

CONCOVE BOARD MEETING MINUTES – 26 JANUARY 2022

NEXT MEETING: WEDNESDAY 16 MARCH 2022, 9AM – 12PM, FACE TO FACE,
AUCKLAND (COVID DEPENDENT)

WELCOME AND ADMIN

ATTENDEES:

Co-Chairs	Graham Burke, Phil Hokianga
Board Members	Martin Carroll, Pam Bell, Amos Kamo, Honor Columbus, David Fabish, Nick Clayton, Heather Stonyer
Interim General Manager In Attendance	Pip Schollum-Manase [REDACTED] (ConCOVE Executive Assistant), [REDACTED] (Lead Project Lead) – for the Directors Report only
Apologies	Craig West, Amos Kamo left between 10.00am and 11.00am, Martin Carroll left at 11.00am.

AGENDA:

Karakia	Given by Phil Hokianga.
Administration	
Register of Interests	Pam Bell & Graham Burke added Construction Sector Accord (Register of Interest #5); Honor Columbus added Tangata Moana Trust (Register of Interest #6).
Minutes of last meeting	Pam Bell passed, David Fabish seconded.
Correspondence	Nil
Actions Table	Updated
Risk Register	Taken as read in Board pack. Did not update – feedback to be provided by email.
Board-Only Time	Occurred
Closing Karakia	Given by Phil Hokianga.

1. Whakawhanaungatanga

- Updates from everyone.
- Acknowledged commitment from Board to the Noho Marae visit, and Phil's organisation of it.
- [REDACTED]
- [REDACTED]
- Staff Christmas party held 15 December 2021, Graham attended.
- This meeting will be recorded due to IT issues. Recording meetings – following approval by participants, only for purposes of minutes and will be destroyed afterwards. Moved by Martin Carroll, seconded by David Fabish. (Decisions Register #47). Note – the recording of this meeting has been destroyed.

2. General Manager's Monthly Report

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|----|-------------|--------------------|
| a. | Finances | included in report |
| b. | Activity | included in report |
| c. | Recruitment | included in report |
| d. | Projects | included in report |
- General Manager's Monthly Report taken as read.

Update from [REDACTED]

- See attached timeline document. Lit Reviews have been completed. Ethics applications ongoing – still engaging with stakeholders and industry. Confident that four of six projects we have running, with resources, are able to be completed in these timelines, [REDACTED].
- Feedback from [REDACTED] re project delivery – concerns – wananga and reset done, stakeholder engagement being reset to make it more purposeful, too much leaning on Advisory Groups for research and information. Looking to ConCOVE members now, will find gaps.
- Had workshops with Team since Noho Marae to review, reflect, team building. Need continued support regarding how we engage with Māori and Pasifika. Recommendation to possibly have a Pasifika and Māori facilitator to help and facilitate conversations. To be discussed in Board only time.
- [REDACTED] and Pip working with team to set milestones regarding stakeholder engagement plan.

Outsourcing –

- [REDACTED]

Recruitment -

- Recruitment is hard at the moment, will potentially get harder this year.
- [REDACTED]
- [REDACTED]
- [REDACTED]

3. Action Register

- Action Register – updated.

4. Risk Register

- Risk register – emailed to Board Members to provide feedback by Sunday, 30th January 2022.

5. Advisory Groups

- Theresa Rongonui resigned as Chair of Women’s Group, and Nigel Sun, Māori Advisory Group, due to increased workloads.
- Charter says Advisory Group must choose own chair – will do at next Advisory Group meeting.
- [REDACTED]
- We aren’t utilising the Advisory Groups for their purpose – get this bedded in before we recruit further.

6. General Business

- Schedule a Board face to face Board meeting in a Marae and a Fono environment, invite team leaders. (Action Register #161).
- Annual report to TEC was meant to be approved – haven’t had time to complete as received just before Christmas. Will need Board approval via email or a special meeting. (Action Register #163)
- New ConCOVE members approved [REDACTED].

Other general business from Board Members –

- Table for future meeting - stakeholder engagement diagram, map of progress, get up on website and use website more. Understand what as a Board we are going to achieve this year, and how use communication tools we have already. Annual Board Plan sent out last year. Annual Review - self-reflection survey for Board Members to do. (Action Register #164). Pam to help with this.
- Board work programme to be in Board papers at each meeting.
- Invite a guest to each Board meeting, [REDACTED] – for 20 minutes.
- Extend Board meeting timeline to four hours, risk register to be updated online beforehand.

7. Board Only Time

- Held from 11.30am.

ConCOVE Board Action Register

	Item	Person Responsible	Due Date	Status (In progress or Closed)
76	Offer roles for Project Leads. [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Pip [REDACTED]	Ongoing	In progress
103	Map out when we feed back into WDC's so we can communicate how we plan to translate research into action (feedback loop / flow chart). Stakeholder engagement piece - how and when. [REDACTED] [REDACTED] [REDACTED]	Graham	Ongoing	In progress
119	Update ecosystem and get statements about how the system works. Update 26.1.22 - Confirming it is the ROVE ecosystem. Until RSLG formed - use dotted lines, greyed text, to leave room for future.	[REDACTED]	TBC	In progress
122	Project leads to get closer with Board Member project champions regarding strategies and objectives with projects. Update 26.1.22 - Pip to create one pager of how to manage this in the interim / guideline from operation point of view of how Board and Team will communicate as needed.	Project Leads / Pip	17-Nov-21	In progress
127	Create a criteria for decision making for ConCOVE Members. Bharti to contact other organisations about their criteria as a benchmark. Update - 26.1.22 - Park until next meeting.	Pip	15-Nov-21	In progress
148	Offer Cultural Competency Training to Board Members and Advisory Groups, if they wish to attend Update - 26.1.22 - Arrange one face to face Board meeting to be held at a Marae and one at MIT Pasifka Centre and use to practically demonstrate tikanga/fono/Talanoa. Include project leads at part of meetings.	Pip / [REDACTED]	Ongoing	In progress
150	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
151	Bharti to take feedback on Stakeholder Engagement Plan, Quality Management Plan and Research Methodologies paper to the team and come back to Board. Update 26.1.22 - team hasn't had time to get into this. Priority for next meeting.	[REDACTED]	15-Dec-21	In progress

152	Pip and Martin to work on Covid Risk assessment for ConCOVE Update 26.1.22 - no update. Leave for next meeting. Concentrate on keeping team together in the interim. Also looking at how stakeholder engagement can be conducted at Alert Level Red.	Pip, Martin	26-Jan-21	In progress
154	[REDACTED]	[REDACTED]	26-Jan-21	In progress
155	Create visual map of project landscapes / overlapping projects Update 26.1.22 - Underway.	Project Leads	26-Jan-21	In progress
158	Reforecast budget to allow for Deputy Director - Academic Update 26.1.22 - Pip to work with Martin and [REDACTED] on this for next meeting.	Pip	26-Jan-21	In progress
159	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
160	Create an Iwi and a Pasifika engagement strategy plan	Pip, Tony, Dom with Phil, Amos, Honor	28-Feb-22	In progress
161	Have a Board meeting face to face in a Marae / Fono environment, invite team leaders.	Co-Chairs, Pip	TBC	In progress
162	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]ress
163	Approve annual TEC Report	Co Chairs, Board	14-Feb-22	In progress
164	Board Members to complete an annual review / self reflection	Co Chairs	28-Feb-22	In progress

ConCOVE Board Decision Register

45	ConCOVE Member accepted [REDACTED]	16-Dec-21	Board meeting
46	ConCOVE Member accepted [REDACTED]	[REDACTED]	[REDACTED]
47	If a Board Meeting needs to be recorded, the Board will be made aware of this at the time and approval must be given. Recording is only for purposes of minutes and will be destroyed afterwards.	26-Jan-22	Board meeting
48	ConCOVE Members accepted - [REDACTED]	26-Jan-22	Board meeting
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ConCOVE Board Members – Conflict of Interest Register

Updated 15.12.21

Conflict Number	Date Conflict Noted	Board Member	Conflict of Interest	Details
3.	17.5.21	Phil Hokianga	Toitu Tairahiti Housing Limited	Toitu Tairahiti Housing Limited Project. [REDACTED] [REDACTED] [REDACTED]
4.	15.12.21	David Fabish	Building and Construction Training Fund Board	I used to be on the BCITO board but it is not in existence now and I am now on the Building and Construction Training Fund board instead.
5.	26.1.22	Pamela Bell & Graham Burke	Construction Sector Accord	Project Bellbird Ltd (innovation consultancy) [REDACTED] [REDACTED] [REDACTED]. Graham Burke is part of the Steering Committee for this work for the Accord also. Any potential conflicts will be managed as they arise.
6.	26.1.22	Honor Columbus	Tangata Moana Trust	Trustee for Charitable Trust. Tagata Moana Trust is a not-for-profit organization dedicated to the advancement of Pacific peoples living in Aotearoa. We design, deliver and promote STEAM education and experiences for Pacific peoples of all ages. This includes Moananui Pasifika Minecraft, in-school programs, mobile makerspace, and cultural competency training for teachers and industry.

Name of CoVE: ConCOVE
Name of Lead TEO: MIT
Report: ConCOVE Risk Register
Date: 26.1.22

No.	Description of risk ["Risk of ... resulting in"]	Potential cause(s) of the risk [What could cause the risk to occur?]	Consequences (Currently)	Likelihood (Currently)	Level of Risk acceptable to Board	Level of Risk (Currently)	Risk Management Approach [What is being done to manage the risk?]	Level of Risk (post Risk Management action)	Timeframe	Person Responsible	Risk Status
6	Risk of inadequate Project Lead resource to undertake required work	Difficult labour market and COVID restrictions making recruitment difficult	Moderate	Possible	Medium	High	Roles going out on seek, reaching out to industry contacts and recruitment team. Interim - Tony doing Entry. Board and Advisory Group to assist recommending people. [REDACTED]	Medium	28-Feb-21	Interim Director	Open
8	Risk of stakeholders not being engaged, resulting in poor participation in ConCOVE projects and poor support of ConCOVE in general	Poor awareness of ConCOVE in construction and education sectors Low interest in ConCOVE's mandate	Major	Likely	Low	High	Reduce - a) Task Board Members to engage with stakeholders, b) implement the Stakeholder Engagement /Comms Plan.	Medium	Open	Board Co-chairs, Board Members, ConCOVE Team	Open

9	Risk of another COVID-19 lockdown, resulting in difficulties for ConCOVE to engage with stakeholders.	Operational Capability	Community transmission	Minor	Almost Certain	Low	High	Team can work remotely. Team and Board meetings can be online. Pivot external stakeholder engagement methods to continue under COVID restrictions, e.g. webinars, online workshops.	Low	Ongoing	Interim Director Board Co-Chairs	Open
16	Risk that scope of ConCOVE's mandate creeps, resulting in unfocussed work and compromised outcomes.	Operational Capability	Board not being clear on scope Interim Director not being clear on scope Project Managers not being clear on scope Advisory Groups not being clear on scope	Major	Likely	Medium	Medium	Reduce - Recruitment of Deputy Director Academic to ensure projects remain in scope.	Low	Ongoing	Co-Chairs, Interim Director, MIT Host	Open
17	Risk that ConCOVE is seen as being 'academic' rather than 'industry' focussed, making industry engagement more difficult	Reputational	Industry having a pre-conceived idea that this will be an academic exercise	Major	Possible	Low	Medium	Reduce - Ensure Comms activity reinforces the organisation's mandate and emphasises Board and staff industry credentials/experience Our point of difference is our projects are industry led.	Low	1-Jan-23	Interim Director	Open

18	Risk that ConCOVE is perceived as being Auckland or Wellington-centric, resulting in difficulty securing nationwide industry engagement	Reputational	ConCOVE's office being physically based in Auckland ConCOVE Director / staff being Auckland-based Alternate Board meetings based in Auckland	Minor	Possible	Low	Medium	Reduce - Ensure project teams are engaging nationally and implement inter-regional stakeholder engagement meetings/hui/fono. Stakeholder engagement plan to recognise geographic as well as demographic diversity.	Low	1-Jan-23	Interim Director	Open
19	Risk of not being able to clearly identify potential Learners, making it difficult to include them in our Stakeholder engagement	Operational Capability	No existing database available	Moderate	Possible	Low	Medium	Reduce - seek active input from industry, schools, MBIE, MSD	Low	1-Jul-21	Interim Director	Open
20	Risk of data security being compromised and information given on the condition of anonymity is released	Reputational	Poor security protocols in place Poor training of staff working with data	Major	Possible	Low	Low	Provide training for all ConCOVE staff who will be working with data. Policies, procedures and systems have been updated to comply with latest privacy legislation and best practice.	Low	Ongoing	Interim Director	Open

21	Risk of ConCOVE being seen as MIT-centric	Reputational	ConCOVE's office being physically based on an MIT campus; Bid led by MIT, MIT email addresses, MIT systems & resources	Minor	Possible	Low	Medium	Reduce - Ensure Comms activity reinforces the organisation's mandate and independence.	Low	1-Jan-23	Board Co-Chairs, Board Members, Interim Director	Open
22	Risk that ConCOVE doesn't deliver the outcomes by the dates that it said it would	Reputational	Project milestones are missed Stakeholder comms are not kept current	Moderate	Possible	Low	Medium	Reduce - Strong project management and monitoring of progress by Interim Director and Board. Recruitment of new Director and Deputy Director Academic.	Low	Ongoing	Interim Director	Open
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24	Risk that ConCOVE Members don't feel they get 'value' out of belonging	Reputational	Poor SE comms leading to low engagement	Moderate	Possible	Low	Medium	Reduce - Ensure members regularly receive quality information regarding ConCOVE and related work. Ensure two way feedback loops are incorporated in engagement plan.	Low	Ongoing	Interim Director	Open
25	Risk that the Advisory Groups are unclear on their mandate	Operational Capability	Poor understanding and/or poor communication of the roles of the groups by the Director or Board	Moderate	Possible	Low	Medium	Regular quality engagement with Director and project leads	Low	1-Jun-21	Interim Director	Open

29	Resignation of General Manager / Director	Operational Capability; Reputational	ConCOVE GM has resigned in December 2021. Recruitment of replacement could take several months.	Moderate	Possible	Medium	Medium	<p>Interim Director appointed. Leadership team established and Interim Lead appointed for Project Leads. Establish new role Deputy Director Academic to focus on management of research and projects, quality control and other project related processes. Director will be able to dedicate time to leading team and outward facing stakeholder engagement.</p>	Medium (until roles are filled)	<p>Until new Director and Deputy Director Academic are appointed.</p>	Board, Host (HR)	Open
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