

**THA GP Limited**  
**(in its capacity as General Partner of the Tāmaki Housing Association Limited Partnership)**  
**Board Meeting Minutes**

**Date and time:** Monday 9 May, 10.40am

**Venue:** 149 Queens Road, Panmure

**Directors in attendance:**

Evan Davies, Dr Susan Macken, Madhavan Raman, Diana Puketapu, Kerry Hitchcock

**Observers and advisors in attendance:**

Bill Takerei, Georgie Thompson, Cr Josephine Bartley

**Staff in attendance:**

Neil Porteous (GM Tāmaki Housing Association LP), Shelley Katae (Chief Executive, TRC), Paul McElwee (Chief Financial Officer)

**Apologies:**

**Minutes:** Danielle Parshotam

THA1 Board only time

Karakia Bill Takerei

THA 3 Apologies, and Directors Interests and Community Advisors and Representatives Registers

It was resolved that the Board:

- a) *confirms no changes to the Directors or Community Advisors and Representatives register*

**CARRIED:** Evan Davies / Diana Puketapu

THA 4 2022 board meeting dates

It was resolved that the Board:

- a) acknowledges the 2022 Board meeting dates

**CARRIED:** Dr Susan Macken / Madhavan Raman

THA 5 Confirmation of THA board meeting minutes 4 April 2022

It was resolved that the THA Board:

- a) *confirms the minutes of the Tāmaki Housing Association Limited Partnership Board of Directors (THA) meeting, held 4 April 2022, are correct*

**CARRIED:** Kerry Hitchcock / Madhavan Raman

**THA 6**      THA Health and Safety Report March 2022

The Chief Financial Officer, Paul McElwee spoke to the report.

- The GM Tāmaki Housing Association LP, Neil Porteous provided an update on [REDACTED] [REDACTED] A project plan is commencing next week and part of this will be the identification of THA's most vulnerable whānau and the sharing of educational videos.
- Neil Porteous also noted that THA is working with TRC's communications team to create a fire safety campaign, which will reinforce the importance of smoke alarms and keeping vigilant.

The Board received the THA Health and Safety Report March 2022

**THA 7**      THA Commercial Report March 2022

The Chief Financial Officer, Paul McElwee spoke to the report.

- The Board commented on the leave balance for THA staff. Neil Porteous confirmed staff were hesitant to take leave during lockdown and many were saving their leave for the Easter and ANZAC break. Management confirmed it is encouraging staff to use their leave as soon as possible.

The Board received the THA Commercial Report March 2022

**THA 8**      THA Operational Report March 2022

The GM Tāmaki Housing Association LP, Neil Porteous, spoke to the report.

- Neil Porteous noted the team's biggest focus was returning to the office with a sense of normality, and acknowledged Spencers' 99% attendance score for urgent jobs that have significant health and safety risks.
- The Board asked for visibility on Management's return-to-work approach and flexible working practices when the plan is ready to be presented.
- Cr Josephine Bartley acknowledged THA's close and committed work with whānau who were affected by the recent Tāmaki shootings.

The Board received the THA Operational Report March 2022

There being no further business the meeting concluded at 11.09am

The minutes of this meeting will be confirmed at the THA GP Ltd Board of Directors meeting on 29 June 2022.



**Evan Davies**  
Chairman

## Actions Register

Tāmaki Housing Association Board of Directors of THA GP Ltd, (in its capacity as General Partner of the Tāmaki Housing Association Limited Partnership)

Meeting Month	Item	Action	Responsible	Due
February 2022	6	Prepare Board report, outlining options THA can pursue in the fire protection and prevention space to advance care for tenants and properties.	Neil Porteous	August 2022