



Committee Meeting MINUTES

Monday 2 May 2022
7-9 pm

Welcome and apologies

Chair: Sheila Hart

Minute taker: Sonya Cameron

Members: Ben Everist, Catherine Inder, Mark Henderwood, Jelle Kaiser, Fran de Gregorio, Sonya Cameron, Bruce Gadd, Pat Vinaccia, Chris Wratt, Ruby Ghanem, Sally Page, Jeff McDonald.

Apologies: Jeff McDonald, Sally Page, Laurie Foon, Fleur Fitzsimons, Michelle Wanwimolruk.

In attendance in person: Ben Everist, Catherine Inder, Mark Henderwood, Jelle Kaiser, Fran de Gregorio, Sonya Cameron, Bruce Gadd, Pat Vinaccia, Sally Chapman, Marguerite Hollaway, Ann Rardin, David Bolt.

In attendance on Zoom: Brennan Baxley, Mary Brown

The Chair opened the meeting with a karakia and welcomed residents to the meeting

Minutes and action points from previous meeting

The April 2022 Minutes were accepted – moved/accepted

Matters arising

Sheila raised that there was some confusion in previous minutes about use of the website & facebook especially for individual or community requests.

Action points

Remove community notices on website and all notices will go on news feed, and if relevant go to Island Bay Peeps and / or IBRA facebook page.

Parade Upgrade (public space design component) update - Brennan Baxley WCC

Brennan offered thanks to the working group. A community drop in was held on 9th April. The feedback from this was presented to the working group who went through this, and did some exploration within the group e.g. values and priorities of Island Bay. The working group has come up with clear priorities for design drivers. Brennan is now putting together the material for the next working group to agree on priorities so that the group are co-designing together. Everything is on track for a concept to be presented in late July / August.

Action

Anyone can send any feedback to Brennan by email: psd.islandbay@wcc.govt.nz

Communications strategy - Ben

Ben is putting together a draft communications strategy re: how we communicate using all our platforms. This includes a stocktake of all our platforms e.g. email, IBRA facebook, other facebook



pages, instagram, twitter. He will share a document on Slack so everyone can have input. One challenge is how we position ourselves in the community - e.g. design elements through Parade Upgrade e.g. wording, values, history etc are shared by IBRA to the community. Don't think we should create our own identity but rather push out / share from others. As we get into doing more projects the comms strategy will help.

Sheila noted that it took a while to get hold of comms platforms, hence our slow start. She is interested in feedback on how often we communicate - suggest monthly emails with notices of meetings and minutes from previous meetings. Engagement survey can ask for feedback on frequency of comms.

Discussed incorporating the newsletter into the monthly email and having a regular date for this (a week before the monthly meeting). Newsletter would go through a variety of platforms. Include hard copies in library, and community noticeboards.

Action

Ben will share the draft comms strategy for feedback.

Monthly emails to commence - agenda, minutes of previous meeting, incorporated into newsletter with any other information to go out. Will ensure this newsletter/email contains a statement to the effect 'you are receiving this as a member of Island Bay Residents' Association....'

Membership process and database update - Fran

Fran advised the membership lies in Mail Chimp. It says there is 900 subscribers in MailChimp but IBRA has more than 1200 members. Thus about 300 who have unsubscribed. Question of whether these 300 still want to be a member? Also an issue of some partners sharing a joint email address. Principle for us that we don't want to exclude anyone. We discussed

Action

We will stick with MailChimp. We will make clear in future comms that if you unsubscribe you will also no longer be a member of IBRA.

Fran will develop a process for checking in with unsubscribed members as to whether they no longer wish to be a member.

Accounts, funding and fundraising - Jelle

Now have signed minutes ready for our Kiwibank account. IRD number and accounts set up/transferred to Jelle. We have had no transactions since last year. However we will need to report on the South Coast Arts Trail. For ease of transactions this went through IBRA as a separate line.

Financial accounts are done by Jelle and Sheila noting they are simple at the moment.

We can apply for \$1000 per annum from WCC for operating costs. We have applied this year for the survey. The WCC decision has been delayed.

Action

Jelle - Budget to be put together so that we are not missing any costs (e.g. domain name) so that a future committee is not missing anything.



Planning for AGM 2022

Propose AGM is Monday 17 October. We need to hold this prior to 30 October. We need to give a minimum of 14 days notice of AGM, but also 21 days notice for people to put in nominations / motions for the committee. Preference would be six weeks notice.

Action

Jelle to publish AGM date on the calendar.

Catherine to do some backward planning of key dates and bring this to the next meeting. Once agreed we will be transparent about dates across different platforms.

South Coasts Arts Trail 2023 - Bruce

The event is getting bigger and bigger following success from last year - e.g. many more local artists wanting to participate. A sub-committee is currently operating, but the project leader currently out of action (Neale Palmer). They need to decide whether to align with Island Bay Festival or not; to get artists together for a debrief; and to apply for funding from the Council in October. They are also considering a separate identity including how best to run the finances e.g separately or to continue to go through IBRA.

A brief History of Island Bay by Colin Felsier (8-8.55pm)

- **President of Southern Bays Historical Society**

Many thanks to Colin for a very interesting presentation on the history of Island Bay.

THE CHAIR OPENED THE MEETING TO QUESTIONS FROM THE FLOOR

1. Island Bay Market - Sally Chapman. Sally originally tried to set up a market a few years ago. She has connected with various food suppliers (e.g. fish, bread) and spoke with WCC re: funding, health and safety. The plan now is for a market at St Frances de Salle weekly on a Saturday from around 7am until 2pm. SFDS would require a mini donation while getting it going, then reassess. Sally thinks it would be great to have something local to allow those who are less mobile access to a market, but also as an attraction to bring others into the bay.. Has contacted some local businesses e.g. butchers, coffee about whether they want to be involved or whether they mind the market using alternative providers. We discussed the need to make sure we look after local businesses but also bring attention to Island Bay as per Newtown Market. Sally intends to promote through facebook, leaflets etc. Will be half food and half selling of personal stuff. Health and Safety is important - however being on SFDS it is private land so thus okay from a Council perspective.
2. Bay ball - Sally Chapman. Sally also discussed having a Bay Ball. Either at the Surf club or the Pines. Everyone gets glitzed up. Annual or biennial. A kids area included. Sally also has ideas for car boot sale, or carols in the park. We discussed whether the upgrade of the Parade could incorporate a market place for events etc. We noted that Barry Hutton used to run the Island Bay Ball at the Bowling Club. Last one was maybe 2016-17.

Date and time of next meeting

Monday 13th June @ 1900 (note 6th June is Queen's Birthday stat day)



Action running sheet

Date	Actions	Who	Status
2 May	Publish AGM date on the website calendar	Jelle	Open
2 May	Put together a budget of operating costs for this and future committees.	Jelle	Open
2 May	Develop a plan with relevant dates for the AGM and present to next meeting.	Catherine	Open
2 May	Share the draft comms strategy for feedback	Ben	Open
2 May	Check with unsubscribed members whether they still wish to be an IBRA member	Fran	Open
4 April	Organise responsibility for checking and responding to emails on a rotating basis. Need a folder for Secretariat in the email plus archive policy.	Secretariat	Open
4 April	Develop a single membership database.	Fran	Closed
14 March	Letter of thanks to Michael for his assistance with AGM	Sheila/Bruce	Closed
14 March	Contact those members whose votes were invalid to ensure they become valid members	Fran	Closed
14 March	Access login details and change password for Facebook	Ruby	Closed
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