



## Committee Meeting MINUTES

Monday 5th September, Island Bay Community Centre  
7-9 pm

### Welcome and apologies

**Committee Members:** Sonya Cameron, Ben Everist, Bruce Gadd, Ruby Ghanem, Fran de Gregorio, Sheila Hart, Mark Henderwood, Catherine Inder, Jeff McDonald, Sally Page, Pat Vinaccia, Chris Wratt

**Chair:** Sheila Hart

**Minute taker:** Sheila Hart

**Attendance in person:** Sonya Cameron, Ben Everist, Ruby Ghanem, Mark Henderwood, Pat Vinaccia, Chris Wratt

**Attendance on Zoom:** Bruce Gadd, Jeff McDonald

**Apologies:** Fran de Gregorio, Catherine Inder, Sally Page

**Residents in person:** David Bold, Michael Hoffman-Body, Andrew Lourantos

**Residents on Zoom:** Mary Brown, Dave Karl, Kirsten Matheson, Janet

**Invited guests:** Tom Law (community patrol), Emma McGill (Wellington Neighbourhood support), Sergeant Mike Byrne (Community Patrol Liaison Officer, Wellington police)

The Chair opened the meeting and welcomed residents to the meeting.

### Minutes and action points from previous meeting

The minutes of the August meeting were confirmed to be a true and accurate record.

#### Actions from last meeting

Register people on the IRD account - JEFF ONGOING

- needs a signed copy of the minutes confirming he is treasurer COMPLETE

Advise if we have seen the climate change adaptation letter from Owhiro Bay and what is happening about it - This was circulated to the committee and copied to g-drive. SHEILA COMPLETE

Seek advice on KPIs or evaluation of the cycleway performance BRUCE ONGOING

Advise whether we can get a mechanical street sweeper through on a more regular basis YES IT CAN COMPLETE

Notice about support for people with rare diseases in our newsletter JEFF ONGOING



Talk to the police and find out who our community police contact is with responsibility for this area, and how they patrol the area, plus for an update on the ram raid. COMPLETE

Export those in the database with incomplete details so committee members can target them to update their membership. Probably not necessary now, many have updated their details following targeted emails. COMPLETE

Survey Complete - will be presented at next meeting (and AGM). Prize winners selected at random from the respondents. Chris and Sheila to review presentation of the data prior to circulation.

IBRA to encourage public support and engagement in the WCC elections up to 7 October - this is ongoing with posts going on the news section of the website, which then also posts on instagram/twitter/Facebook. ONGOING

Size of the committee - a motion was passed at the last AGM to consider the size of the committee. Current constitution allows for a maximum of 13 members. There was a discussion around how the current committee has worked, some thought the number could be less, maybe around 7. But others felt that 13 allowed for absences etc and afforded a bit of redundancy. A change would require a constitution change with a 75% vote in favour. A consensus was reached to remain with 13. This can be reviewed next year/annually. COMPLETE

**Treasurer's update**

Operating costs at present are the domain name for the website.

**Action**

Jeff to use signed minutes to add himself as a signatory to Kiwibank and access IRD account.

**Guest Speakers - Community Crime prevention/Support**

Tom Law - Community Patrol Coordinator

- Tom provided an update on what the Community Patrol is and how it works
- See our news post for a summary of this: <https://islandbay.org/2022/08/09/wellington-south-community-patrol/>
- If interested in becoming a volunteer you can contact Tom: [telportfolio@gmail.com](mailto:telportfolio@gmail.com)

Mike Byrne - Sergeant Kilbirnie Police Station, Liaison officer for WSCP

- Mike provided a summary of the value of WSCP and how they may utilise the volunteers
- He also talked a little on crime prevention and what individuals can do to reduce their risk of becoming a victim, particularly when it comes to car break ins and thefts.
- He also talked about recent crime events in and around Wellington



Emma McGill - Wellington Coordinator Neighbourhood support

- Emma provided an overview of how NS works and how the community can get involved.
- See our news post for a summary:  
<https://islandbay.org/2022/09/02/neighbourhood-support/>
- Emma can be contacted at [nswellycoordinator@gmail.com](mailto:nswellycoordinator@gmail.com)

### **South Coast Arts Trail**

Bruce provided and update on plans for the South Coast Arts Trail. This was circulated to the committee via email in advance of the meeting:

“The following is an update on the future of the South Coast Arts Trail (SCAT).

Please see attached the report provided to the Council (on-line) on the February 2022 event and a copy of the publication (which most of the money provided by grants was spent on.)

It should be noted that SCAT is a discrete project with its own organising Committee.

The Island Bay Residents Association (IBRA), helped the establishment of SCAT by setting up a separate IBRA bank account (named South Coast Arts Trail) to hold any funds raised.

The account is still managed by Maria, IBRA's previous Treasurer and accountant.

SCAT by all accounts was a success and the organising Committee is now keen to see it become an Annual event.

For this to occur it is seems prudent for an independent entity to be established to run the event.

A separate organisation will have more flexibility in applying for funding and seeking commercial sponsorship.

The balance of the South Coast Arts Trail Project account is \$1000.00.

This funding currently sits in an account managed by IBRA's previous accountant.

It was not transferred to IBRA when it establish its new Kiwibank account because there was no separate account established by the then Treasurer for the funds to be transferred in to.

The money trail was transparent. Please note the requirement for grants provided through the Wellington City Council's Creative Communities Fund is that monies granted are paid into a "project" named account. For example the Council will only deposit funding into for example a South Coast Arts Trail Account not a generic account.

This we believe is because recipients of the fund programme are not required to be a legal entity.

The SCAT organising committee is currently in the process of establishing a new entity to administer the South Coast Arts Trail.”

It was noted that it would have been easy to set up a sub-account for the funds transfer if that had been requested, so that should not be reported as a barrier to the transfer of funds up until this point.



Bruce requested that the committee approve the transfer of remaining SCAT funds to the new accounts that SCAT have established as part of the new entity/organising body.

This was agreed by the committee. Michael Hoffman-Body confirmed there were no legal issues with this based on our constitutional requirements.

**Action**

Transfer current SCAT funds in the IBRA sub-account to the new SCAT accounts. BRUCE COMPLETE

**AGM**

AGM on track for 17th October

Call for nominations and notices of motion to go out after this meeting/first thing tomorrow.

Deadline for submissions 25th September

**Current committee members re-standing**

Ruby will not be re-standing as she is heading off to university.

**Online voting**

Lengthy discussion regarding how an online voting option could be managed (e.g surveymonkey, google forms). In the end it was decided to use google forms and a high trust model. The form will have name/address/email and a declaration box to tick to indicate the information is true and accurate. Votes submitted online will be cross-checked with the IBRA membership database. This was thought to be a better option over a specific voting form that can only be responded to once by any given email, and would make it much easier for members who share the same email. Will need to ensure database is up to date for cross checking.

**Membership**

Several members have updated their member details following targeted emails requesting those with incomplete details. 266 remain with incomplete details, many of these are not opening the email comms sent to them.

There are several members with duplicate entries.

There have been several unsubscribes, many give 'no longer interested' or moved area as their reason.

**Constitution updates**

There will be a motion for all the minor grammatical changes and then separate motions for anything that is a significant change (e.g age requirement, address requirement). These suggestions have been circulated around the committee.

**Scrutineer**

It was agreed we would have an independent scrutineer to oversee voting and vote counting

**Proxy voting**

We will have the ability for proxy votes to be submitted (paper or online)



Need to ensure the proxy form layout makes is less liable to be invalidated (e.g bigger space for name and address)

**Dog Park on Reef Street**

Small dog area opposite Shoreland park not really utilised due to it being unfenced. Bruce suggested that maybe this could be fenced.

The council is currently consulting on dog friendly facilities and members are encouraged to provide feedback.

<https://www.letstalk.wellington.govt.nz/dog-policy-review>

**THE CHAIR OPENED THE MEETING TO QUESTIONS FROM THE FLOOR**

1. **Meet the candidates night** - Andrew L expressed concern the meet the candidates night was too controlled and he would have liked more opportunity for questions/comments to come from the floor. This was acknowledged and the reasons for not permitting this presented (time constraints, keeping it civil. There was some unpleasant heckling that occurred, despite not having an open floor).
2. **Accident** where elderly pedestrian knocked over and injured by a person riding a bike - Andrew L was curious what IBRA was going to do about this. There was a discussion around the number of incidents since the cycleway went in. A challenge is knowing the stats around number of incidents and how that is tracking. Isolated stories go wild on social media, but do we know exactly what is happening with numbers, how are incidents monitored and tracked and what does the council do to follow up on this? The culture within the bay at present was identified as something we could target, encouraging more courteous public space sharing by the different users, building a greater sense of community where people are more invested in looking after each other. Sonya talked about a ‘conversation dinner’ type event, where those with different views can come together, get to know each other a bit better and become more understanding of each others view points.

**Action** - Chris W to follow up with council about how these incidents are reported and monitored

**Date and time of next meeting**

3rd October, 2022, Island Bay Community Centre, 7-9pm.

**Action running sheet**

Date	Action	Who	Status
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# Island Bay Residents' Association Inc

5 Sept	Transfer current SCAT funds in the IBRA sub-account to the new SCAT accounts. BRUCE	Bruce	Complete
	<del>Upgrade the unsubscribe function on the gmail account</del>	Jelle/Fran	OPEN
1 Aug	Jeff to register with IRD and Kiwibank	Jeff	OPEN
<del>1 Aug</del>	<del>Advise if we have seen the climate change adaptation letter from Owhiro Bay and what is happening about it.</del>	Sheila	Complete
1 Aug	Advice on KPIs or evaluation of the cycleway performance	Brad	OPEN
<del>1 Aug</del>	<del>Advise whether we can get a mechanical street sweeper through on a more regular basis</del>	Brad	OPEN
<del>1 Aug</del>	<del>Talk to the police and find out who our community police contact is with responsibility for this area, and how they patrol the area, plus for an update on the ram raid.</del>	Pat	OPEN

<del>4 July</del>	<del>Export the membership database of IBRA members and share with the Committee.</del>	Fran	Open
4 July	IBRA to encourage public support and engagement in the WCC elections up to 7 October.	Comms team	Open
4 July	A message to be added to the IBRA website indicating interest in and support for people in Island Bay managing rare diseases.	Jeff & Comms team	Open
13 June	Confirm requirements for minor changes to constitution	Catherine	Open



13 June	Consider any major changes to constitution to be tabled at next AGM	All	Open
2 May	Put together a budget of operating costs for this and future committees.	Jeff	Open
2 May	Share the draft comms strategy for feedback	Ben	Open
AGM	Consider size of the Committee	Sheila	Open

\* Items that are crossed out will be removed following the next meeting