

# CONCOVE BOARD MEETING MINUTES – 16 JULY 2021

NEXT MEETING: WEDNESDAY 11 AUGUST 2021, 9AM – 12.30PM, MICROSOFT TEAMS

## WELCOME AND ADMIN

### ATTENDEES:

<b>Co-Chairs</b>	Phil Hokianga, Graham Burke
<b>Board Members</b>	Heather MacKay, Nick Clayton, Amos Kamo, Honor Columbus, Martin Carroll, David Fabish, Pamela Bell
<b>General Manager</b>	Bharti Raniga
<b>In Attendance</b>	██████████ (ConCOVE Executive Assistant)
<b>Apologies</b>	Craig West

### AGENDA:

<b>Whakatau and Karakia Administration</b>	Given by Phil
Introductions	All
Register of Interests	No new interests. Pam removed Opolo Advisor and Mt Vic Hub (New Crossways Trust) Trustee
Minutes of last meeting	Added in request for research methodology to be presented to the Board, removed Board Member names. Confirmed by Heather MacKay, seconded by Honor Columbus.
Correspondence	TEC revised funding schedule, reporting template, performance template received – to be sent to Board. (Action Register #117).
Actions Table	Updated
Risk Register	Revised high-level risks, no new risks added.
<b>Board-Only Time</b>	Occurred
<b>Closing Karakia</b>	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

#### Finances

1. Well on track, under budget, have surplus funds. June funds have been received. Recruitment / staff starting late - created surplus. Surplus will be used to get staff across country to do more engagement. In a healthy position to do the work. ██████████  
██████████  
██████████ On track with board and advisory group expenditure.

#### Reporting

1. Lit reviews almost complete, announcing goals and objectives shortly.
2. First set of reports, lit reviews, project plans - next week to be submitted to Board for review and feedback (Action Register #110). Process for reporting is set in stone, goes to MIT, then Te Pukenga, then TEC. 10 working days ahead of submission to TEC it goes to Te Pukenga. MIT wants one weeks' notice, but can be faster.
3. Annual report - working on this.
4. On track for POAP targets.

#### Engagement

1. ██████████ going to get into engaging with industry now Lit Review is done. Plan in place for engagement. Will tie in with sustainability and ██████████

#### Recruitment

1. Team recruitment - ██████████  
██████████  
██████████.

2. Contractors - [REDACTED]  
[REDACTED]  
[REDACTED]

## 2. General Business

### Introductions –

1. General update from everyone. Main point - skills and supply chain issues, confusion while WDC's are standing up.

### ConCOVE Perception -

1. Feedback on how broader industry seeing ConCOVE – that ConCOVE is only about raising participation of Maori in the sector. A lot of speakers about this at the last Auckland event - Robotics, vocational degrees, Pasifika discussed, Advisory Group leaders spoke, sustainability - [REDACTED]. [REDACTED]  
[REDACTED]  
[REDACTED]. The labour force has been bought in from overseas, when we have massive unemployment in Maori / Pasifika - Covid has brought this to light and we are now focusing on Maori / Pasifika.

### Risk Register –

1. Scope creep (Risk Register #16) - We are not touching Health and Safety, and skills relating to this. Potential scope extension we could add on as we finish current items. We have to focus on what we have in front of us at this stage, before going into this. If we can fold it in to current projects, this would be good, rather than standing up another project. Scope creep - reduced to medium.
2. [REDACTED]  
[REDACTED]  
[REDACTED].

### Marketing –

1. Membership increasing, will increase further after next event.
2. Linked in - key notes from Lit Reviews, will start writing articles to go on Linked In and our website to share with industry.
3. Next event - 29th July, majority of ConCOVE team to go down. Board still to provide nominations for speakers. Graham, Phil, Nick, Honor will attend.
4. [REDACTED]
5. Trade shows coming up – [REDACTED] to arrange. Good to get across them 3 - 4 months before they run. (Action Register #115)
6. If anything is coming up where we can send ConCOVE representative in to speak, Board to please let us know. (Action Register #116).
7. Bharti speaking at Indian High Commission.
8. NZIOB email out this morning - looks great when ConCOVE is mentioned in another company's comms. The more we can do this the better.
9. Stocktake for sector boards - ConCOVE has been mentioned.
10. FAQ / organisation diagram - Remember WDC and RSLG's not operational yet.
11. Ecosystem - PTE added to Te Pukenga – (private training establishments), RSLG, Te Pukenga, WDC, CoVE - all part of ROVE. RSLG's run by MBIE, look at skills shortages. Discussion had - revisit this in 3 months time (Action Register #118). Will get clearer as system develops. Update ecosystem and get statements about how the system works (Action Register #119).

### ConCOVE team update

1. Welcome to [REDACTED] - introduced herself, Board introduced themselves to her.
2. [REDACTED]  
[REDACTED]  
[REDACTED].
4. How can Board interact with Project Leads? Lit Reviews done, we will share with Board. Project Leads to get closer with Board Member who want to champion / have strategies regarding objectives with projects. Get aligned. (Action Register #122). If Board has ideas, send to Graham and Phil, who will pass onto Bharti to give to Project Leads where appropriate (Action Register #123). However, don't want to get in Project Leads way.

### For next Board Meeting

1. Sort Board Meeting dates for 2022. Everyone to have diaries for next year at next meeting. Monthly meetings or bi-monthly? Timeframes? [REDACTED] / Bharti will come back to Board with a suggestion. (Action Register #124).
2. H&S polices - look at for next meeting. Policy to have face to face meetings converting to online, defer to another time etc. Working from home. Document out from our own plan to go out before next meeting for discussion. (Action Register #125).

### 3. Advisory Group Update

1. Protocol for Board to join - we will send topics to Board, if Board member is interested they can join in for 15 mins or the whole time. Just needs to be a space for them to have a healthy discussion, Board may not get time to talk, or may be debated if they say something, but welcome to join, and great for Advisory Group to see how serious it is for the Board as well.
2. Groups appreciate seeing Board members and being able to communicate.
3. ConCOVE works with Chair to set agenda. ConCOVE guides agenda to keep it focused on what we want to know, rather than just the groups issues. They are there to help provide specific focus / representation on the projects. We want their advice and input to be independent, not their choice of topics.
4. [REDACTED]
5. Now that we have lit reviews done and projects moving, PL's are setting topics.
6. Create a joined korero of chairs of Advisory Groups and Board - periodic. Have one sooner rather than later. Invite Advisory Group Chairs to attend next Board meeting - 1 hour at start of meeting. Bharti's report, to understand big picture. Get alignment about what we are trying to achieve. Bharti to ask Chairs what questions they want answered by the Board so we can prepare. (Action Register #126).
7. Everyone to attend November event - Advisory Group's and Board.

## ConCOVE Board Action Register

	Item	Person Responsible	Due Date	Status (In progress or Closed)
23	Investigate if the MIT Marae could 'gift' ConCOVE a name <b>Update</b> – In progress, ██████ is translating our proverb, and will use this to choose a name	Bharti	14-Apr-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. <b>Update</b> – Waiting on the Maori name, and then will update the logo.	Bharti	30-Apr-21	In progress
76	Offer roles for Project Leads. <b>Update</b> – ██████ ██████	Bharti	30-Apr-21	In progress
77	Offer roles for Researchers. <b>Update</b> – ██████ ██████.	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
88	Marketing person to work on grassroots level engagement	█████	21-Jun-21	In progress
93	Board to get people interested in events, nominate speakers from your contacts, or yourself.	Board	11-Jun-21	In progress
98	Board to let Bharti know if they hear of any similar projects happening	Board	31-May-21	In progress
100	█████ 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
102	Future roadmap of marketing plan, prioritised items, ██████ to create and share with Board	█████	30-Jun-21	In progress
103	Map out when we feed back into WDC's so we can communicate how we plan to translate research into action (feedback loop / flow chart). Stakeholder engagement piece - how and when.	█████	30-Jun-21	In progress
104	Add slide to PowerPoint presentation with contact details / sign up for membership	█████	30-Jun-21	In progress
107	Create a booklet of PowerPoint to leave with people	█████	30-Jun-21	In progress
109	Share research methodology with the Board	Researchers	30-Jun-21	In progress
110	Send first set of reports, Lit Reviews, and Project Plans to Board for feedback	Bharti / Board	23-Jul-21	In progress
111	Bharti & HR talking about how to engage contractors - advertising or via firms	Bharti / HR	30-Jul-21	In progress
112	████████████████████.	Bharti	30-Jul-21	In progress
113	Share key notes from Lit Reviews on Linked In and website	Dom	15-Aug-21	In progress
114	████████████████████ █████.	█████	30-Jul-21	In progress

