

DATE & TIME: 10.30am, Wednesday 10th February 2021

LOCATION: Rm TP110, TechPark, Manukau

N.B. A powhiri was held (prior to the commencement of the Board Meeting) at the MIT Otaru Campus Marae to welcome our two newest Board Members: Amos Kamo and Honor Columbus and our new Director, Bharti Kottaiya Raniga.

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, Honor Columbus, (Board Members), Bharti Kottaiya Raniga (Director), [REDACTED] (ConCOVE Project Manager).

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

APOLOGIES: None

ACTIONS TABLE: 8.03.2021				
#	TASK	OWNER	DUE DATE	STATUS
2	Consider 're-naming' the Diversity project 'Opportunity' or 'Potential'. Is this still the right approach?	Bharti	11 Mar 2021	In progress
23	Investigate if the MIT Marae could 'gift' ConCOVE a name	Phil	26 Feb 2021	In progress
28	Secure permission from the 91 ConCOVE Members that joined prior to 20.11.20 to have their names on website. Send email to all Members introducing Bharti and our Board and in this comms piece, provide the option to 'opt-out' of having their names listed on the website.	Bharti & Carlene	11 March & 1 April 2021	In progress
29	All Board Members to sign off the Charter document once the form and function of the Advisory Groups is agreed and the Charter updated to reflect these changes	Board Members	11 Mar 2021	Not yet commenced
33	Produce an FAQ sheet for Board Members and staff to refer to when discussing ConCOVE.	[REDACTED]	5 Mar 2021	In progress
34	Correct typo's in the Charter that Nick identified	[REDACTED]	1 Mar 2021	Completed
35	Have press release ready for release – introduce Board Members, New Pasifika Board Member and Director	[REDACTED]	5 Mar 2021	In progress
36	Produce a 2021 reporting schedule that includes TEC, Te Pukenga and MIT	[REDACTED] & Martin	26 Feb 2021	Completed
39	[REDACTED]	Martin	26 Feb 2021	In progress
40	Add an explanation on each of the projects to the FAQ doc	[REDACTED]	5 Mar 2021	In progress
41	[REDACTED]	Bharti	11 Mar 2021	In progress
42	Create a Sharepoint site for the Board. Would TEAMS be suitable?	Bharti	26 Feb 2021	In progress
46	Update Risk Register with new classifications and new risks	[REDACTED]	26 Feb 2021	Completed
47	Work with Board Members and the MIT Finance Team to ensure Board Members are paid in a timely manner	Bharti	26 Feb 2021	Not yet commenced

- MIT's HR team have 'set up' the ConCOVE Marketing and Admin roles in the MIT system
[REDACTED].
Recruitment has not yet gone to market.
- Risk Register
 - Tweaked then agreed to by Board
 - Two new Risks added
- Finances
 - Bharti is to liaise between the Board Members and the MIT Finance Team to a) pay any outstanding fees and b) formalise a smooth payment process going forward
 - Martin is to work with Bharti ensure she has visibility of the ConCOVE finances
 - Bharti to ensure the Board receive monthly ConCOVE financials
- Miscellaneous
 - Bharti to send all Board Members a copy of the Project Lead Job Description
 - Discussion on whether ConCOVE could 'cut loose' from MIT if MIT's name/reputation were brought into disrepute
 - Design an updated ConCOVE 'eco-system' and include this on the ConCOVE website
 - Discussion on inviting Board Members to take turns to present to the meeting on a topic of interest/expertise
 - Official opening of TechPark scheduled for Friday 5th March, 9.30am-11.00am and all Board Members are invited
 - The description of the roles and duties of the Advisory Groups provided in the Charter document differs from the Board's understanding and wishes. Document is to be reviewed and recommended changes circulated to the Board.
 - Agreement that next Board meeting would be a full day held at TechPark and is to cover the topics of a) the role of the Advisory Groups and b) how many Project Leads will be required/what their jobs will involve

Board-only time

Karakia Given by Phil

N.B. Following the Board Meeting, we had 2 speakers present to us for an hour each then had a Vision/Mission workshop facilitated by [REDACTED].

The following are actions that came out of these sessions:

[REDACTED] RoVE

* Bharti to contact Merran from Te Pukenga and ask for ConCOVE to be part of the Operating Model Reference Group

* [REDACTED] gave a talk and powerpoint presentation – [REDACTED] to circulate this presentation

[REDACTED] TEC

* Source a copy of Te Pae Tawhiti (2020-2025)

* [REDACTED] gave a talk and powerpoint presentation – [REDACTED] to circulate this presentation

[REDACTED] Vision/Mission workshop
