CONCOVE BOARD MEETING MINUTES – 12 MAY 2021
NEXT MEETING: WEDNESDAY 16 JUNE 2021, 9AM – 2.30PM, MICROSOFT TEAMS
(PREVIOUSY WAS FACE TO FACE, NOW TO BE HELD ON MS 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), Pamela Bell (leaving early)

AGENDA:	
Whakatau and Karakia	Given by Phil
Administration	
Introductions	All
Register of Interests	Martin Carroll - Unitec conflict of interest (Conflict of Interest Register #2)
Minutes of last meeting	Confirmed by Nick Clayton, seconded by David Fabish, with update to add Board Project Ambassadors to the minutes.
Correspondence	None
Actions Table	Updated
Risk Register	Revised all current risks, added new risk (#27).
Board-Only Time	Occurred
Closing Karakia	Given by Phil

1. General Manager's Monthly Report		
a.	Finances	included in report
b.	Activity	included in report
c.	Recruitment	included in report
d.	Projects	included in report

Training Initiatives
1. Tony has approximately 200 initiatives. Connecting with BRANZ and BCITO. Recommendations from Board for Tony to connect with – MBBFP, Construction Accord, MBIE, Ruth Berry, Maori Think Tank in Christchurch.

Finances
1. Had low expenditure – going digital is reflected. We are in a healthy position.
2. Hiring 1 senior researcher per project.
3. Bumped up budget for Board and Advisory Group's – for events.
4. Bharti had a verbal conversation with TEC regarding financials ▓▓▓▓▓▓▓▓▓▓▓▓▓ as soon as the team is set up, we will intensively start to spend money on projects.
5. New invoicing dates and procedures – bi monthly, in February, April, June, August, October, December.

Recruitment
1. Bharti has spent 55 hours in last 6 weeks on interviews (not including pre / post interview work).
2. ▓▓▓ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓.
3. ▓▓.
4. Bharti is hiring based on merit, not gender or ethnicity. Potential branding risk – what we may be perceived as when we announce all male Project Leads to date (Risk Register #27).
5. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓.
6. ConCOVE staff bio's, and updated organisation chart to be sent to Board. (Action Register #91).

Stakeholder Engagement

1. ██ ████████ Bharti to have quarterly discussions with TEC outside of official reporting (next official report is due in September) – ███ ████████

2. Te Pūkenga – ConCOVE is an important organisation to provide them guidance with the work that they are doing at the moment ███████████████████████████████████████.

3. Create engagement database with summary of who Bharti / Project Leads / Board are talking to, what was discussed, their feedback. To be completed by everyone weekly. (Action Register #87). Database to be password protected for security. (Action Register #89).

4. Bharti has had a lot of support with people wanting to be engaged and collaborate. Nick has had different engagement – people aren't aware of ConCOVE. ███████████████████████████████ ████████████████.

5. Bharti has moved into South Island region with engagement – visiting Timaru, Dunedin and Christchurch with Tony. Nick can help with Dunedin and Christchurch. Craig has strong relationships across the country. ██████to let Board know dates of Bharti's travel. Board to send connections for Bharti to meet face to face on her travels. (Action Register #100).

6. Bharti presentation to ██████ received well, and understood more than in the past.

Members

1. ███.

2. Accepted unless email back to ████████ Need to be approved as per charter. ████████ to email list to Board every 1 – 2 weeks.

3. On radar to increase membership – marketing person will be responsible for this, and all regular communication. Strategy required for members – KPI's for membership numbers. Grow audience, engagement plan to be built. Periodically revisit it. Would like companies, not just individuals – to collaborate.

4. Encourage people we talk with to become a Member.

5. All new Member applications approved by Board (Decision Register #32).

Projects

1. Diversity Project may be adjusted after meeting with Diversity Worx. (Action Register #90). Board to let Bharti know ASAP if they hear of any other organisations doing anything similar to what we are doing. (Action Register #98). (Board Project Champions - Honor Columbus, Pamela Bell, Graham Burke, Heather MacKay, Craig West).

Marketing

1. Need a comms strategy that Board agrees to and uses – PowerPoint presentation that can be presented by the Board when meeting people – regularly updated. Will be finished and sent out once descriptions and our story, who we are, FAQ's, engagement chart are sorted. (Action Register #92)

Events

1. Once confirmed dates, send calendar invites to Board. (Action Register #93). Board Members expected to attend their local event, and to attend the first event in Auckland (now that June Board Meeting has been shifted from in person, to on MS Teams).

2. Board to get people interested in events, nominate speakers from your contacts, or yourself. (Action Register #94)

3. Move Auckland event date (from Monday 7th June – Queens Birthday) – to Friday 11th June, and Wellington event to avoid school holidays. (Action Register #95)

4. How to run event, topics etc discussed.

5. ████████ to create schedule of all events, timings, locations and send to Board. (Action Register #101)

2.	General Business

1.	**Introductions –** all Board Members updated the group on their activities.
2.	**Marketing –** positive feedback regarding social media engagement and newsletter. Need to update website so that it says immediately who / what ConCOVE is (Action Register #86). Need to tighten up our scope (Action Register #85). Visibility – getting out with social media. Looked at analytics.
3.	**Board Pack –** Some Board Members were disappointed at the Board Pack being distributed late. Discussion held that this was due to large amounts of recruitment / interviews taking place. Steps are in place to avoid this in the future. General Manager's Report to have a couple of bullet points with explanations, what is needed from Board. Action and Decision Register numbers to be added to minutes.
4.	**Board Meetings –** June Board Meeting has been moved from in person, to on MS Teams (9am – 2.30pm, Wednesday 16th June) to allow Board Members to travel to the Auckland Event on Friday, 11th June, 1-4pm. Board Members to delete Board Meeting invites from Bharti, and just keep ▮▮▮▮▮ invites (Action Register #102).
5.	**Diversity Project Overlap –** ▮▮ (Board Project Champions - Honor Columbus, Pamela Bell, Graham Burke, Heather MacKay, Craig West).
6.	**Ecosystem Diagram –** feedback given, Bharti and Graham to work on updating it. (Action Register #40).
7.	▮▮
8.	▮▮▮▮▮ **(Career Progression Project Lead) presentation –** ▮▮▮ officially welcomed by Phil, introduced by Bharti, before ▮▮▮ gave an introduction on himself, and his project update. ▮▮▮▮ to send Board ▮▮▮ contact details, and the Board's contact details to ▮▮▮ (Action Register #99). (Board Project Champions - Graham Burke, Heather MacKay, Craig West).

3.	Advisory Group Update

1.	**Maori Advisory Group** Group members approved. (Decision Register #30).
2.	**Pasifika Advisory Group** Honor had trouble finding Pasifika Advisory Group Members. Low on Women, and tradies, need more geographical background. Barrier of employers not supporting the time commitment. Group members approved, ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ (Decision Register #33), (Action Register #96).
3.	**Women's Advisory Group** Group members approved. (Decision Register #26). Meeting held – two hours of intense discussion. Discussed examples of initiatives raised. Have great nuggets that will form initiatives for our project. In process of selecting the chair. Minutes sent to Board – let Bharti know if you have any concerns about the direction. (Action Register #97).
4.	**General** Our channels are targeting professionals – we want grassroots level. Marketing person to work on this. (Action Register #88) Advisory Group Meetings held online.

4.	Project Descriptions

1.	Discussion held. Descriptions accepted, with following changes - Diversity – swap second sentence to be first sentence. Sustainability – change to Kaupapa Maori.
2.	To be reviewed annually.

	Item	Person Responsible	Due Date	Status (In progress or Closed)
23	Investigate if the MIT Marae could 'gift' ConCOVE a name **Update** – In progress, ▮▮▮▮▮ s translating our proverb, and will use this to choose a name	Bharti	14-Apr-21	In progress
51	Design a visual representing the ConCOVE 'eco-system' and include this on the ConCOVE website **Update** – First draft has received feedback, Graham / Bharti / ▮▮▮▮▮ to work on it	Bharti / Graham / ▮▮▮▮▮	19-Mar-21	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 to act on this. **Update** – Waiting on the Maori name, and then will update the logo.	Bharti	30-Apr-21	In progress
76	Offer roles for Project Leads. ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ ▮▮▮▮▮▮▮▮▮▮▮▮	Bharti	30-Apr-21	In progress
77	Contract offers for Researchers. ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ ▮▮▮	Bharti	12-May-21	In progress
84	If Board has any contacts for training initiatives / information sharing let us know. Update - no one responded. Project Leads to get in touch.	Board / Project Leads	12-May-21	In progress
85	Tighten up our scope	Board / Bharti	31-May-21	In progress
87	Create a database of contacts and engagement - to be updated weekly by Project Leaders, GM, Board	▮▮▮▮▮ Board Members	17-May-21	Closed
88	Marketing person to work on grassroots level engagement	▮▮▮	21-Jun-21	In progress
90	Adjust Diversity Project scope after meeting with Diversity Worx	Bharti	31-May-21	In progress
91	ConCOVE staff bio's, and updated organisation chart to be sent to Board.	▮▮▮▮	4-Jun-21	In progress
92	Comms strategy that Board agrees to and uses – PowerPoint presentation with desciptions Need a comms strategy that Board agrees to and uses – PowerPoint presentation that can be presented by the Board when meeting people – regularly updated. Will be finished and sent out once descriptions and our story, who we are, FAQ's, engagement chart are sorted.	▮▮▮	4-Jun-21	In progress
93	Calendar invites to Board for regional events	▮▮▮▮▮	31-May-21	In progress
93	Board to get people interested in events, nominate speakers from your contacts, or yourself.	Board	11-Jun-21	In progress
94	Board to get people interested in events, nominate speakers from your contacts, or yourself.	Board	1-Jun-21	In progress
95	Move Auckland event date (from Monday 7th June – Queens Birthday) – to Friday 11th June, and Wellington event to avoid school holidays.	Vanessa	17-May-21	Closed

96	Pasifika Group ███████████████████ ██████████████████████.	██████	20-May-21	In progress
97	Women's Advisory Group Minutes - let Bharti know if you have any concerns about the direction.	Board	21-May-21	In progress
98	Board to let Bharti know if they hear of any similar projects happening	Board	31-May-21	In progress
99	██████ to send Board Tony's contact details, and the Board's contact details to Tony.	████████	17-May-21	Closed
10	█████████ to let Board know dates of Bharti's travel. Board to send connections for Bharti to meet face to face on her travels.	████████	21-May-21	In progress
101	██████ to create schedule of all events, timings, locations and send to Board	████████	21-May-21	In progress
102	Board Members to delete Board Meeting invites from Bharti, and just keep ████████ invites	Board	21-May-21	In progress

	ConCOVE Board Decision Register		
25	Charter document approved and passed	9-Apr-21	Board group email
26	Women's Advisory Group - 12 members selected, group formed	16-Apr-21	Board group email
27	ConCOVE Member accepted ██████████	16-Apr-21	Board group email
28	ConCOVE Member accepted ███████	29-Apr-21	Board group email
29	ConCOVE Members accepted ███████████████████ ███████████	5-May-21	Board group email
30	Maori Advisory Group - 10 members selected, group formed	5-May-21	Board group email
31	Proverb agreed on - "The role of the skilled (pūkenga) wayfinder is to know the start, envision the destination and chart the journey."	5-May-21	Board group email
32	ConCOVE Members accepted - ███████████████████ ████████████████████	12-May-21	Board meeting
33	Pasifika Advisory Group - 7 members approved, █████████████ ██████	12-May-21	Board meeting
	Charter document approved and passed	9-Apr-21	
	Women's Advisory Group - 12 members selected, group formed		

	Name of C	ConCOVE
	Name of L	MIT
	Report:	ConCOVE Risk Register
	Date:	12.5.21

No.	Description of risk ["Risk of ... resulting in ...... "]	Risk Type	Potential cause(s) of the risk [What could cause the risk to occur?]	Consequences (Currently)	Likelihood (Currently)	Level of Risk acceptable to Board	Level of Risk (Currently)	Risk Management Approach [What is being done to manage the risk?]	Level of Risk (post Risk Management action)	Timeframe	Person Responsible	Risk Status
3	Risk of Board Member appointments being seen as biased, resulting in a poor initial perception of the organisation by stakeholders	Reputational	The wording of the initial Board Member application notification, outlining the Board's diversity requirements Appointment of Board members with 'light' industry/skills background	Moderate	Possible	Low	Low	Reduce - Acknowledge there could be this perception and address this in the stakeholder comms by promoting Board Members' skills and backgrounds. Nat engagement: ensure 'story' is straight	Medium	31-Dec-21	General Manager, Co-Chairs, Board Members	Open
6	Risk of inadequate Project Lead resource to undertake required work in March/April 2021	Operational Capability	Delay in recruitment process	Moderate	Possible	Medium	Medium		Medium	28-Feb-21	General Manager	Open
8	Risk of stakeholders not being engaged, resulting in poor participation in ConCOVE projects and poor support of ConCOVE in general	Reputational	Poor awareness of ConCOVE in construction and education sectors Low interest in ConCOVE's mandate	Major	Likely	Low	High	Reduce - a) Task Board Members to engage with stakeholders, b) implement the Stkhldr Engmt/Comms Plan. Need descriptions of projects, FAQ's, talking points, how we fit in with WDC etc urgently	Medium	Open	Board Co-chairs, Board Members, General Manager	Open

#	Risk		Cause	Impact	Likelihood			Mitigation		Timeframe	Owner	Status
9	Risk of another COVID-19 lockdown, resulting in difficulties for the General Managerate and Board to work together in-person, and with the stakeholders.	Operational Capability	Community transmission	Minor	Almost Certain	Low	High	Accept - remote working, central database. Everyone working really well transitioning in and out of office, working from home. Board Meetings online. We haven't been doing national consultations to date – this will test the way we work, and this risk.	Low	Ongoing	General Manager Board Co-Chairs	Open
16	Risk that scope of ConCOVE's mandate creeps, resulting in un-focussed work and compromised outcomes	Operational Capability	Board not being clear on scope General Managerate not being clear on scope Project Managers not being clear on scope Advisory Groups not being clear on scope	Major	Likely	Medium	High	Reduce - Board, General Managerate, PM's and Advisory Groups being provided very clear verbal and written information on the scope of ConCOVE's mandate and each of the projects Schedule updates with these groups to remind them of the original scope to. minimise/correct deviation. Plan forward to do a six monthly scope check. Service vs project lead – mitigate with being transparent with Board.	Low	Ongoing	Co-Chairs, General Manager, MIT Host	Open

	Risk	Category	Cause	Consequence	Likelihood			Mitigation		Target	Date	Owner	Status
17	Risk that ConCOVE is seen as being 'academic' rather than 'industry' focussed, making industry engagement more difficult	Reputational	Industry having a pre-conceived idea that this will be an academic exercise	Major	Possible	Low	Medium	Reduce - Ensure Comms activity reinforces the organisation's mandate and emphasises Board and staff industry credentials/ experience Our point of difference is our projects are industry lead.	Low	1-Jan-23	General Man	Open
18	Risk that ConCOVE is perceived as being Auckland or Wellington-centric, resulting in difficulty securing nationwide industry engagement	Reputational	ConCOVE's office being physically based in Auckland ConCOVE General Managerate staff being Auckland-based Alternate Board meetings based in Auckland	Minor	Possible	Low	Medium	Reduce - Ensure Comms activity reinforces the organisation's nationwide mandate and schedule industry activity across the country. Project leads being advertised across New Zealand. Bharti and Project Leads moving into South Island with engagement.	Low	1-Jan-23	General Man	Open
19	Risk of not being able to clearly identify potential Learners, making it difficult to include them in our Stakeholder engagement	Operational Capability	No existing database	Moderate	Possible	Low	Medium	Reduce - seek active input from industry, schools, MBIE, MSD	Low	1-Jul-21	General Man	Open

	Risk	Type	Cause	Impact	Likelihood			Mitigation			Owner	Status
20	Risk of data security being compromised and information given on the condition of anonymity is released	Reputational	Poor security protocols in place Poor training of staff working with data	Major	Possible	Low	Low	Reduce - Work with MIT's data security policy and protocols Deliver strong training for all ConCOVE staff who will be working with data. Privacy laws updated, need a policy / systems / protocols in place (items from MIT automatically). Add password to	Low	Ongoing	General Man	Open
21	Risk of ConCOVE being seen as MIT-centric	Reputational	ConCOVE's office being physically based on an MIT campus; Bid led by MIT, MIT email addresses, MIT systems & resources	Minor	Possible	Low	Medium	Reduce - Ensure Comms activity reinforces the organisation's mandate and independence. MIT hosting us is an opportunity - risk still exists until ConCOVE is more visible	Low	1-Jan-23	Board Co-Chairs, Board Members, General Manager	Open
22	ConCOVE doesn't deliver the outcomes by the dates that it said it	Reputational	Project milestones are missed Stakeholder comms are not kept current	Moderate	Possible	Low	Medium	Reduce - Strong project management and strong SE comms	Low	Ongoing	General Manager	Open
23	███ ██ ████	████	████████ ████████ ████ ████ ███ ████	██	██	██	██	████████ ████ ████ ████ ████ ████ ████ ████ ████ ████	██	████████	████████	██
24	Risk that ConCOVE Members don't feel they get 'value' out of belonging	Reputational	Poor SE comms leading to low engagement	Moderate	Possible	Low	Medium	Reduce - plan and deliver regular comms to Members and provide opps for input	Low	Ongoing	General Man	Open

25	Risk that the Advisory Groups are unclear on their mandate	Operational Capability	Poor understanding and/or poor communication of the roles of the groups by the General Manager or Board	Moderate	Possible	Low	Medium	Reduce - Board to review Charter doc. Discussion booked in agenda for March Board meeting	Low	1-Jun-21	General Manager	Open
27	Risk that we may not be seen as diverse with all male	Reputational	Lack of female applicants	Moderate	Possible	Low	Medium	Readvertising the positions online to interview more candidates	Low	1-Jun-21	General Manager	Open