

CONFIRMED MINUTES

WAITAKI POWER TRUST GENERAL MEETING (33RD MEETING OF THE 13TH TRUST)



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

Name:	Waitaki Power Trust
Date:	Wednesday, 11 June 2025
Time:	10:30 am to 11:30 am (NZST)
Location:	NWL Board Room, 10 Chelmer Street, Oamaru
Board Members:	Doreen Cleave (Chair), Herb Tonkin, John Clements, Lichelle Guyan, Morgan Easton
Attendees:	Sandra Tonkin

1. Opening Meeting

1.1 Strategic Plan

1.2 Interest Register

None declared for this meeting.

2. Notices of General Business - none

3. Confirmation of Minutes of General Meeting - 21 May 2025

3.1 Confirm Minutes

Waitaki Power Trust General Meeting (32nd Meeting of the 13th Trust) 21 May 2025, the minutes were confirmed with the following changes:

7.4 ETNZ Conference Debrief, fifth bullet point amended.



RESOLVED WPT13/340

That the minutes of the General Meeting held on 21 May 2025 (32nd Meeting of the 13th Trust) are a true and accurate record of the meeting.

Decision Date: 11 Jun 2025
Mover: Lichelle Guyan
Seconder: John Clements
Outcome: Approved

4. Actions/Matters Arising

4.1 Action List

4.2 Matters Arising

5. Correspondence

5.1 Chris Mardon

5.2 Ben Nettleton

5.3 ETNZ - Conference feedback

5.4 ETNZ - Update

5.5 NWL Sponsorship Awards

5.6 Matters arising from Correspondence

Network Waitaki Community Sponsorship Awards Ceremony

The ceremony will be held on Monday, 23 June 2025, with D. Cleave and H. Tonkin attending on behalf of the Trust.

ETNZ November Conference 2025

MainPower will host the Spring ETNZ Conference on 6–7 November 2025 in Hanmer Springs. It was agreed to book accommodation for all five Trustees immediately, ensuring the rooms can be cancelled at no cost closer to the time.

5.7 Correspondence Approved



RESOLVED WPT13/341

That the inward correspondence be received and the outward approved.

Decision Date:	11 Jun 2025
Mover:	Lichelle Guyan
Seconder:	Herb Tonkin
Outcome:	Approved

6. Financials

6.1 Cash Summary/Accounts for Payment



RESOLVED WPT13/342

That the cash summary for May 2025 be accepted, and the following accounts, including amendments, be approved for payment.

Decision Date:	11 Jun 2025
Mover:	John Clements
Seconder:	Lichelle Guyan
Outcome:	Approved

Name	Description	Amount
Oamaru IT Solutions	Microsoft 365 Business Standard Monthly Subscription May 2025	\$167.26
S Tonkin	Contracting Secretary Services for May 2025	\$2080.00
Ben Nettleton	Trust Deed Advice - Electronic Voting	\$382.38
M. Easton	Reimbursement for ETNZ Conference expenses - Taxi	\$53.35
Institute of Directors	Directors Advertisements	\$684.25
BrackensPrint	Election Fact Sheets (Double sided) 100	\$138.00
Allied Press	Ads in Oamaru Mail and ODT	\$299.00
D Cleave	RTNZ Conference - Travel Amendment to Mileage Rate 2025 - \$1.17 per km. Owing \$33.28	\$33.28
H Tonkin	Amendment to ETNZ Conference Expenses Overpaid Meals and amended Mileage rate to \$1.17 per kms. Owing \$6.40	\$6.40

7. General Business

7.1 Website/Media

In May, there were 84 users: 57 from NZ, 14 from the US, and the remainder from overseas.

7.2 WPT Annual Review and AGM

The annual accounts are progressing well, along with the preparations for the WPT AGM.

7.3 Elections 2025

- H. Tonkin will contact Craig with regards to the Preliminary Roll.
- J. Clements and H. Tonkin have contacted the *Oamaru Mail* to place an article about the upcoming Elections, aiming to encourage potential Trustees to stand and providing information on the roles and responsibilities of Trustees.
- Election Tab for the website is progressing with an amendment to the write up.

7.4 Insurance Renewal



RESOLVED WPT13/343

That the Trust obtain quotes for the upcoming insurance renewal.

Decision Date: 11 Jun 2025
Mover: Herb Tonkin
Seconder: Lichelle Guyan
Outcome: Approved

7.5 Trust Matters - May 2025

7.6 Review Long Term Plan

Long Term Plan is a work in progress.

7.7 Review of Trustee Roles and Responsibilities



RESOLVED WPT13/344

That the Trustee Role and Responsibilities Policy be accepted with changes.

Decision Date: 11 Jun 2025
Mover: Lichelle Guyan
Seconder: Morgan Easton
Outcome: Approved

7.8 Secretary

The Secretary job description template was revised and updated to reflect a Trust Co-ordinator role. There was discussion regarding prospective candidates, and it was agreed that the role would be advertised on the Network Waitaki website, the Waitaki App, and through local schools.



RESOLVED WPT13/345

That the job description be amended.

Decision Date: 11 Jun 2025
Mover: Lichelle Guyan
Seconder: John Clements
Outcome: Approved



RESOLVED WPT13/346

That the resignation of Sandra Tonkin from the position of Secretary be accepted.

Decision Date: 11 Jun 2025
Mover: Morgan Easton
Seconder: Lichelle Guyan
Outcome: Approved

7.9 Fraud and Corruption Policy - Review



RESOLVED WPT13/347

That the Fraud and Corruption Policy be accepted, subject to amendments.

Decision Date: 11 Jun 2025
Mover: Morgan Easton
Seconder: Lichelle Guyan
Outcome: Approved

7.10 Annual Calendar

8. Close Meeting

8.1 Close the meeting - 11.30am

Next meeting: Waitaki Power Trust General Meeting (34th Meeting of the 13th Trust) - 9 Jul 2025, 8:30 am

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

Doreen Cleave
14 Jul 2025