary, but the insurer has advised that the policy intention is to cover the Trust and Trustees. However, the insurer has advised that if the Secretary made a mistake in their role in managing the trust, the policy could still respond.

The Secretary is to approach BoardPro to review the agreement and confirm whether we are covered for data security.



RESOLVED: WPT 13/374

Moved that we accept the Insurance renewal based on discussions.

Decision Date:	20 Aug 2025
Mover:	Lichelle Guyan
Seconder:	Morgan Easton
Outcome:	Approved

7.8 Secretary Changeover

The training is going well with a gradual transition.

7.9 Trust Changeover

Incoming and outgoing checklists have been developed. With the resignation of the current chair, Doreen Cleave, discussion took place on how the first meeting of the new Trust would roll without a current chair.



RESOLVED: WPT 13/375

That Lichelle Guyan be nominated as temporary chair from 1 October 2025 until a new Chair is appointed by the incoming Trust.

Decision Date: 20 Aug 2025
Mover: Doreen Cleave
Seconders: Morgan Easton
Outcome: Approved



RESOLVED: WPT 13/376

Moved "That the Induction Manual is accepted with amendments".

Decision Date: 20 Aug 2025
Mover: Lichelle Guyan
Seconders: Morgan Easton
Outcome: Approved

7.10 Trustee Renumeration



RESOLUTION: WPT 13/377

That Trustee remuneration will remain unchanged until reviewed in August 2026 for the year commencing 1 October 2025.

Decision Date: 20 Aug 2025
Mover: Morgan Easton
Seconders: Herb Tonkin
Outcome: Approved

7.11 Review Long Term Plan

M Easton's was acknowledge on his work on the Long Term Plan. Hardcopy documents consisting of The Trust Deed, the Long Term Plan, Network Waitaki Ltd Statement of Corporate Intent, and the Induction Manual to be available for all Trustees.



RESOLVED: WPT 13/378

Moved to approve reviewed Long Term Plan.

Decision Date: 20 Aug 2025
Mover: Morgan Easton
Seconders: Doreen Cleave
Outcome: Approved

7.12 Payment Policy - review



RESOLVED: WPT 13/379

Moved to Accept the Payment Policy with amendments.

Decision Date: 20 Aug 2025
Mover: Lichelle Guyan

Seconder: Herb Tonkin
Outcome: Approved

7.13 Access Policy - Review

Lichelle to review Interaction and Communication Policy.

7.14 September Meet and Greet

Secretary to organise a light lunch at 12 noon on Wednesday, 10 September for the new trustees and key Network Waitaki staff.

7.15 Annual Calendar

8. Close Meeting

8.1 Close the meeting - 11.15am

Next meeting: Waitaki Power Trust General Meeting (36th Meeting of the 13th Trust) - 10 Sept 2025, 10:30 am

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

Doreen Cleave
16 Sep 2025