

# DRAFT MINUTES



## **Waitaki Valley Community Society Incorporated**

**Minutes of the Annual General Meeting for the Year ended 31 March 2022.  
Held Wednesday 30th November 2022 in the Back Bar of the Kurow Hotel at 7.04pm**

**PRESENT:** Jayne Ashby, Gaynor Lines, Karen Hofman, Edie Pont, Graham Hill, Betty Hill, Wayne Reid, John Sturgeon, Dorothy Duffy, Karen Turner, Seanne McGregor, Cal Reid, Kaye Jenkins, Anna Glier

**APOLOGIES:** Vicky Munro, Nikki Ormandy, Fiona Munro

Apologies be accepted

Seanne McGregor/Karen Hofman

CARRIED

### **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:**

The minutes of the Annual General Meeting held on 27 October 2021 were distributed.

*Moved that the minutes be accepted as a true and correct record.*

*Karen Hofman/Kaye Jenkins*

CARRIED

### **CHAIRPERSON'S REPORT:**

#### **Executive Committee Chairperson's Report – AGM 2022 30<sup>th</sup> November 2022**

This year was the thirteenth year for the Waitaki Valley Community Society, which was built on from the Upper Waitaki Community Trust, forming a new entity in July 2009. Officers of the Executive Committee include, Megan Colins, Kaye Jenkins, Jane Ashby, Fiona Scaddan, Nikki Ormandy, and myself, as Acting Chair, Vicky Munro, Ross Menzies and the late Ross Mc Robbie, attending representing the ACB

Unfortunately, Nikki Normandy has resigned from the position of Treasurer. I would like to thank her for her work over the last few years keeping a very accurate set of books. With the transition from an old manual system, to Xero, we now have a very accurate set of books, showing a true account of the finances of the Society, and umbrella groups. This is no small feat, showing the hard work Nikki has put in over the years working with Adair Craik Accounting. We all wish her well for her new endeavours.

Sarah Green has once again accepted the challenge of the treasurer's position, and with help from Nikki, will take over the position in the NY.

#### **Strategic Planning**

The Executive Committee still works with in the established list of aims as a long-term plan, and short-term goals for every year:

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This has been hard for the last two years due to Covid, but I would like to thank the Board members for their hard work, with making every thing comply with audits etc.

## Vision

Waitaki Valley Community Society is an incorporated society based in Kurow and encompasses the Waitaki Valley area, including Hakataramea. The Society's function is to provide a hub for community groups and to increase knowledge and awareness of the benefits, facilities and opportunities in the Waitaki Valley. The Society provides funding assistance to groups within the community and ensures ongoing museum and information facilities in Kurow.

With the Funding from Tourism Waitaki ceasing at the start of the first Lockdown, the running of the WVCS has become a juggling act, and as you can see we ran at 15K loss.

We will need to come up with a new plan to WDC to apply for further funding. In the meantime we will need to be prudent with our costs of running the Society, and may have to spread the costs of the building to others.

## Aims

The Society aims to:

- strengthen social cohesion (build, encourage, and support community networks)
- support and assist community groups and agencies to enhance community wellbeing and productive enterprise
- provide assistance and advice in obtaining funding for community groups
- encourage and support educational opportunities in the community
- ensure museum, medical and fitness facilities which would be otherwise absent in a small community
- enhance the community environment
- provide information about the Waitaki Valley
- liaise with businesses in the Waitaki Valley to enhance community wellbeing

## ***Short term goals included:***

### Rationalise buildings and associated costs

This has continued to be looked at, with an eye to the future at all times.

### Empower Community Groups to reach members of the extended Community

This has been achieved through the use of the Community Page in the fortnightly publication of The Bugle, and the events page on the [www.kurow.org.nz](http://www.kurow.org.nz) website.

### Actively promote information about the area

The Website is being Monitored and is meeting the need successfully with a large amount of traffic each month.

## **Finances**

The Society currently holds tagged funds for various projects and from the sale of Community House. The employment of Nikki Ormandy as Treasurer has ensured community groups can access monthly statements produced by Xero, to ensure correct coding and up-to-date ledger balances.

A limited budget for the Society means that the costs of Auditor, Accountant, Treasurer and Secretary need support from outside agencies such as Community Grants Organisations.

The Society currently employs the Museum and Information Centre Co-ordinator, a Secretary, and a Treasurer. We rely on the many voluntary hours put in by some community members and also these employees, and are grateful for these.

## **Funding**

COGS - \$5750

LOTTERY BOARD- \$20000.00 towards KMIC wages

WDC/ACB – \$8000 towards service fees

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This funding goes towards Society and Front of House expenses, and wages.

It must also be highlighted again, that we have lost a significant funding stream from TW, when there Funding was reduced after the first lock down. This was negotiated by Graham Sullivan and I over 18 months with the WDC. This has had a serious impact on being able to run the Front of house within operating costs.

## **Events and Projects**

### Kurow Playground

The next stage of the Ply Ground is now in early development, with a Public survey doing the rounds. The project is to look at installing a mini Golf course in and around the existing infrastructure. This is being lead by Megan, who is reporting to the committee on a monthly basis. So far we have had a positive result from the survey.

### The Bugle

The Bugle continues to be a feature of our extended Community. Seanne has to be commended on raising the informative content we now see.

## **Community Groups**

Community Groups as at March 2021 under the umbrella of the Society were:

- Kurow Farmers' Market in recess.
- Waitaki Valley School Holiday Programme in recess
- Kurow Museum and Information Centre
- Town Enhancement Group (incorporating the Island Project)
- Kurow Trails
- Neighbour to Neighbour

The Town Enhancement Group has continued to focus on the Waitaki River Island Project.

The latest project is still the extension of the Boat ramp, with an application to Meridian being successful, and a request for the remaining funds from the Waimate and Waitaki District Council through the ACB, both being successful. A Contractor has been engaged and is ready to go once the river levels can be dropped for a few days for the Dam to be built to hold the water back while the Ramp is extended.

Sandy and her team, have been carrying out their work to the normal high standard, and the island is looking very tidy.

The Waitaki DC and Waimate DC, allocate yearly funding to cover the maintenance work required to keep this area tidy, and this is very much appreciated.

Kurow Museum and Information Centre continues to provide services for locals and tourists alike.

Kurow Museum is focused on new developments, with a subcommittee pushing ahead with the Richie McCaw statue.

Kurow Trails are carry on with tracks and are to be commended for their maintenance of the Hill walkway. New signage is being installed along the walkways.

As you will be aware, I was to step down as acting Chair last year. This did not happen, and I was asked to carry on. However, being back on the ACB once again, this time as Chair, I will step down at the next Society Meeting and a new Chair can then be voted in.

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I will now become the ACB representative on the Society, and will with my other ACB members be putting a plan together to find new funding so the Society can employ weekend Staff once more, and hopefully we can break even.

Most importantly, I would like to thank the Girls in the Front of house. Without their input into the running of this, a lot of what happens to generate income, and help umbrella groups, would not happen. They go way above what their job entails.

I would like to thank Nikki again, for the hours she has spent balancing the books, and making sure we are compliant, that means we have signed paperwork for accounts to be paid from our groups, Funding applications filled in correctly, so that if we were to be audited the Board are happy we will pass any scrutiny.

Also Thanks to Anna for stepping into the role of secretary. She has done a great job keeping the Minutes and sending out correspondence. Thankyou Anna.

I would also like to thank the committee, for taking time out of their busy lives to sit on the board, and carry out the tasks that keep the town in contact with the ACB, and council. It is a thankless task, but I can see that you are committed to enhancing the town, for the betterment of the community.

Finally, Thank you to all involved in keeping these community enterprises alive and well. I wish the incoming Executive Committee and the Community Groups well in their endeavours for the year ahead.

Cal Reid  
30<sup>th</sup> November 22

*Moved and passed that the annual Chairperson report be accepted*

*Calum Reid/Graham Hill*  
CARRIED

- General comment by Calum Reid about TW/COUNCIL funding, highlighted need to collect stats/feedback to make a new case for funding of the Information Centre/WVCS

## **FINANCIAL STATEMENTS & TREASURER'S REPORT:**

Financial Statements have been distributed.

Calum Reid read Treasurer's report on behalf of Nikki Ormandy

*Moved and passed that the Financial Statements and Treasurer's report be accepted*

Seanne McGregor/Jayne Ashby  
CARRIED

- *Sub-groups in recess, but still under umbrella namely Farmer's market/ children's program to be closed*
- *Children's program money to go to bench at playground*

*John Sturgeon /Graham Hill*

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CARRIED

- Retain existing auditor/reviewer

Calum Reid/ Karen Hofman

CARRIED

## RULE CHANGES:

- Remove “cheque” from Section 4.4      Calum Reid /Gaynor Lines CARRIED

- Change Section 6.3 By Resignation: from “Any member may resign by notice in writing to the Society. Such resignation shall be effective from the date of acceptance by the Executive Committee. If notice of resignation is not received before the 30 th day of September in any year the member shall remain liable for the subscription for the next ensuing year unless the Executive Committee decides otherwise.” To “Any member may resign by notice in writing to the Society. Such resignation shall be effective from the date of acceptance by the Executive Committee. If notice of resignation is not received before the 30 th day of October in any year the member shall remain liable for the subscription for the next ensuing year unless the Executive Committee decides otherwise.”      Calum Reid/ Karen Hofman CARRIED

- Update Section 8.2.1 from “Mental Health Act 1969” to the current Version “Mental Health Act 1992”      Calum Reid/Kaye Jenkins CARRIED

- Change Section 9.5 from “The offices of Secretary and Treasurer shall not be held by the same person nor shall the Treasurer hold any other office in the Society” To “The offices of Secretary and Treasurer shall not be held by the same person, both the Secretary and Treasurer can be members of the Executive Committee”

Discussion: Reason for change request is that Secretary/Treasurer generally present at meetings and the need of a Quorum to progress with meetings. Lack of members may make it challenging in the future to have enough people for a committee

John: Charities rules state that paid employee can't be officer (updated 2022)

*Moved that Section 9.5 should not be changed.*

John Sturgeon/ Karen Hofman CARRIED

- Change Section 15.3 from “All payments and disbursements from the Society account shall be made by cheque or by electronic transaction as the Executive Committee may approve. Such transactions whether by cheque or otherwise shall be signed or authorised by the Treasurer and the Chairperson. The Executive Committee may appoint up to two additional authorising Officers to sign transactions to cover the absence of the Treasurer or/and Chairperson.” To “All payments and disbursements from the Society’s account shall be made by electronic transaction as the Executive Committee may approve. Such transactions shall be authorised by the Treasurer and the Chairperson. The Executive Committee may appoint up to two additional authorising Officers to authorise transactions to cover the absence of the Treasurer or/and the Chairperson.”

Calum Reid/Dorothy Duffy CARRIED

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## **VOTING OF NEW EXECUTIVE MEMBERS**

Seanne McGregor's nomination discounted, as she is a paid employee of WVCS

7 members nominated and accepted: Karen Hofman (Museum Representative), John Sturgeon (Museum Representative), Edie Pont, Karen Turner (Kurow Trails Representative), Kaye Jenkins, Vicky Munro, Jayne Ashby

## **SUBSCRIPTION FEE**

- As previous year of \$1  
Calum/ Gaynor CARRIED

## **REPORTS FROM SUB-GROUPS:**

### **Kurow Museum and Information Centre Report:**

Visitor numbers were 6,128 for May 2021 – April 2022. These statistics represent a nationwide lockdown in August and subsequent regional lockdowns for most of 2021, as well as very limited international tourists with the borders only beginning to open in February.

A range of requests continues to be met by the Staff at the Info Centre. These requests vary daily from typing of documents, community car bookings through to support with technology and advice on accessing agencies unavailable in Kurow. Anna Glier and I are currently splitting the week. This is alleviating the need for relief staff that are not only hard to find, but also hard to keep up to date with the day to day running of the Information Centre.

A20 trail information requests are picking up fast. We are now the only information centre on the trail and have numerous requests in a day for general information about the track, especially with the 3 rivers in section 7 being prone to flooding quickly. Without room in the budget for permanent trained staff in the weekend, I do have some concerns on being able to supply this information in a consistent manner.

Last Summer we opened the doors seven days a week from October through May with paid staff five days a week, and volunteers splitting into two shifts a day to cover the weekends. We are very grateful to have these volunteers so the door can remain open, however last season we experienced issues with volunteers not showing up and this meant we were not fulfilling our advertised hours which led to complaints. It remains a challenge to adequately train volunteers as the questions and requests on any day vary considerably. We have also shortened our opening hours in the weekend to ensure volunteer availability.

The NZTA continues to run effectively and meets a need within the community, serving residents from Duntroon to Omarama. Online transactions are having an impact, but the service is appreciated by those without online capabilities. If we renew the contract after 2025, we will need to upgrade our equipment.

The cost of the photocopier is largely covered by the Bugle, and we are grateful to the regular advertisers.

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Our meeting room is getting a great deal of use. Currently the room is used predominantly by community groups, who have access to the room free of charge.

Seanne  
McGregor

Coordinator

*Moved and passed that the annual Kurow Information report be accepted*

Seanne McGregor/ Jayne Ashby

CARRIED

## **Kurow Museum Report:**

Given by John Sturgeon

*Moved and passed that the annual Museum report be accepted*

Museum is ticking along same as last year. A few updates on projects:

- Red Cross tablecloth project completed. Book is being printed, book launch and date to be decided. Smaller cloths will be framed & displayed, bigger one will be displayed but not yet not sure how
- Te Papa grant: archive boxes (2x)
- Archives pictures being restored – hoping to develop a website to display restored pictures
- Museum is part of the Waitaki Geopark now and has been supplied with educational Geopark posters to be displayed in Museum (comment added by Wayne Reid)
- Additional volunteers for Museum in the mornings have been found thanks to Bugle ad – successful with many people though the doors on the weekends (many visitors have connections to Kurow and surroundings through family history)
- Meridian Grant: Containers bought and in place for further storage
- Looking for grant that can fund storage racks for containers

*John Sturgeon /Dorothy Duffy*

CARRIED

Richie McCaw sub-group report given by John Sturgeon:

- Donation box stolen (\$200-400 potentially), Police has been engaged
- Funding reached target
- Currently in discussion with Whitestone quarries (waiting for 3-D image), and production will start soon (hopeful that statue will be finished by Rugby Club 125 celebration date 2023)

*John Sturgeon /Dorothy Duffy*

CARRIED

## **Kurow Island Report:**



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Read by Calum Reid on behalf of Sandy Cameron

This last year has been a very challenging with extreme weather events, excessive rainfall and wind. It has also been a year where we have experienced significant cost hikes from our contractors – travel, fuel, chemical, labour and hourly rates also being increased.

It therefore was of huge help to have accumulated funds to fall back on.

We also took the opportunity to undertake some works which do not require being undertaken on an annual basis, plus catch up from disruptions we experienced with Covid 19 Lockdowns.

Gary Hawkins Contracting has purchased a rotary slasher and he was able to mow under trees and river margins plus around native plantings in areas the Waimate funded big mower cannot access. With the excessive growth we were concerned about the fire hazard.

We also contracted him to shingle potholes, push down stones and rocks (with vibrating roller) that had worked their way up potentially damaging blades of the big mower and to heavy- roll road car park and track.

The volunteers meet regularly, continue to pick up rubbish and wind fall maintain native planting, new plantings and our one bloke on the committee brings his chainsaw.

In July following collaboration with police and others we closed and locked the 2 gates onto the Island due to heavy rain, high river flows ( in places level with our road) pooling water, snow, ice and wind.

It was disappointing that individual/s decided to access the Island - via a narrow margin between the fence and the river and undertake a series of paddock work, leaving very deep ruts in areas we had recently heavy rolled. They then went on to undertake more paddock work on the grass land area.

The culprits have since been caught and because under 18 – a smack on hand.

We also have recently undertaken some more plantings - natives donated by the Hakataramea Sustainable Collective. Regretfully someone stole the sacks of compost we set aside for the plantings.

A few are spoiling this wonderful place for all and this is why we lock the gates.

Environment Canterbury: Continue to monitor and spray African Love Grass with a view of eradication. We have had 2 recent inspections with no grasses found.

Health and Safety Plans are all in place and we are fortunate to have consistency of contractors.

## Meridian Energy and Te kohurau Signage Project:

We are pleased to advise – We are pleased to announce the project is completed - linking the Island to the wetland creating an education, recreational trail and tourist attraction to the area. We appreciated the donation of time and materials by Farmlands Kurow and Nigel Grant Fencing.

I think you will all agree the Island is looking amazing, attracting birdlife, walkers, picknickers, fisherman, cyclists, jet boaters including 2 large jet boating events, media and many positive comments.



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We have installed 2 new bench seats (Meridian Fund) at the picnic area and the Pavletich Family donated a table with bench seats made from the historic bridge timbers in memory of family member Guy Mansfield. This was placed at the eastern end of the Island.

Thank you for your ongoing support in allowing this wonderful asset and unique place to be maintained. The number of visitors and gatherings the Island attracts is an indication of the value the area is to local and wider community and how much of a destination it has become.

The Island Team, thank both the Waimate and Waitaki District Councils for their ongoing support and generous Grants to undertake maintenance works. We acknowledge the support from the Waitaki Valley Community Society Inc (WVCSI) , Ahuriri Board, Department of Conservation, Meridian Energy, DOC the Island Group and Community.

Sandy Cameron: For Kurow Island Group

- Comment by Wayne Reid/ John Sturgeon about bonfire issues on Island

*Moved and passed that the annual Kurow Island report be accepted*

*Calum Reid/ Gaynor Lines*

*CARRIED*

## **Kurow Trails Report:**

### Kurow Hill

Ongoing Maintenance by our small team keeps the hill in good shape for the many people who use it. This year was a particular wet year and the continual rain gouged some of the steps at the start of the hill.

### *Kurow Hill Accessibility Improvement Project (Ongoing)*

The Kurow Trails group obtained quotes to replace the stairs at the bottom of the hill and make the track more accessible to the first chair.

Recreation Construction put in a quote of just under \$20,000 to replace the stairs to DOC standard and improve the track for the first 100 meters to the chair.

We were successful in obtaining a community grant of \$4000 from Waitaki District Council to make a start . Recreation construction LTD have purchased the wood for the stairs with it. We are in the process of seeking further funds through other grants to continue this project.

We continue to mow and weed-eat the entrance and also take the hedge trimmer up the hill to trim the sides of the track

### Kurow Wetland

*Signage Funding Project (Now Finished)* - The Kurow Island group and the Kurow Trails group joined forces for a common project. The funding for signs and 3 seats. This project started in 2020 and finished in October 2022.

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Attached is an article that Sandy Cameron from the Kurow Island Group published in the recent Bugle thanking all those involved.

## Signage Trail: Kurow Island and Wetland

In 2020 the Kurow Island and Wetland Groups joined forces proposing the Te Kohurau Signage Project and were successful in receiving funding from Meridian Energy Power Up Fund for informational and photo panels, to be placed strategically around the Island and Wetland. The purpose of the panels is to inform and enlighten the visitor of our local history, the Waitaki Power System, a braided river and wetland and its ecosystem.

We are pleased to announce the project is completed - creating an informational trail - linking the Island to the wetland creating an education, recreational trail and tourist attraction to the area. Thank you to Meridian Energy Power Up Fund for making this possible, Dana Johnston for the stunning imagery and design, Maurice Ireland Signs for the construction and DOC for providing information.

These projects do not happen without the tireless work and commitment of the Island and wetland volunteers and generosity of local businesses.

**Thank You: Farmlands Kurow who donated the posts and Nigel Grant Fencing who not only rammed all the posts in but went on to attach the panels to the posts. Thank you from the team- it is your generosity that makes projects like this so worthwhile.**

It was with great pleasure we worked alongside the Waitaki Valley School children last week at the wetland community planting. The day was a triumph and the children and organisers deserve to feel very proud. Thank you to the School and Hakataramea Sustainable Collective for making this possible and for providing the natives.

### *Kurow Island – signs*

- Panel 1 - Renewable Energy
- Panel 2 – History of Power System
- Panel 3 – Lower Waitaki Braided River System
- Panel 4 – Salmon and Trout
- Panel 5 – River Birds
- Panel 6 – Mokihi/Waitaha
- Panel 7 – Threats to Braided rivers

### *Kurow Wetland – signs*

- Panel 1 – Cabbage Tree/Kowhai
- Panel 2 – NZ Flax/Carex secta
- Panel 3 – Long Fin Eel and Eel release story
- Panel 4 – Native fish
- Panel 5 – Insects
- Panel 6 – Raupo
- Panel 7 – Quail/ Paradise Shelduck

*Kurow Wetland Willow branch removal project – (Now Finished)*

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We identified some willow branches that were overhanging the wetland track that could pose a risk in windy conditions. We obtained a quote from TreeKraft arborist of \$1200 to remove approximately 10 large troublesome branches. We applied successfully to Meridian Energy Power up Fund for the funds for the work to be carried out. This work has been done and has opened the track up more. It looks great and this Meridian Power Up fund project is now finished

## *Kurow Wetland Willow Spray program project – (Ongoing)*

The Willows that are actually in the water at the wetland are starting to ‘choke the life’ in there again. The last poison program for them was 6 years ago. We realise that this needs to be a yearly exercise if we are to keep on top on the willows infestation of the waterway. The Kurow Wetland are the recipients of the ECAN Immediate Steps Fund of \$13250 for a spray program to be undertaken in 2 parts. The first part was to spray the Willows that could be reached . This was done in October 2022. The next part is for follow up in March to spray any of those willows that were missed in Octobers round. This Project is still ongoing.

## Community Native Nursery Planting Out Day

A huge thank you to all the local community members, Waitaki Valley School, Lower Waitaki Zone Committee and the Kurow Trails Committee for supporting the planting out of the Kurow Wetlands on the 25th of October.

It was a fabulous hands-on opportunity for the children to participate in planting mahinga kai species and protecting our local environment.

Over 500 native plants were planted into the Kurow Wetlands in record time. Thank you to the Lower Waitaki Water Zone Committee, HSC and the Toimata Foundation for sponsoring native plants and equipment to support our Waitaki Valley Community Native Nursery this year.



Kurow Trails ‘wishlist’ funding projects for the future....

- Highway signs for both Kurow Hill and Kurow Wetland
- Professional brochure featuring Kurow Hill / Kurow Wetland / Kurow Island
- Ongoing track repairs of Kurow Hill in stages
- More seating in the Wetland
- More Native plants to be purchased for Wetland

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Karen Turner

Kurow Trails Group

*Moved and passed that the annual Kurow Trail report be accepted*

*Karen Turner/John Sturgeon*

Vote of THANKS by Dorothy, seconded by the rest of the members, to the Trails Team – especially involvement of kids in wetlands area

*CARRIED*

Suggestion by Betty Hill for electronic counters to be installed across track entrance

## **GENERAL BUSINESS**

- Wayne Reid: cyclists on footpath (Peter Scott, Police Officer, involved) despite existing signs being run over by cyclists outside the Museum a real risk. Suggestions to get A2O manager involved
- Wayne Reid: Volunteer issues/ lack of members for WVCS. Suggestion to write report about WVCS meetings and put article in the BUGLE

There being no further business the meeting closed at 8.30pm