



**Committee Meeting**  
**MINUTES**  
Monday 4<sup>th</sup> April  
7-9 pm (in committee 7-8 pm)

<b>Welcome and apologies</b>
<p><b>Chair:</b> Sheila Hart</p> <p><b>Minute taker:</b> Catherine Inder</p> <p><b>Members:</b> Ben Everist, Sally Page, Mark Henderwood, Jeff McDonald, Jelle Kaiser, Fran de Gregorio, Sonya Cameron, Bruce Gadd, Pat Vinaccia, Chris Wratt, Ruby Ghanem</p> <p><b>Apologies:</b> None</p> <p><b>In attendance in person:</b> Fleur Fitzsimmons, Councillor, WCC, and seven members of the public.</p> <p><b>In attendance on Zoom:</b> Laurie Foon, Councillor, and Brad Singh, Brennan Baxley all from WCC and two members of the public.<sup>1</sup></p> <p>The Chair opened the meeting with a karakia and welcomed residents to the meeting at 8pm to allow the Committee time to discuss agenda items in-committee before opening the meeting to the public. IBRA committee members introduced themselves including their nominated roles and responsibilities.</p>
<b>Minutes and action points from previous meeting/AGM</b>
<p>The 14 March 2022 Minutes were accepted – Ben Everist/Bruce Gadd</p> <p>Jelle agreed to take on the role of Treasurer. The Committee agreed that it could co-opt expertise from the community to support Jelle if needed.</p> <p><b>Action points</b></p> <p>Motions carried at the AGM in relation to the Constitution would be discussed at the next Committee meeting.</p> <p>The Chair acknowledged the previous Committee’s significant contributions.</p> <p>The Chair will write to Michael Hoffman-Body thanking him for his contribution to running the AGM.</p> <p><b>Matters arising</b></p> <p>The Chair has met with the Chair of the Newtown Residents Association.</p> <p>The Committee has applied to WCC for a \$1000 grant towards operational expenses.</p> <p>The Committee does not yet have full access to the IBRA Facebook account but this is in progress.</p>
<b>Office holders and roles</b>
<p>The Committee confirmed allocated roles and responsibilities:</p>

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<sup>1</sup> Going forward, the Committee will record the names of members of the public who attend meetings.



- Sheila Hart, Chair
- Jelle Kaizer, Treasurer
- Fran de Gregorio, Sally Page, Sonya Cameron and Catherine Inder – Secretariat.

The Committee roles and responsibilities will be published on the website subject to the Committee's final confirmation – to add Bruce's responsibility for the South Coast Arts Trail and Sonya's and Jelle's responsibility for the Survey.

The Committee agreed in principle to operating a trust-based membership system with the details to be worked on and agreed.

#### **Actions**

The Secretariat to organise responsibility for responding to emails on a rotating basis.

#### **Meeting format and dates for the year**

##### **Frequency**

The Committee agreed to meet monthly on the 1st Monday of every month between 7-9pm and noted the ability to call special meetings if required. These dates will be published on the website.

The Committee noted the need to make progress given the short time to the next AGM but considered that sub-committees would enable this and decisions can be made by consensus in-between meetings.

The Committee will agree a date for the October AGM and work towards it.

##### **Format**

The Committee discussed managing the open component of meetings noting that members were keen to see this in place and its wish that members become involved and contribute.

The Committee noted that there are things it will need to progress "in committee" and the Code of Conduct's contribution to managing conflict and supporting robust debate.

The Committee acknowledged its role in supporting the Chair to ensure that meetings did not get "out-of-hand"

The Committee discussed options that will allow for the conduct of in-committee business and public participation including the pros and cons of opening the first part of the meeting or the last part.

The Committee decided to open meetings to the public and to allocate open floor time on each Agenda. The Committee will review the meeting format on an ongoing basis to enable it to refine its model. The Committee will publish meeting information on its social media platforms and website but will not, as a rule, publish agenda papers on the IBRA website. Meeting minutes will be published on the website.

#### **Document storage and archive**

The Committee agreed to share a folder on google drive to ensure all documents are fully accessible to Committee members. This will be from the IBRA gmail account to allow the information to be available to future committees. Fran to action. COMPLETED



<b>Slack/WhatsApp</b>
The Committee agreed that Slack is preferable to WhatsApp due to its “channels” and to conduct as much business as it can on Slack.
<b>Website and social media</b>
<p>The Committee discussed whether the website should include a community noticeboard and agreed to share community projects (for example, Zealandia and Predator Free CBD) but not individual requests (for example, someone looking for a carer).</p> <p>The Committee considered that its Facebook/Instagram pages are for the Committee to communicate information not for people to post on and the importance of keeping these active and linked to other social media channels.</p> <p><b>Action</b></p> <p>Ruby to arrange access to the Facebook account for Committee members responsible for communications</p>
<b>Membership process</b>
<p>There are three different membership databases and the Committee needs to have a single database in place for the October AGM.</p> <p>The Committee agreed in principle to operating a trust-based membership system with the details to be worked on and agreed, including eligibility criteria (age, evidence of address, single email addresses used by more than one person and other issues)</p> <p>The Committee discussed membership database options, some with ongoing fees, but considered MailChimp is fit for purpose.</p> <p><b>Action</b></p> <p>Fran to work together to develop a single membership database and link this into a sign up process on the website</p>
<b>THE CHAIR OPENED THE MEETING TO THE PUBLIC AT 8.00 PM</b>
<b>Accounts, funding and fundraising</b>
<p>The Chair acknowledged the work of the previous Treasurer.</p> <p>The Committee agreed to open a Kiwibank account with the Chair and the Treasurer as signatories for the account. The need for an additional signatory was agreed in principle noting that it would provide flexibility if either the Chair or Treasurer are unavailable.</p> <p><b>Action</b></p> <p>Jelle to clarify options that would provide the Committee with another signatory. COMPLETE.</p>
<b>Committee Code of Conduct</b>
Sonya described the process of developing the Code of Conduct including aligning it to the Constitution and incorporating all relevant notices of motion passed at the AGM.



The Committee agreed to adopt the Code of Conduct - Sheila Hart/Chris Wratt.

**Wellington City Council - Brad Singh, Kaiwhakahaere/Manager, Transport & Infrastructure,**

Brad introduced himself, explained the scope of his role and indicated his availability to the Committee, his wish to understand how to support the Committee and his wish to hear from both the Committee and the Community. He cannot revisit WCC decisions but has scope on implementation (for example, parking restrictions on the side streets). He explained that WCC has not made decisions about the Town Centre upgrade.

Brad introduced his colleague, Brennan Baxley, from the Urban Design team attending to respond to questions. Brennan explained that the \$1.5m Town Centre upgrade (everything from the back of the kerb to the front of the buildings – vegetation, planting, pallets, relationship of business fronts and identity) is separate from the cycleway but linked. WCC wants to focus on identity and accessibility.

WCC is running a drop in session for the community on 9 April to provide and gather information to start moving the upgrade forward. There will be 2 or 3 Working Group sessions in the next few months to identify and trigger ideas.

Brennan emphasised that he has made contact with a number of community groups and there is no limit on who it can engage with. He is waiting to hear back from Tapu Te RangaTrust.

Brennan requested that IBRA provide as much information as possible on the upgrade to WCC.

The Chair thanked Brennan and Brad for their time this evening.

**Community survey**

Sonya has prepared a draft survey and circulated it to the Committee. The next step is to seek expert review (from Lucy who volunteered to support this initiative at the AGM) and then finalise.

A member emphasised the importance of door knocking to get information from people who may not otherwise participate in the survey and the ongoing relevance of the findings of the earlier survey to the Committee.

Another member considered that the survey was not necessary as residents' views on the loss of car parks on the Parade are clear.

The Committee acknowledged the previous survey and feedback to IBRA and is open to considering these suggestions. A motion was passed at the AGM that now requires a community survey to be undertaken. The Committee acknowledged the need to offer the survey in a variety of formats and on different platforms to ensure a good completion rate.

The Committee is both committed and obligated to transparency in the design and conduct of the survey.

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

Members present emphasised the responsibility the Committee has to maintain impartiality in relation to the cycleway (in accordance with motion 5 passed at the AGM) and noted the challenges it would encounter in representing minority views. Members consider that motion 5 obligates the Committee to represent even lone voices.



Members voiced their concern that IBRA would be a member of the Town Centre Upgrade Working Group and did not consider it consistent with its role as a conduit for information or in alignment with the motion passed at the AGM requiring impartiality.

The Committee considers that its responsibilities in respect of motion 5 have been further expressed in the Code of Conduct and that its obligation to maintain impartiality is specific to the cycleway in recognition of how divisive the issue had become.

The Committee is committed to listening to the community, to being a conduit for information and to presenting multiple views via a breakdown of feedback received and by fairly reflecting the feedback.

The Chair commented that the Committee has only just learned that WCC wants it to be a member of the Town Centre Upgrade Working Group (due to delays accessing the Committee email account) and needs time to consider the request. The Committee thinks it likely that it can be both impartial and find and communicate members' views as part of the Working Group.

#### **Date and time of next meeting**

Monday, 2nd May, 7pm start at St Hilda's Church

## Action running sheet

Date	Actions	Who	Status
4 April	Organise responsibility for checking and responding to emails on a rotating basis.	Secretariat	Open
<del>4 April</del>	<del>Establish a shared google drive for all Committee members</del>	<del>Fran</del>	<del>Closed</del>
4 April	Develop a single membership database.	Fran	Open
<del>4 April</del>	<del>Identify options for adding a third signatory to the Committee's Kiwibank account</del>	<del>Jelle</del>	<del>Closed</del>
<del>14 March</del>	<del>Thank you letter from new chair and immediate past chair to old committee</del>	<del>Sheila/Bruce</del>	<del>Closed</del>
14 March	Letter of thanks to Michael for his assistance with AGM	Sheila/Bruce	Open
14 March	Contact those members whose votes were invalid to ensure they become valid members	Fran	Open
14 March	Access login details and change password for Facebook	Ruby	Open
AGM	Consider size of the Committee	Sheila	Open
AGM	Replace section 12 of constitution with updated version and other updates suggested by Michael, notify Registrar of incorporated societies	Catherine	Open

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