

CONFIRMED MINUTES

INTRODUCTORY MEETING

At the **Monthly Onsite Meeting** on **8 Apr 2025** these minutes were **confirmed as presented**.

Name:	Kaiteriteri Recreation Reserve
Date:	Wednesday, 26 March 2025
Time:	10:00 am to 11:00 pm (NZDT)
Location:	Online, Teams
Board Members:	Chris Hawkes (Chair), Tim King, John Murray, Zoe Dryden, Hoani Tākao, Fergus Brown, Jo Gould, Kristie Paki Paki
Attendees:	Craig Buckland, Mason Fitzgerald, Nicola Bensemann

1. Opening Meeting

1.1 Karakia

Karakia completed.

1.2 Minutes

No minutes confirmed during this introductory meeting.

1.3 Interest Register

Register of Interests under compilation.

2. Major Discussions

2.1 Chair Overview of Reserve & Responsibilities

Chair Chris spoke on an overview of the Reserve and Board Responsibilities.

2.2 Introduction of individual Board members

Some technical difficulties, members gave a short introduction.

Hoani unable to attend from the opening of meeting due to prior commitments. Attended online for a portion of meeting.

2.3 Introduction of Staff members

Introduction from staff members Craig Buckland, People & Safety and Nicola Bensemann, Board Secretary and Finance Manager.

2.4 CEO Presentation

Wifi cut out and prevented video from playing, but slides shown of key points about the Reserve including,

- aerial map of boundaries,
- high level stats from Annual Report,
- Waterfall Graph of monthly profit,
- 24.25 budget outlined,
- major projects in development
- Management Plan Review
- Concession Term Expiry and DOC review process.

3. Board Annual Work Plan

3.1 Introduction to Board Communication Tools

Advised new software to be used - BoardPro with invitations to join it online coming out this week. WhatsApp group to be created for urgent communications regarding all board notification.

3.2 Brief Outline of Board meetings format and agenda for 8th April

Plan and general agenda items outlined for onsite meeting 8th April in Kaiteriteri.

4. Actions from Previous Meetings

4.1 Action List

Nothing for this meeting.

5. Other Business

5.1 General business



Board Induction

Member requested that board induction include information on the cultural history of area.

Due Date:

8 Apr 2025

Owners:

Chris Hawkes, Mason Fitzgerald

5.2 Karakia

Closed with Karakia.

6. Close Meeting

6.1 Close the meeting

Next meeting: Monthly Onsite Meeting - 8 Apr 2025, 9:00 am

Signature: _____

Date: _____

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