

## Minutes

Meeting title	Whakaraupō Partners Working Group meeting
Date	Tuesday 4th July 2017
Time	12.30 – 2.30 pm
Venue	ECan, 200 Tuam Street (Waiiau meeting room, Ground Floor)
Chair	Bianca Sullivan
Invitees	Yvette Couch-Lewis, Kim Kelleher, Clive Appleton, Matthew Ross, Bianca Sullivan, Ian Lloyd, Tania Butterfield, Debbie Hogan, Jed O'Donoghue, Christina Robb, Gillian Ensor, Courtney Bennett, Olivia Smith, Kelvin McMillan
In attendance	Kim Kelleher, Clive Appleton, Bianca Sullivan, Tania Butterfield, Debbie Hogan, Christina Robb, Gillian Ensor, Courtney Bennett, Olivia Smith, Kelvin McMillan
Apologies	Yvette Couch-Lewis, Ian Lloyd, Jed O'Donoghue, Matthew Ross

Item	Action
1. Apologies <ul style="list-style-type: none"> <li>a. Apologies were received from Yvette Couch-Lewis and Ian Lloyd and Matt Ross.</li> </ul>	
2. Confirmation of minutes <ul style="list-style-type: none"> <li>a. The minutes from the 6th June meeting were confirmed by Christina Robb.</li> </ul>	
3. Actions arising from previous meeting (20th June) <ul style="list-style-type: none"> <li>a. Logo (Gillian)</li> <li>b. Hui – indicator speceis (Yvette to circulate notes)</li> <li>c. Website updates (Tania)</li> <li>d. Chair update (Christina)</li> </ul> 4. Matters carried over from meeting held 16 May <ul style="list-style-type: none"> <li>a. Implementation paper completed (Matt/Yvette)</li> </ul>	
5. Governance Group meeting to be held 2 August <ul style="list-style-type: none"> <li>a. Items that the GG need to be briefed on at their next meeting were discussed. These include, criteria for prioritising projects and what the priority projects are, implementation paper, community engagement and branding.</li> <li>b. Gillian, Tania and Bianca will meet to discuss community engagement.</li> <li>c. Matt to complete implementation paper.</li> </ul>	Gillian, Tania and Bianca to meet to discuss community engagement.  Matt to complete implementation paper  Yvette to pursue logo design
6. HCMP drafting update <ul style="list-style-type: none"> <li>a. Debbie gave an update on where drafting is at. No additional information can be provided at the moment, still waiting for priority projects.</li> <li>b. Debbie agreed the draft could be complete prior and provided to the PWG meeting on 25 July provided the actions are sorted. It could then go to Governance group on 2 August.</li> </ul>	
7. Prioritising Projects <ul style="list-style-type: none"> <li>a. The scoping of actions was discused and it was agreed that Kim, Biana, Gillian, Olivia and a TRONT representative would meet to further this work.</li> </ul>	Kim, Bianca, Gillian, Olivia and TRONT to meet
8. Partner commitments <ul style="list-style-type: none"> <li>a. The partner commitments to go into the Plan were discussed briefly. Some of these were identified and discussed at the last workshop.</li> <li>b. Courtney said that TRONT had a first draft prepared and can circulate to the PWG</li> <li>c. Gillian will email items identified as ‘principals’ from the last workshop for partner organisations to use as a starting point to consolidate their commitments that will be set out in the CMP</li> <li>d. The group also discussed the existing initiates that are occurring in the catchment. Gillian will circulate the previously prepared ‘existing initiatives’ table and everyone can check that it is up-to-date and complete.</li> </ul>	Gillian to circulate ‘principals’ identified at actions workshop last week.  Courtney to circulate TRONT draft commitments.  Gillian to circulate existing initiatives table.

Item	Action
<p>9. Communications update</p> <ul style="list-style-type: none"> <li>a. Kim raised that on the Healthy Harbour website, the 'Storyboard' has Ecan's logo on it. She asked why and whether it could be removed. Tania to follow up on this.</li> <li>b. The group discussed the design of CMP and who will do this as well as the design of other communication tools (posters, postcards). Tania will see if Ecan graphics staff are available for this.</li> <li>c. Ideas discussed included a drop in centre possibly at the Lyttelton Market, posters, postcards, community meetings/presentations, advertisements.</li> <li>d. Gillian, Tania and Bianca to meet to discuss and prepare community engagement plan for draft CMP.</li> <li>e. We discussed the compilation of images. Gillian will co-ordinate this.</li> <li>f. Christina discussed the update from the chair and set out her and Yvettes ideas for this. Everyone agreed that the approach sounded great.</li> </ul>	<p>Tania to investigate why Ecan logo on Storyboard webpage.</p> <p>Tania to check graphics staff availability for final design of CMP and communications tools.</p> <p>Gillian to co-ordinate compilation of images</p>
<p>10. Project timelines</p> <ul style="list-style-type: none"> <li>a. There are no changes to the project timeline.</li> </ul>	
<p>11. Freshwater Improvement Fund application</p> <ul style="list-style-type: none"> <li>a. There is no update on this, hopefully next week.</li> </ul>	
<p>12. Budgets and resourcing update</p> <ul style="list-style-type: none"> <li>a. Christina gave a brief overview of this.</li> </ul>	
<p>13. Any other business</p> <ul style="list-style-type: none"> <li>a. Tania will be away for 6 weeks and Charlotte O'Sullivan will be taking over her Comms. role.</li> <li>b. Changes to the PWG meeting schedule were discussed so that the next two meeting straddle the next governance group meeting. The change was agreed and Gillian will send out new meeting invites</li> </ul>	<p>Gillian to organise rescheduling of PWG meeting.</p>

**Next PWG meetings:**

Tuesday 25th July, 12.30-2.30 (Ecan, Rakahuri meeting room)

Tuesday 8th August, 12.30-2.30 (Ecan, Rakahuri meeting room)

Tuesday 15th August, 12.30-2.30 (Ecan, Rakahuri meeting room)