

PiNZ Council Voice Meeting Minutes

18/04/2018 8pm

Attendees Nandor Tanczos (Chairman) Sean Murphy (Treasurer) Alandra Bryant (Secretary) minute taker, Guenther Andraschko, James Andrews, Louise Shaw.

Apologies Robina McCurdy, Lillee Star.

PiNZ Council Meeting Minutes to be Ratified 21/03/18 Voice Meet, 31/03/18 F2F

Item	Decision	Action	Status
F2F Minutes – 31/03/18	Draft Minutes sent to Council to for comment and clarification before ratifying.	Council to edit and add comments to be ratified via email by 26/4/18.	Pending

Matters Arising from Minutes 21/03/2018

Item	Decision	Action	Status
<u>PiNZ Hui 2018</u> Childcare	Council believe there should be some form of child safety police check provided for any facilitator and/or qualification in childcare or Teaching.	Lou to discuss with Hui team and come up with reasonable parameters required for Hui Childcare to be discussed with council at voice meet 17/01/18.	Pending
Hui Guidelines	The full details of the Hui Guidelines need to be listed/accessible by Council and Hui Teams moving forward.	Alandra to track down what Hui Guidelines are available and add to new website by next face to face 31/03/17.	Complete
<u>Funding</u> - Funding applications	Council to research what grants and funding we are eligible for to apply.	Kharen to research and report at next f2f 30/3/18.	Incomplete
<u>PiNZ Affiliated Teachers</u>	A list of PiNZ Affiliated Teachers needs to be available to the Membership Secretary for verifying and processing PDC Graduates. The criteria to become a PiNZ Aff Teacher should be available to the public on the Website for student's info and for those wishing to become affiliated along with the contact details to do so.	Robina to contact Derina Turner to obtain the full details to forward to Alandra by Feb 2018.	Pending Robina to attain.
<u>Permaculture Educators Guild (PEG) Criteria</u>	The criterion should be listed on website for Members and those who wish to become a member.	Lillee and Nandor or Robina to forward email criteria to Alandra by 21/12/17 for record to be added to new website.	Pending
<u>Chair Report</u> Permaculture Photo's	Appropriate Permaculture photo's required for the website and Council use.	Robina and Alandra to add photo's to the shared Gdrive.	Complete
Website Launch	Hopes to Launch the new website after Council's final polish at f2f.	Nandor to add to Face to Face agenda 31/3/18.	Pending

Item	Decision	Action	Status
Secretary Report			
Archived Minutes	Transfer past Council Minutes from co activate to the new website.	Nandor to review Co Activate and confirm with Alandra to action.	Pending
Archive Passwords	All PINZ Council passwords to be recorded and available to Chair and Secretary stored on the new website.	Alandra to store PINZ passwords to new Website. Erwan advised against this.	Pending further discussion
PINZ Affiliated Teachers	List of Affiliated Teaches Nandor has emailed from Dee Turner is not consistent with the current PINZ website records.	Robina to use the two differing lists of Affiliated Teachers emailed from Alandra and discuss with PEG then email one concise list to Alandra for the new website by F2F 30/03/18.	Pending
Organisation Membership	Previous Membership Sect Kama has given the Organisation Membership to APW at \$60p/a as a guess before council makes the decision- saying it will be under \$120. Paid by APW 13/4/17.	Council to discuss and decide on the appropriate Organisation Membership fee amount moving forward at F2F 31/3/18. Decision to scale case by case.	On going
PINZ Hui 2018 Report			
Hui Website	Link to Hui Website from the PINZ website to make it easy to find https://newzealandpermaculturehui2018.wordpress.com/	Nandor to add link to http://www.permaculture.org.nz/	Complete
Childcare workers safety checking	For any organisation to complete a Police check for childcare workers a Real Me Account is required. Alandra, Guenther, Lillee and Kharen agree we should obtain verification of childcare workers suitability. Nandor does not oppose.	Guenther to to investigate logistics and practicality to set-up real me account prior to next Face to face 31/03/18. Has to be an individual prior to adding an organisation- takes 6 weeks, free.	Address in future, no time prior. Check still required.
Advertising	2018 Hui Flyer to be included in PINZ March Newsletter to be sent to all PINZ contacts.	Lou to email the Hui write up to be used with PINZ logo to Lillee 21/03/2018.	Complete
AGM	Email all AGM Annual reports to all PINZ contacts 1 week prior to the Hui along with a reminder to attend the Hui. Also have reports printed on the notice board to enable us to table as read and accept pre read reports allowing more discussion time during the AGM.	Nandor, Sean and Alandra to create Annual reports and circulate within Council by 16/04/18 in preparation. Alandra to send to PINZ contacts 01/05/18 and print for Notice board.	Pending Pending

Item	Decision	Action	Status
Bank Account	Due to time restraints of Hui and PINZ website not yet launched this Hui team set up own bank account for Ticket Sales and costs.	PINZ council need to discuss, decide and record financial processes for future Hui's at Face to Face 31/3/18.	Pending
PINZ Hui 2019	Robina has found an interested Team to take on the 2019 Hui in Riverton Invercargill.	Robina to provide detailed Proposal at Face to face 31/03/18.	Did an overview
Newsletter- March 2018	Due to be sent at Autumn Equinox 21/3/18 not ready.	Lillee and Robina gathering content over next few days ready to be sent 28/03/18.	Sent
		Nandor to send Lillee some content by 26/03/18.	Complete
		Lillee to send final draft to PINZ admin email address for Alandra to send to all PINZ contacts 28/3/18.	Complete
Newsletter Process	To be discussed and made smooth at Face to face.	Alandra to add to Agenda for Council to discuss 31/3/18.	Pending
Funding Workshops	Council to look at workshops available and discuss who can attend.	Guenther to add exult workshop calendar and to Trello for Council to view and discuss at face to face 31/03/18.	Complete
Funding Magazine	None made	Alandra to add to Agenda for Council to discuss at face to face 31/03/18.	Pending
Community Environment Fund	None made	Alandra to add to Agenda for Council to discuss at face to face 31/03/18.	Pending

Council Reports

Chair- Nandor- working on the website.

The article in Pure Advantage has been published 13/4/18

<http://pureadvantage.org/news/2018/04/13/permaculture-world-transition/>

Treasurer- Sean

PINZ Treasurers report 18/04/2018

BALANCE ON HAND: 31/03/2018 - \$4,248.30

Income:

Membership 10.00

Tithe 10.00

Interest 4.97

Total 24.97

Expenses:

Payment Express 34.50

Total 34.50

Sect and Membership Report April 2018- Alandra

- Eco matters March F2F venue hire invoice paid 18/4/18

PiNZ Admin Email

Wayne gc wbrowngc@gmail.com 30/3/18

Good morning, I am currently completing my Permaculture Design Certificate with Agrifutures and was interested in looking to do further study in the area of permaculture.

I was looking for accredited courses that I could do online as it looks as if we are about to move to Dunedin.

Can you direct me to any courses that are accredited and recognised nationally/internationally? I was looking for something at the certificate or diploma level.

Learning Cloud New Zealand offer a Certificate in Alternate Farming and a Certificate in Horticulture (Landscape & Garden Design) but there is little information available about whether these courses are recognised by Permaculture NZ.

Hopefully when the website is back up and running it will be easier to find when and where accredited permaculture courses will be offered.

Thanks in advance, Wayne Brown

Newsletter

sent out to- 1986

Unsubscribe- 6

Change details- 3

Bounce backs – 24

Total - 1953

Membership

- In preparation for AGM report I have compiled all Membership requests, including members added to old site- due to no 2nd clone of website being done they need to be re entered. Membership for July 2017 to April 2018 to be given 1 years Membership from website launch date 1/5/18.

Hui 2017 attendees- 57

Renewals- 10

Grads paid- 32

APW back log of Grads 2015- 2016- 50

Requests from businesses to be sent invite- 5

- 2016 Hui List does not include email addresses so cannot be added as contacts asked if Lillee can obtain.

Website

- Met with robina and received photo's for website. Compiled best of from Robina Alandra and Trish's photo's and given to Erwan to use.

- Hui Guidelines added to new website for Council only at this stage

-PEG Guidelines- can't fine any record in my email, my records or on co activate wiki- Lillee do you have these? Or someone please email to me to put up on website.

Fundraising

- Sean has agreed to attend the Exult Sustainable funding course in his region on behalf of PiNZ Council for the cost of \$120 + Travel. *Nandor and Alandra Second*

- Sean reported back about creating PINZ Tshirts and Hoodies for the Hui. The cost is upwards of \$250 set up cost for colours before printing also black and white is too expensive at this stage so this will not be possible for this Hui.

Hui Report- Louise

Summary

At present we have a full diverse programme.

We have 85 people booked

Soon to open up for day prices

Still sourcing food as local as possible

Site audit done and most materials/resources sourced

Running budget This budget includes fixed and variable cost and has a second page that will include details of all invoiced purchases. Budget codes not included just yet but can be added if needed.

Working on

We are still looking at engaging locals through posters, day rates and possible workshop

Looking for a First aider and kit

Do we need to have Risk management procedures in place? Or is this going overboard?

If so PiNZ as the governing body needs to co-ordinate. I have put together a Risk Management form [here](#).

This can be added to the Hui folder and each hui team can edit as they need and PiNZ 'sign off'. We will also need an incident form to record any incidents and update our management.

Pulling together a set up team who will stay Wednesday

Want to run facebook ad. Which account?

Profit -Sharing of Abundance

(Minute taker query for council) - Do I add the below notes from discussion? Or an edit of?

Lou asking what PINZ needs the Hui funds for and suggested that we share the abundance if Hui makes for example more than \$10,000 profit we agree to give back a percentage for her to

- Increase the food budget- to get local produce (\$6000) current budget.

- Organisation crew- free entry

- Koha for hui presenters

- Travel equalisation

Sean - we are currently running at a loss and the rough PINZ council expenses for this tax year are upwards of \$11,000.

Nandor - Wants to know how much and what threshold- if we are talking a few hundred then go ahead but if its a lot more then we need a budget in advance.

Alandra- These costs should already be included in the initial budget. PINZ Hui is currently the only reliable income for our Charity to use for future development of Permaculture in NZ. Don't count chickens before they hatch- we can share the abundance if there is one after we know the actual financial outcome of the Hui in the form of reimbursements.- Nandor and Sean second.

Risk Management – Health and Safety plan legally required for PINZ accountability. We need to sign off on preparation for potential hazards. Lou

Item	Decision	Action	Status
Hui Risk Management	PiNZ Council requires a Health and safety plan for each Hui.	James and Lou to organise and forward a suitable Health and Safety form to the Hui team to complete based on site needs by 27/4/18.	Pending
Notice of AGM	Send notice of AGM to all financial members as legally required.	Nandor to forward Notice to Alandra to email to all financial members by 25/04/18	Pending
Launch Date	May 6 th is International Permaculture day so we will have hard launch to Celebrate.	PiNZ council to Launch new website 06/05/2018.	Pending

Review of PiNZ handbook - James

Handbook: There is a lot of info in here and someone has put much effort into it. I had a look through it and found that overall there is too much info, and its difficult to find what you are after. I propose taking what is useful and re-organising it to create some kind of hybrid between the handbook and a comms plan that provides access (via links) to all of the info someone on council (or any member of the organisation at all? Some members might find it interesting?) would need, and weave into that a clear intention for each important aspect.

Here is a link to a mind map draft that I started as a tester to see if it could be a useful tool for us. It would be great if you could take a few minutes to have a look at it before the meeting. I think it has potential.
<https://coggle.it/diagram/WsVcVWZ72iJXv13j/t/pinz-purpose-from-handbook-2012-in-aotearoa-new-zealand>

I also couldn't help having a critical look at our purpose statement:(From Handbook 2012):
PiNZ: Acts as a national hub to promote and empower permaculture design, education, activism and advocacy in Aotearoa New Zealand.

I am interested to hear how others feel about this purpose statement - It leaves me feeling a bit luke warm - is it time to review this?

(Nandor adds: this is the vision statement from our ratified strategic plan
"Permaculture is a well recognised and highly respected design approach with a growing number of practioners who are at the cutting edge of thinking in their respective fields. To support this, Permaculture in New Zealand is a rapidly expanding and highly regarded network of permaculture practitioners and teachers that offers inspiration, support and information sharing to its members and the public, serviced by a small and effective council that acts to protect the integrity of the permaculture brand within New Zealand and that provides advocacy on a national level."

Website

Erwan has been on jury duty so he didn't get my email until 6 days ago. His reply was "Hi Nandor.... I'm still trying to make the resources page work in an acceptable manner, otherwise things are looking ok. I will make time this weekend to clean things up and do the changes you require."

There have been some changes, and I spoke to him today to get more clarification of where we are at. Checking receipts are emailed to paying members, discussed the soft launch and confirmed once we go live we won't touch the dev site.

It would be good if people wrote up a brief description and provided a hotlink when adding items under "resources".

We got a bill for around \$1100 from Fuzion. I complained about the size and the lack of warning and Pete is reviewing it. I also primed him for going live next week, and am waiting to hear back about that.

Nandor

Item	Decision	Action	Status
Photos for website	Bright and colourful with people	Alandra to put together some screen shots for options and send to council members by 1/5/18.	Pending

Organisational membership

To become an Organisational member of PiNZ apply directly to PiNZ council. The Organisation must meet a set criteria including demonstrating the Permaculture ethics and supporting Permaculture in NZ. The fee will be decided based on the size and intended use of the PiNZ website by the organisation.

Meeting closed 10pm