

CONFIRMED MINUTES

WAITAKI POWER TRUST GENERAL MEETING (36TH MEETING OF THE 13TH TRUST)



At the **Waitaki Power Trust General Meeting (1st Meeting of the 14th Trust)** on **8 Oct 2025** these minutes were **confirmed as presented**.

Name:	Waitaki Power Trust
Date:	Wednesday, 10 September 2025
Time:	10:30 am to 11:27 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
Notes:	Please note the later start time.

1. Opening Meeting

1.1 Welcome/Apologies

1.2 Strategic Plan

1.3 Interest Register

None declared.

Interest Register to be completed by new Trustees for the 8th of October meeting.

1.4 Late Items

- Chris Mardon - Correspondence 5.2
- NWL Sept Staff Newsletter - Correspondence 5.5
- Renewed Insurance Documentation - General Business Insurance 7.8
- Elections - Response to Enquiry (Cornel) General Business Elections 7.2
- Elections - Response from Craig re Media Queries 7.2 j
- Elections - Craig Taylor August Invoice 7.2 k
- Elections - Dale Ofsoke August Invoice 7.2 l
- Discussion on late items, should we have a cut off date for monthly meeting.

2. Notices of General Business

3. Confirmation of Minutes of General Meeting - 20 August 2025

3.1 Confirm Minutes

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



RESOLVED: WPT 13/385

"That the minutes of the General meeting held on the 20 August 2025, (35th Meeting of the 13th Trust), are a true and accurate record of the meeting."

Decision Date: 10 Sept 2025
Mover: Lichelle Guyan
Seconded: Morgan Easton
Outcome: Approved

4. Actions/Matters Arising

4.1 Action List

4.2 Matters Arising

Trustees are happy with the email received from BoardPro regarding the measures they use for data security and protection.

5. Correspondence

5.1 Email from Chris Bailey

Trustee's noted the nice letter received from Chris Bailey.

5.2 Chris Mardon

- Action for 8 October 2025 meeting. New trust item.
- Amazing opportunity to collaborate with Eco bulb. More work is required to assess the opportunity and the resources/funding required from NWL or WPT.
- Doreen Cleave to write to Dylan Andrew re: funding proposal.
- Herb to contact Chris Mardon at Ecobulb to understand what resourcing is required.
- Pro-active relationship with Energy mate. Lichelle Guyan to contact Energy Mate
- Stronger Waitaki would connect the community groups for Eco bulb education. Community feedback -Lichelle to make informal contact.

5.3 Electricity Authority

E.A. 5.3 Dylan Andrews provided a good update - noted. EA supporting documents noted.

5.4 A & P Show 2026

- A& P Show date 28 February 2026. Action for October meeting, new trust.

- General discussion took place on the need for our own stand and agreed desirable to be part of NWL/EnergyMate/PowerSwitch site. Waitaki Power Trust do not need their own stand. Would like to fit in, shared
- Chair to email Dylan to request and consider a shared site.

5.5 NWL Sept Staff Newsletter

Informative. Take NWL Sept Staff newsletter as read.

5.6 Simplicity

Noted.

5.7 Matters arising from Correspondence

5.8 Correspondence Approved



RESOLVED: WPT 13/386

Moved: "That the Inward Correspondence be received and the outward approved."

Decision Date:	10 Sept 2025
Mover:	Lichelle Guyan
Seconder:	Herb Tonkin
Outcome:	Approved

6. Financials

6.1 Cash Summary/Accounts for Payment



RESOLVED: WPT 13/387

Moved: "That the Cash Summary for August be accepted and the following accounts other than the Elections Invoice be approved for payment."

Decision Date:	10 Sept 2025
Mover:	Lichelle Guyan
Seconder:	Morgan Easton
Outcome:	Approved

6.2 Term Deposit

7. General Business

7.1 Website

649 Users, 455 NZ, 106 Australia, 60 US and remainder overseas.

7.2 Election 2025

Election Debrief

- Acknowledged Herb Tonkin's work on 2025 Elections.

- General discussions on voting outcomes 20.99% achieved against our goal of 30%. That the electronic option 90% of consumers were issued with voting papers and 10% by post.
- Disappointed with community engagement, higher than other EDB's, 63.6% were opened and 20.99% response rate.
- In future the Board need to consider all platforms of communication and any new sources. Take feedback on Board for next election.
- Doreen Cleave to respond via email to Waitaki Voice.

7.3 ETNZ

- ETNZ August Newsletter accepted as read.
- ETNZ Survey and updates completed.
- Expressions of interest for new Trustees to attend the ETNZ Spring Conference in November, 6th & 7th.
Sven Thelning attending, George Kelcher apologies, Gary Kircher to be confirmed.

In preparation for Trustees sessions the following were considered:-

Trustees

Best Practice - Policies to protect us, Code of Conduct, Inclusive, Diverse, looking to the future. What is important in this era. e.g. Induction - Manual, Introduction Network Waitaki Ltd, shared collaboration.

IT innovation - BoardPro, Digital platform for Trust Elections, Network Waitaki Ltd
Facebook page and Chat GPT.

Action for Lichelle to document a one page talking point for new Trustees.

7.4 Interaction and Communication Policy



RESOLVED: WPT 13/388

Moved: "That the Interaction and Communication Policy be accepted."

Decision Date:	10 Sept 2025
Mover:	Lichelle Guyan
Seconder:	Herb Tonkin
Outcome:	Approved

7.5 Director Policy

- **Director's Policy**
- Director Appointment, Performance Review and Remuneration (letter from Ben Nettleton, email that includes both Doreen and Lichelle's response)
- Ben Nettleton to confirm with Morgan final copy of Director's Policy.
- Process in place, guidelines, update policy, have both Ben's letters attached to it.

7.6 Conflict of Interest Policy

Morgan consulting with Ben Nettleton. Same process as per Director's Policy.

7.7 Review number of Policies

- **Review of Policies.**
- Policies that are happening in the next 12 months, 1 October 2025 to 30 September 2026 to be listed and put into Agenda so that they can be viewed electronically.

- **Secretary** to Amend Annual Calendar in accordance.

7.8 Insurance

Renewed Insurance Documentation 09/09/25. Trustees happy with Insurance Renewal schedule

7.9 New Trustee Plan

- Trustee Handbook to be handed out with a New Trustee Form signature page to be signed and handed back on the first meeting of the new Trust 8th October 2025.
- Action for Doreen and Morgan Easton to take ipads to Oamaru IT Solutions. Jerome will update new trustee emails, for BoardPro and new license applications.
- Website responses go to Lichelle. Doreen will be stepping down on the 25th September. Information on elections do not take off.
- Seperate Election page these are the results and the next election date, content of election page.
- ACTION - Lichelle Guyan - Storage for Waitaki Power Trust Admin boxes.
- ACTION - Lichelle Guyan - Dylan contacted regarding John Clements farewell gift.

7.10 Annual Calendar

If a policy is approved earlier, delete off Annual Calendar.

8. Close Meeting

8.1 Close the meeting

Next meeting: Waitaki Power Trust General Meeting (1st Meeting of the 14th Trust) - 8 Oct 2025, 8:30 am



Lichelle Guyan
9 Oct 2025