

PiNZ Council Voice Meeting Minutes

21/03/2018 8pm

Attendees Nandor Tanczos (Chairman) Sean Murphy (Treasurer) Alandra Bryant (Secretary) minute taker, Guenther Andrasko, James Andrews, Louise Shaw, Lillee Star, Robina McCurdy, Kharen Hope.

No Apologies

PiNZ Council Voice Meeting Minutes Ratified Nandor moved, Guenther second
October 2017, Nov 2017, Dec 2017 - All in favour

Item	Decision	Action	Status
<u>Minutes 18/11/17-</u>	Draft Minutes on Trello have not been reviewed by Council to be able to confirm.	Secretary to send minutes draft via email directly to each council member who will read and email back to confirm moving forward. Council to ratify all Minutes next voice meet 17/01/18.	Complete

Matters Arising from Minutes 20/12/2017

Item	Decision	Action	Status
<u>PiNZ Hui 2018</u> - Stocktake	Request stocktake with budget.	Lou to request documents used by Hui team to be made accessible to the council via Trello by 31/10/17.	Complete
- IPC NZ session	- Gather support and idea's at the NZ Hui May 2018.	Lou to request Jo include a conversational session about the IPC NZ in the Hui timetable by next voice meet 20/12/17.	IPC Application Withdrawn
Direct debt tickets Auto payment into Hui bank account managed by Jo	Council decided that after 2015 National Hui should not have Hui's own bank account again. Council prefers to have lump sum into PINZ online acc through website with the opportunity for members discount to increase membership. Hui bills paid via invoice so what other costs are there?	Lou to discuss with Hui Team reasons to have a separate account for funds and report to Council by 17/01/18.	The Hui team have set up own Acc
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.	Pending Nandor to forward to Alandra
<u>Newsletter</u> - IPC	Find a suitable Bio regional Team to volunteer to organise the upcoming IPC NZ with appropriate venue in mind.	Lillee to include request/write up of opportunity in the PINZ Newsletter 21/12/17.	IPC Application Withdrawn

Item	Decision	Action	Status
<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. Guenther to contact Daniel from Eco matters to get advice and discuss opportunities to report at next voice meet 20/12/17.	Pending Complete
<u>Website</u> - Tags - Our stories - Pictures	Tags are done but more can be added in future A few stories added but we need more. Permission to use David Holmgrens Ethics and Principals pictures on PINZ new website	Nandor to give Erwan Tags to add to new website by 01/02/18. Lou to add some stories by next face to face 31/03/18. Nandor says open source so can use without permission. Lou says she has already got permissions coming.	Auto generated Complete Permission not required
<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.	Nandor requested the list from Derina Turner via email 20/12/17 Nandor to forward list to Alandra once received. Nandor to contact Derina Turner to obtain the full details to forward to Alandra by Feb 2018.	Complete 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 to forward email criteria to Alandra by 21/12/17 for record to be added to new website.	Nandor to forward to Robina to attain.

Council Reports

Chair- Nandor- attached

Treasurer- Sean - attached

Secretary/Membership- Alandra - attached

Hui Liaison - Louise - attached

Item	Decision	Action	Status
<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.	Pending
<u>Secretary Report</u> Archived Minutes Archive Passwords	Transfer past Council Minutes from co activate to the new website. All PINZ Council passwords to be recorded and available to Chair and Secretary stored on the new website.	Nandor to review Co Activate and confirm with Alandra to action. Alandra to add Passwords to new Website.	Pending Pending

Item	Decision	Action	Status
<u>Sect report continued</u> 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
Associate Membership	Previous Membership Sect Kama has given the Associate 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 Associate Membership fee amount for an organisation moving forward at F2F 31/3/18.	Pending
<u>PINZ Hui 2018 Report</u> 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/	Pending
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 create a Real Me Account on behalf of PINZ prior to next Face to face 31/03/18.	Pending
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.	Pending
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
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.	Pending

Newsletter- Lillee and Robina			
Item	Decision	Action	Status
March Newsletter	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.	Pending
		Nandor to send Lillee some content by 26/03/18.	Pending
		Lillee to send final draft to PINZ admin email address for Alandra to send to all PINZ contacts 28/3/18.	Pending
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- Guenther			
Had a successful meeting with Damon Birchfield, the CEO of Eco Matters a non-profit hub that runs environmental outreach projects, education workshops and a number of social enterprises to help fund their work.			
<u>Suggestions</u>			
-Opportunities for the Council to up skill all over the country with public workshops for not for profits about fundraising strategies.\$120 per workshop. http://www.exult.co.nz/index.php/workshop-calender/			
- Purchase Funding Magazine subscription to keep up to date with contacts and opportunities.			
- Community Environment Fund - http://www.mfe.govt.nz/more/funding/community-environment-fund for specific projects.			
Item	Decision	Action	Status
Workshops	Council to look at workshops available and discuss who can attend.	Guenther to add exult workshop calendar to Trello for Council to view and discuss at face to face 31/03/18.	Pending
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

Website- Nandor			
- Discussed progress with Erwan who is completing the work needed to make it function on multiple devices.			
- Council needs to populate the website with as much content as possible.			
- Hope to launch the new website after final polish at face to fae 31/3/18.			
Website Launch	Hopes to launch the new website after Councils final polish at f2f	Nandor to add to Face to Face agenda 31/3/18.	Pending

Kharen Hope as the PEG Liaison and Funding officer May 2017- March 2018 for the PINZ Council has given her resignation due to time restraints and to help lower the minimum Quorum necessary for Council to make decisions. Kharen will attend Saturday evening at the face to face 31/3/18 to give funding information and have a Pizza farewell. Thank you for your voluntary work Kharen!

Chair Report PINZ Council Meet- 21/03/18

Website- Erwan has made a lot of progress on the website and I hope to launch soon after the next face to face.

Article for Pure Advantage,(a not-for-profit that investigates and promotes opportunities for green growth) - the article I wrote and circulated within Council has been edited and will be released soon. I will let council know when.

Workshop- I attended the Living Design Social Permaculture workshop where I caught up with Jo Pearsall head of the Hui 2018 team and discussed.

PINZ Treasurers report 21/03/2018

BALANCE ON HAND: 28/02/2018 - \$4,257.83

Income:

Tithe 10.00

Interest 4.48

Total 14.48

Expenses:

Payment Express 34.50

Bank fees 5.00

Total 39.50

Another slow month for our accounts. At least we still have the \$10 tithe coming in.

Regards

Sean

Secretary and Membership Report 17/01/2018, 21/02/18 and 21/03/18.

- I have received an email saying Robina has given her personal login for the new PINZ website to add the details of the PDC at Tui on her behalf. Council should not give out their personal login details. Non Council members can only use the site with their own member login after the Website launch.

- I have requested Sean create a folder titled PINZ Treasurer in his Gmail account and put all PINZ Treasurer related emails as they come in into this folder for his personal record. I will also send any relevant emails to those who it concerns if you can please also keep a folder.

Newsletter send out 22/12/17

Total sent- 2060

Bounce backs- 76

Unsubscribes- 17

Add/change- 3

New contacts- 7 I have been asking people who make contact if they would like to be added to the mailing list.

- Prem from APW has made contact in regards to 2014, 2015(30), 2016 (19), 2017 and now wants to add 2018 Graduates. Bit of a mess I need to clean up. I can do it hopefully next week. Do I give membership from launch for those who graduated in 2014? Yes.

- Previous Membership Sect Kama has given the Associate? Membership to APW at \$60p/a paid by APW 13/4/17 as a guess before council makes the decision- saying it will be under \$120. We need to discuss for new website. Talk at f2f put on agenda
-Should I give APW 1 years Associate membership from Website launch? Yes.

Membership- 1 new Grad Membership request from Sharon at slow farms payment not yet received.

Discuss

- Add all minutes to new website from co activate?- Nandor to check and let me know what date to begin from to add to website.
- Include Archive of Council passwords on new website.
- List of Affiliated Teaches Nandor has emailed from Dee Turner is not consistent with the current PINZ website records.
- Send Newsletter 21/3/18- to be sent 28/3/18.