

ConCOVE Board Meeting Minutes

DATE & TIME:

9.30am, Thursday 11th March 2021

MINUTES VERSION:

2

LOCATION:

Microsoft Teams (virtual)

ATTENDEES:

Graham Burke (Co-Chair), Phil Hokianga (Co-Chair), Pamela Bell, Heather MacKay, David Fabish, Nick Clayton, Amos Kamo, Honor Columbus, Martin Carroll (DCE Acedemic, MIT & Unitec), (Board Members), Bharti Kottaiya Raniga (General

Manager)

IN ATTENDANCE:

(ConCOVE Executive Assistant)

APOLOGIES:

Craig West

THESE MINUTES WERE PASSED AT THE CONCOVE BOARD MEETING ON THE 8TH OF APRIL 2021.

SIGNED:

GRAHAM BURKE (CO-CHAIR)

PHIL HOKIANGA (CO-CHAIR)

	ACTIONS TABLE:	11.03.2021		
#	TASK	OWNER	DUE DATE	STATUS
2	Consider 're-naming' the Diversity project 'Opportunity' or 'Potential'. Is this still the right approach? Update – needs to be revisited at the next Board Meeting.	Bharti	8 th April 2021	In progress
23	Investigate if the MIT Marae could 'gift' ConCOVE a name Update – Phil hasn't gone back to produce at this stage. Will go back to him today.	Phil	26 Feb 2021 19 Mar 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. Update – email has gone out.	Bharti	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 Update – with Board Members now. Will go through terms of reference of advisory groups today. Spelling errors to be rectified.	Board Members	19 Mar 2021	In progress
33	Produce an FAQ sheet for Board Members and staff to refer to when discussing ConCOVE. Update – being done – going through coms person to be worded better and sent out to Board Members. MIT Coms person is looking at it, has updated sheet. is updating. Board Members need descriptions of all projects, FAQ sheet, and talking point notes urgently (eg how we fit in with WDC, Te Pukenga). Will be sent next week for approval, then up on website.	/ Bharti	5 Mar 2021 19 Mar 2021	In progress
34	Correct typo's in the Charter that Nick identified Update – needs to be done.		19 Mar 2021	In progress
35	Have press release ready for release – introduce Board Members, New Pasifika Board Member and Director. Update – is looking at it, then a draft will be sent out to Board Members. Members going up on website in a phased way.	Bharti	19 Mar 2021	In progress
39	Secure a decision from TEC on funding tranche timing to enable project planning. Martin to provide Bharti with the TEC contact's details so that she can follow up. Update – Bharti has followed up, and has withdrawn proposal.	Bharti	26 Feb 2021	Completed
40	Add an explanation on each of the projects to the FAQ doc. Update – deferred until we have finalised these at the next Board Meeting.	Bharti	April 2021	In progress
41		Bharti / IT /	19 Mar 2021	In progress
42	Create a Sharepoint site for the Board. Would TEAMS be suitable? Update – Heather agrees with this.	Bharti	19 Mar 2021	Closed

46	Update Risk Register with new classifications and new risks.	Bharti /	19 Mar 2021	In progress
47	Work with Board Members and the MIT Finance Team to ensure Board Members are paid in a timely manner. Update – working through with finance and Board – sent another reminder to get your supplier forms in and get you set up. Submit invoices to Bharti and to go through what is currently in the system and what is missing. Will add a step in communication when claim has been approved, and when money has been paid.	Bharti /	19 Mar 2021	In progress
49	Ensure Board Members receive monthly updates on ConCOVE's finances. Update – underway.	Bharti	11 Mar 2021	Completed
50	Send a copy of the Project Lead Job Description to all Board Members Update – with Board and consortium.	Bharti	26 Feb 2021	Completed
51	Design a visual representing the ConCOVE 'ecosystem' and include this on the ConCOVE website Update – working on this still, will get it up on website as soon as Bharti is happy with it.	Bharti	19 Mar 2021	In progress
53	Contact Merran Davis from Te Pukenga and ask for ConCOVE to be included in the Operating Model Reference Group Update – Bharti asked for a meeting – was sent back information on how we can get in the OMR Group, also sent information on how to do a formal submission. Graham would like formal recognition of ConCOVE being in the group.	Bharti	19 Mar 2021	In progress
55	Invite all Board Members to the official opening of TechPark on Friday 5 th March, 9.30am-11.00am. Update – Now Friday 23 April, 9.30am, for up to 2 hours.		19 Mar 2021	In progress
57	Logo – can we add under Construction and Infrastructure 'Vocational Excellence'? If we are gifted a Māori name, that can be incorporated as well. Wait until marketing specialist starts next month to act on this.	Bharti	30 Apr 2021	In progress
58	Update payment for board members – discussed fixed payment per annum / board meetings, rather than payment for services that is in there currently. Update in Board Charter	Bharti /	19 Mar 2021	In progress

59	Board Members to get supplier forms and bank account details in. Bharti and to go through what is currently in the system and what is missing.	/ Board Members	19 Mar 2021	In progress
60	Look at security, in particular to Teams, with IT. Privacy policy to be created and implemented.	/ IT	19 Mar 2021	In progress
61	Mission Statement and Vision to be bi-lingual, and once finalised, put on website and into all documents.	Phil /	19 Mar 2021	In progress
62	Remove risks that are part of ConCOVE Operational cycle and just leave Board risks in there.	Bharti /	19 Mar 2021	In progress
63	Cashflow forecast – Bharti to meet with finance team on a monthly basis, starting next week.	Bharti / Finance team	19 Mar 2021	In progress
65	Board expenditure – budget needs to be revised to reflect additional chair. Add a note / flag on financial summary to reflect context of 2020 vs 2021 board expenditure. Need to split Board expenditure into 2020 / 2021 years.	Bharti	19 Mar 2021	In progress
66	Obtain 2020 End of Financial Year report, send to Board and minute it.	Bharti /	19 Mar 2021	In progress
67	Financials – one page snapshot at the beginning of the document – using visuals, potentially use PowerPoint?	Bharti /	8 th April 2021	In progress
68	Charter document – replace 'Director' with 'General Manager', NZIST references – change to Te Pukenga, define list of stakeholders at the front, list key stakeholders 'which are, but not limited to the following'. Add a statement - this charter is only bound for 5 years at the beginning of the document / until the conclusion of the current funding contract. Once updates are done and document finalised – email to all Board Members for their email approval. Once received all approvals, send to Board Members to sign (PDF). Number of typos to be fixed, Board payments to be updated (see 34, 58).	/ Bharti / Board Members	15 Mar 2021	In progress
69	Māori spell check to be done in all documents, including Charter document (Māori dictionary to be put on Bharti and computers).		15 Mar 2021	In progress

70	Plan forward for advisory group / Board meetings to be held in different locations, and involve local people.	/ Bharti	19 March 2021	In progress
71	Replace 'Director' with 'General Manager', NZIST to Te Pukenga – on all documents created so far.		15 Mar 2021	In progress
72	Advisory Groups document – add a statement that is inclusive of non-binary community members, statement on how we are going to empower advisory groups, include role of GM and Board, statement that we want to see all groups progress through their career, ensure all Advisory Groups Terms of Reference reflect exactly what is in the Terms of Charter for their purpose. Once changes have been made, send to Board Members with the Charter document for their approval.	Bharti /	15 Mar 2021	In progress
73	Pasifika Advisory Group needs to recognise the diversity with Melanesian and Micronesian groups.	Bharti	15 Mar 2021	In progress

74	Two year plan / forward work calendar, with	Bharti /	19 Mar	In progress
	conferences, Board Meetings etc to be sent to Board Members.	,	2021	. 5
75	luitista a susinatis a grassa fan Advisana Casasa	Bharti	10.04	
75	Initiate nomination process for Advisory Groups - Include in brief that it also includes non-binary community members.	впати	19 Mar 2021	In progress
76	Offer roles for Project Leads	Bharti	31 Mar 2021	In progress
77	Contract offers for BA and Researchers	Bharti	31 Mar 2021	In progress
78	Send current draft of Project Descriptions to Board Members for input prior to next Board Meeting		19 Mar 2021	In progress
79	Arrange for IT to contact Pam and David directly to arrange full access on Teams.		15 Mar 2021	In progress
)iscu	ussion – Actions Table Item # 41,			
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AGENDA

• Whakatau and Karakia Given by Phil

- Acknowledgement and thanks to Bharti for her work, we are progressing well.

- Welcome Given by Graham

- Welcome to Executive Assistant to Bharti Kottaiya Raniga.

Administration

Apologies Craig West

Introductions AllRegister of Interests None

• Minutes of last meeting Confirmed by David Fabish and Heather MacKay

 David noted – correction of discussion point 2, 'cut loose' is unprofessional – change to 'remove' or 'distance ourselves'. This has been updated.

 David noted - wasn't given as an apology, attended meeting later on. This has been updated.

Correspondence NoneActions Table Updated

Reporting

Director's Monthly Report - February 2021

a. Finances included in reportb. Activity included in report

i. Data Dashboard drafted and in use

ii. Plan on a Page – drafted and in use

c. Recruitment included in reportd. Projects included in report

e. Mission and Vision statement to be confirmed today.

Discussion -



General Business

• Recruitment

- o Recruitment underway most significant piece of work for all projects.
- o Project leads starting end of April a delay.
- o Project leads Recruitment is underway. It is expected that interviews will be conducted in mid-March, with offers made by end of March, and positions filled end of April.

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• Risk Register

- o Tweaked
- o No new Risks added
- David thought a lot of the risks should be removed. Should not include day to day risk, and just look at the high risks and discuss those in the board meetings.
- o Bharti and to remove risks that are part of ConCOVE Operational cycle and just leave Board risks in there.
- Regarding the reputational risk of being 'Auckland focused' Pam suggested this is our opportunity for advisory group / Board meetings to be held in different locations, and involve local people. Plan forward for this.

Finances

- Bharti presented Executive Summary and Financial Summary separate document
 - Haven't fully started spending on operations yet % reflects this.
 - Nick questioned if Bharti done a cashflow forecast. Bharti has confirmed finance team and her will do on a monthly basis, catching up next week.
 - We need to minute board expenditure on a monthly basis.
 - Variance of board expenditure invoices that came in last month included expenditure from Oct Dec, going through the system now, so have additional expenditure relating to that. On that basis, the difference Bharti sees is we budgeted for one chair, not two. Budget needs to be revised. Money to come from project cost to board cost. This needs to be explained with a note / flag, as context. Will continue doing this moving forward.
 - Need to split financials into 2020 / 2021.
 - Confirmed ConCOVE Financial Year is Jan Dec.
 - Will check if we have a EOY Financial Report for 2020 need to send out and minute it.
 - Board expenditure should be split into 2020/ 2021. Is auditor looking at 2021 accounts at this stage? ConCOVE accounts have been sent through with MIT accounts part of consolidated MIT audit. Martin doesn't think we will get back a separate audit for just the ConCOVE account. If anything in the letter pertained directly to ConCOVE then it would come to the board.
 - Board expenditure to be minuted at every meeting.
 - An alternative process for Board Members is to submit a supplier form and bank account details, in which case you do not need to complete the IR form etc.
 - Request to do a one page snapshot at the beginning of the document, using visuals
 tables, colours etc. Potentially use PowerPoint?

Discussion – Communication		

Miscellaneous General Business

- o CRM / privacy of people receiving information going forward is paramount MIT to assist.
- If any Board Members need online assistance / training with Teams let know.
 Pam and David require full IT access. Multi factor issue? MIT IT to contact Pam and David directly to arrange this access.

Finalisation Of Mission Statement and Vision

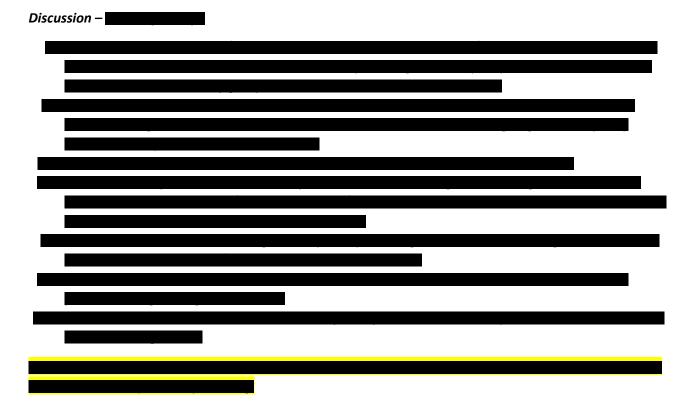
- Updated online by Bharti following team discussion, and Board Members in agreeance.
- o Moved by Martin Carroll. Seconded by Pamela Bell.
- o Relay on website.

Board Charter document

- o Graham raised spelling mistakes / errors updated by Bharti on the document.
- o Replace 'Director' with 'General Manager' throughout the document.
- Changes discussed and updated by Bharti.
- Māori spell check to be done.
- Define list of stakeholders at the front, list key stakeholders 'which are, but not limited to the following'. This charter is only bound for 5 years / until the conclusion of the current funding contract - at the beginning of the document?
- o NZIST references change to Te Pukenga
- Need to finalise and sign charter.

Terms of Reference for Advisory Groups document

- Document discussed and updated by Bharti
- Womens Advisory Group the topic of including transgender and binary people was raised and discussed. Decision made to include statement that shows transgender and binary people are welcome to apply for the group they most identify with
- Include in brief for nomination process that it also includes non-binary community members.
- Statement on how are we going to empower advisory groups.
- Include role of GM and Board and how we empower the groups.
- Include statement that we want to see all groups progress through their career
- Advisory Groups are meeting monthly.
- Ensure all Advisory Groups Terms of Reference reflect exactly what is in the Terms of Charter for their purpose.
- Pasifika Advisory Group recognise diversity with Melanesian and Micronesian groups.
- Make changes to Advisory Groups documents and send with Charter
- o GM change from 'Director'.



• Project Descriptions

- O This did not happen as we were over time.
- o Send current draft to Board Members for input before next meeting.

• Board-only time

- $\circ\quad$ This did not happen as we were over time.
- Closing Karakia Given by Phil

Next meeting:

THURSDAY 8 APRIL, 9AM – 2.30PM, MICROSOFT TEAMS

- o Devote time to Project Descriptions, and Marketing and Comms.
- o Confirmed similar time, duration and online again for next meeting.