

DATE & TIME: 10.30am, Wednesday 20th January 2021

LOCATION: Rm TP110, TechPark, Manukau and virtually via TEAMS

ATTENDEES: Graham Burke (Co-Chair), Phil Hokianga (Co-Chair), Paul Hollings (MIT Host Rep), Craig West, Pamela Bell, Heather MacKay, David Fabish, Nick Clayton, Amos Kamo (Board Members), [REDACTED] (ConCOVE Project Manager).

IN ATTENDANCE: Martin Carroll (MIT EGM Academic & Provost)

APOLOGIES: [REDACTED].

ACTIONS TABLE: 20.01.2021

| # | TASK | OWNER | DUE DATE | STATUS |
|----|--|-------------------------------|--------------|----------------------------|
| 2 | Consider 're-naming' the Diversity project 'Opportunity' or 'Potential' | [REDACTED] | 1 Feb 2021 | In progress |
| 20 | Book a senior TEC representative to present at a Board meeting to explain how ConCOVE fits into the RoVE picture | Graham | 31 Jan 2021 | In progress |
| 21 | Create a 'Data Dashboard' and include this in the Director's monthly report | [REDACTED] | 31 Jan 2021 | In progress |
| 23 | Investigate if the MIT Marae could 'gift' ConCOVE a name | [REDACTED] | 31 Jan 2021 | In progress |
| 26 | Book a facilitator to lead the Vision/Mission workshop at next Board meeting | [REDACTED] | 15 Jan 2021 | In progress |
| 28 | Secure permission from the 91 ConCOVE Members that joined prior to 20.11.20 to have their names on website | [REDACTED] | 1 March 2021 | In progress |
| 29 | All Board Members to sign off the Charter document | Board Members | 10 Feb 2021 | Not yet commenced |
| 30 | Sign the MoU between ConCOVE and MIT | Graham, Phil & Martin Carroll | 31 Jan 2021 | GB & PH signed; MC to sign |
| 33 | Produce an FAQ sheet for Board Members and staff to refer to when discussing ConCOVE | [REDACTED] | 31 Jan 2021 | In progress |
| 34 | Correct typo's in the Charter that Nick identified | [REDACTED] | 31 Jan 2021 | Not yet commenced |
| 35 | Have press release ready for mid-late February release – introduce Board Members, New Pasifika Board Member and Director | [REDACTED] | 10 Feb 2021 | In progress |
| 36 | Produce a 2021 reporting schedule that includes TEC, Te Pukenga and MIT | [REDACTED] & Martin | 10 Feb 2021 | In progress |
| 37 | Produce a 'Plan on a Page' of key milestones (Directorate, Board and Project) for 2021 | [REDACTED] | 10 Feb 2021 | In progress |
| 38 | Prepare and deliver a quick preso to Board Members on what MIT services are included in the MoU/Host Agreement | [REDACTED] | 10 Feb 2021 | Not yet commenced |
| 39 | [REDACTED] | Martin | 10 Feb 2021 | In progress |
| 40 | Add an explanation on each of the projects to the FAQ doc | [REDACTED] | 31 Jan 2021 | Not yet commenced |

| | | | | |
|----|--|--------|-------------|-------------------|
| 41 | ██ | ██████ | 10 Feb 2021 | Not yet commenced |
| 42 | Create a Sharepoint site for the Board | ██████ | 27 Jan 2021 | Not yet commenced |
| 43 | ██ ██ | Martin | 10 Feb 2021 | Not yet commenced |
| 44 | Agreement to use the title 'Project Lead' vs 'Project Manager' going forward | All | 10 Feb 2021 | Not yet commenced |
| 45 | a) Consolidate the risks on the Risk Register by 'category', b) remove 'Closed' items, c) include 'Review the Risk Register' on every Board Meeting agenda and d) add a column 'Acceptable Level of Risk to the Board' | ██████ | 10 Feb 2021 | Not yet commenced |

AGENDA

Karakia

Given by Phil

Administration

- Apologies [REDACTED]
- Register of Interests None
- Minutes of last meeting Confirmed by Heather Mackay and Pamela Bell
- Correspondence n/a

Reporting

Interim Director's Monthly Report – December 2020

- a. Finances nothing to update
- b. Activity included in report
 - i. PR – Announcement regarding Board & Director to be ready to go out mid-late Feb
 - ii. Reporting – prepare schedule for 2021 that includes TEC, NZIST and MIT
 - iii. Produce Plan on a Page including project milestones
 - iv. PM role descriptions and project timing can be determined following TEC funding timing decision and vision/mission workshop
 - v. Must have funding timing decision from TEC before next Board meeting on the 10th Feb
 - vi. In addition to the FAQ sheet for ConCOVE, included FAQ's for each project
- c. Recruitment included in report
- d. Projects nothing to update

General Business

- Paul's new role
 - Paul has been appointed the General Manager of the Hawkes Bay-based Food & Fibre CoVE
 - He remains a ConCOVE Board Member as the MIT Host until the end of Feb
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - The Food & Fibre CoVE has 3 focus areas: attract & retain, viable & sustainable products and innovation & opportunities
 - [REDACTED]
- Appointment of Director
 - [REDACTED]
 - [REDACTED]
- Risk Register
 - Reviewed thoroughly
 - Consolidate risks by theme, remove 'closed', include as regular agenda item
- Board Members' payments process
 - [REDACTED] has provided email update
- Miscellaneous
 - Pamela is happy to be the vision/mission contact person
 - Correct typo's in Charter doc
 - Share with the Board which MIT services are included in the MoU
 - [REDACTED]

- Set up Sharepoint for the Board
- Use the title 'Project Lead' rather than 'Project Manager' going forward
- Provide the Board with 'key messages' for stakeholder engagement following each Board meeting

Karakia

Given by Phil
