

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: ~~Wendy Hokianga~~ (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 Phil 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, [REDACTED] has updated sheet. [REDACTED] 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.	[REDACTED] / Bharti	5 Mar 2021 19 Mar 2021	In progress
34	Correct typo's in the Charter that Nick identified Update – needs to be done.	[REDACTED]	19 Mar 2021	In progress
35	Have press release ready for release – introduce Board Members, New Pasifika Board Member and Director. Update – [REDACTED] is looking at it, then a draft will be sent out to Board Members. Members going up on website in a phased way.	Bharti [REDACTED]	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	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Bharti / IT / [REDACTED]	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 / [REDACTED]	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 [REDACTED]. Bharti and [REDACTED] 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 / [REDACTED]	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 'eco-system' 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 – [REDACTED] [REDACTED] Now Friday 23 April, 9.30am, for up to 2 hours.	[REDACTED]	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 / [REDACTED]	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



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 [REDACTED] Executive Assistant to Bharti Kottaiya Raniga.

Administration

- Apologies Craig West
- Introductions All
- Register 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 - [REDACTED] wasn’t given as an apology, attended meeting later on. This has been updated.
- Correspondence None
- Actions Table Updated

Discussion - [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

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[REDACTED]
[REDACTED]

[REDACTED]

- **Risk Register**

- Tweaked
- 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.
- Bharti and [REDACTED] 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.

- **Miscellaneous General Business**
 - 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.
 - Moved by Martin Carroll. Seconded by Pamela Bell.
 - Relay on website.

- **Board Charter document**
 - Graham raised spelling mistakes / errors - updated by Bharti on the document.
 - 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?
 - 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
 - GM change from 'Director'.

