CONCOVE BOARD MEETING MINUTES – 8 APRIL 2021

NEXT MEETING: THURSDAY 12 MAY, 9AM - 2.30PM, MICROSOFT TEAMS



WELCOME AND ADMIN

ATTENDEES:

Co Chairs Graham Burke, Phil Hokianga

Board Members Pamela Bell, Heather MacKay, Nick Clayton, Amos Kamo, David Fabish,

Honor Columbus, Martin Carroll, Craig West

General Manager Bharti Raniga

In Attendance (ConCOVE Executive Assistant)

Apologies Martin Carroll (leaving early)

AGENDA:

Whakatau and Karakia Given by Phil

Administration

Introductions All

Register of Interests Martin Carroll and Heather MacKay –

Minutes of last meeting Confirmed by Graham Burke, seconded by Pamela Bell

Correspondence None
Actions Table Updated

Risk Register Tweaked, risk added – that face to face meetings / events won't happen

due to a pandemic.

Board-Only Time This did not happen as we were over time.

Closing Karakia Given by Phil

1. General Manager's Monthly Report

a. Finances will be provided to Board on 10th April, delay due to Easter Break.

b. Activity included in report
c. Recruitment included in report
d. Projects included in report

Training Initiatives

- 1. We want to reach out to everyone that we can.
- 2. If Board has any contacts for training initiatives / information sharing let us know.
- 3. Heather to connect Bharti to Ara (construction research).
- 4. Types of programmes we are looking to collaborate with are diverse up and running initiatives that align with us to build a relationship with; to share research and be part of; any community services.

Finances

- 1. Budget has been re-forecasted, online meetings have helped.
- 2. Note although funding comes for 5 years, the deliverables as per the proposal are within 2 years. These deliverables will then evolve into more.

2. General Business

Charter - passed subject to final review by 4pm Friday 9th April 2021, and review by MIT legal.

Motion - Heather MacKay. Approved - Martin Carroll. Seconded - Pamela Bell. PASSED

Recruitment

- 1. We are slightly behind, particularly with researchers not advertised yet.
- 2. As projects become live, it will become more of an issue. Marketing / comms space get someone in on a casual basis to fill this gap in the meantime. Board to assist with suggestions.

3.

- 4. Pam can connect Bharti with regarding experience on hosting.
- 5. Release of information before we want it to be released what the research group can publish, and timelines around that, needs to be made very clear.
- 6. Board will be consulted on this arrangement.

Events - Face to face events cannot be cancelled due to Covid – have a pandemic plan. Added to Risk Register. **Feedback on meetings / performance -** Please provide feedback to Co-Chairs.

3. Advisory Group Update

Maori Advisory Group27 applicantsPasifika Advisory Group17 applicantsWomen's Advisory Group28 applicants

TOTAL APPLICATIONS 72 (as at 7 April 2021)

Board members discussed projects in detail (for more details see SharePoint Board Meetings folder) – actions as follows: Advisory Group selection over to the Board. Advisory Groups will have 12 members. Board to split into three groups, with one Advisory Group each. The final candidates will then be approved by the entire Board. Members are limited to one Advisory Group per person. Members must represent the demographic of the Advisory Group they are in. For Maori and Pasifika – be a range of ages, mix of gender, have a geographical spread, different industries and a cross section of experience. For Women – a range of ages and ethnicities, geographical spread, different industries, cross section of experience. These create diversity across the group, as appropriate.

4. Project Descriptions

Board members discussed projects in detail (for more details see SharePoint Board Meetings folder) – actions as follows:

- 1. Board will be given regular updates on all projects. Project Leads will be bought into the meeting to discuss their project. Board Member 'project champions' will be called on in the set up, getting the lift off in the direction the Board intended.
- Disruption title passed by majority vote. Description need to add "Future disruptive opportunities". Benefits needs to be updated to reflect making visible what's happening. Flexibility, adaptability. Isn't our scope to prepare industry training, not the industry?
- 3. Entry apprenticeships and pre-trades are included, but not limited to just these. We need to look at all these entry pathways are they better off coming in, being productive, having base knowledge, or knowing nothing. "Entry" title passed. Description first bullet point needs to be expanded to be global, including Maori and Pasifika target groups. Efficient ways to bring people into the industry. 'Emerging' needs to be added. Less is more. Benefits needs to be reframed. Less is more.
- 4. Productivity title rejected. Vote to change to "Career Progression" passed. Description add progression in? Benefits add "progression and retention" rather than transition.
- 5. Diversity title passed. Description redesign the workforce and workplace. Design a new learning framework that fosters diversity, equity and inclusion. Growing and strengthening? Diversifying distribution in the workforce. "Throughout the career journey" instead of list in second bullet point. "Reimagining"? Benefits needs to be reframed. Remove 'hands on roles'. Once first line of description is updated, the benefits will follow suit.
- 6. Sustainability title passed. Description Mātauranga Maori add in. Leave open ended. Benefits passed.