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# Eketāhuna Our Town Inc.

32 Main Street  
Eketāhuna 4900  
New Zealand

eketahunakiwicountry@xtra.co.nz

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## MEETING MINUTES FROM: 10 OCTOBER 2019 - 7PM HELD AT THE ST. JOHN HALL

### **Meeting opened at 7.10pm**

Rena welcomed Murray Rawston to the meeting.

### **1. MEETING PROTOCOL**

**Present:** Rena Tyler (Chair), Terry Carew (Treasurer), Murray Rawston, Gary Groombridge, Jenny Davidson, Margaret Drysdale, Mercy Hemming (EIC Coordinator), Margaret Parsons (EIC Coordinator), Warren Chase, Everlyne Chase, Glynne MacLean (Secretary).

Apologies: Corinna Carew (Deputy Chair), Jules Burt (EIC Coordinator).

**Declaration of Conflict of Interest: Nil.**

### **2. MEETING ADMINISTRATION**

#### **Correspondence:**

Outward:

- Thanks to the Eketāhuna Engineering.
- Response to Murray Rawston, thanking him for his email, advising minutes had been uploaded and inviting him to attend Our Town meetings.
- Terry sent out the completion accountability report for Waireka.

Inward:

- Email from Murray Rawston about uploading further minutes to the website.
- Letter from Tararua Alliance confirming Temporary Road Closure for Santa Cruise.
- From Next regarding upgrade of machine to accept foreign issued cards.
- Emails to and from Flagmakers.co.nz in Petone about reshaping flags to go on the new flag Trax system.

Was agreed Rena would send them a flag which they could have a look at and decided if viable to alter and at what cost. Ours are double skinned to cope with wind and would also verify the cost of new flags.

### **3. CONFIRMATION OF PREVIOUS MEETINGS MINUTES**

The minutes from the previous meeting held 12 September 2019 were taken as read. Glynne mentioned that the minutes had two errors in Section 5 for which she apologised, namely - the Police Station was stated in error as having the macron in their signage whereas it is the Fire Station that does and that Mike Coals should have been Mike Collis.

**It was agreed that the minutes of the Our Town Meeting held on the 12 September 2019 (as circulated via email) are a true and correct record of proceedings.**

**Moved: R. Tyler/M. Hemming**

**Carried**

#### **Matters arising from previous minutes:**

Regarding the macrons Glynne said she had changed the letter heads in use for Our Town paperwork. She sorted out a 5 page pdf list of "Latin Extended Fonts" which include vowel macrons which she has provided to the Information Centre and will put a copy accompanied by Warren's explanation up on the website. The list includes, serif, sans serif, script, handwriting and heading fonts some are designed for online use, in print, some are Linux, some Mac, PC and Google fonts. The PDF, a copy of which was passed around, lists the names with an example in usage.

### **4. MONITORING**

#### **Financial Report: (copy attached)**

T. Carew presented the previous months financial report. He said it had been a quiet month, about \$400.00 down on sales banked than usual for this time of year. The donations and subs item are for the tiles – 6 times at \$60.00 each which has gone into the minor projects count. Running costs are standard and most are covered by the grants and funding we apply for throughout the year. Across the board, pretty healthy – included in the cash flow balance of \$7604.93 is \$1200 that has been donated for the calendars.

Terry said applications were to be done for community grants to Horizons for the Lime Track, exercise stations, same to Trust House, McCarthy Trust and also current applications into Lotteries for \$7200.00 for the contractors for the year and he would also contact Sport Manawatu for advice on further funding options.

**Applications will be made to Horizons, Trust House, McCarthy Trust for exercise stations funding at the Lime Track and Lotteries for the contractors at the Information Centre.**

**Moved: T. Carew/M Drysdale**

**Carried**

Terry said he'd not heard back from The Eketāhuna Inn re costing for the volunteer dinner and would chase up this evening.

Terry is going down to Martinborough next week to watch them putting up Flagtrax down there. The Fire Brigade are happy to assist with putting them up here.

**T. Carew asked that the Financial Reports be accepted as a true and accurate record and permission granted for paying the accounts due to be paid and applications to be proceeded with.**

**Moved: T. Carew/M Drysdale**

**Carried**

### **Information Centre Report: (copy attached)**

Mercy presented the report and said they were looking at ordering 50 of the new tea towels being the smallest batch of tea towels they could order.

In regard to the Santa Cruise signage Rena suggested "last Saturday" instead of "4<sup>th</sup> Saturday" which at glance may be misconstrued as the 4<sup>th</sup> of November. Margaret Parsons asked about specifying the actual date but Rena said we needed signs that could be reused each year which met wide agreement. Mercy said Santa Cruise would be in larger letters. Glynne asked if it was worth getting a set of digits for future use in specific dates - slotting in the applicable digits so just have "Saturday" then a gap for the digits which could then be used for anything.

It was agreed that the sign would be needed promptly so go ahead at \$76.00 plus G.S.T and order it with the agreed wording but also investigate the cost of a set of digits for use for other future events.

In regard to backing the signs the supplier had asked for photos of the back to see how it had been installed. They had advised that printing it on the back would be really expensive and recommended buying a new sign and provided two quotes. The corflute sign was much cheaper and would last two to three years and could be just bolted on the back. This would also give us the opportunity to change the back signage wording every couple of years if we wished. Rena asked that we proceed with the corflute sign and checked it would come out of the projects fund which Terry confirmed. Terry requested Mercy ask the suppliers to make the invoice out to TDC as we are not GST registered.

The sign factory is yet to come back to Mercy regarding prices and options for the macrons to be added to the signs.

Specials Bin for Santa Cruise – Jenny asked if they could be used for the lucky dip prizes rather than a specials bin. Mercy and Jenny will sort out quantities.

Rena suggested that the settlement for the ATM was not something we needed to do as we don't get paid any money and therefore have no need to reconcile it. Rena said she would investigate further and if the procedure was something assisting NEXT, they were paid to have the ATM there so it was up to them to implement and certainly not the Library's issue.

Glynne asked which international cards were now accepted and Mercy said she understood it was all major international cards.

Rena said that in regard to Kiwi quotes – the people quoting just need to specify what their quote covers along with their cost and bear in mind that water blasting may damage the kiwi.

Mercy passed around bumper stickers and tee-shirt options for feedback. A show of hands was given per design. These would be printed with macrons although the current batch of stickers were ordered prior so won't have them. Rena said please ensure that the volunteers are aware that tee shirts can be ordered in a particular size and colour for the designs we carry.

Glynne said the Santa Chair could be stored in David's garage as he had plenty of room but would need a dust cover.

The calendar proof from Greenlees was disappointing so Mercy had asked for it to be redone. The updated front and back proof came back today which was much better and Mercy expects the full proof to be delivered later this week.

**Rena asked that the Information Centre Report be accepted as a true and accurate record.**

**Moved M Heming/G MacLean**

**Carried**

## **5. WAKA PROJECT REPORT:**

Warren and Everlyne presented the impressive carvings and full-scale stencil for the Eketāhuna signage at the park and Warren spoke to the components that were represented in each carving and his creative process. The two iwi, Rangitāne o Wairarapa, Ngāti Kahungunu: the rivers that are part of where we are: uenuku, a rainbow: toki - the adze: pūmanawa, the beating heart: and the waves that are his impression of the heart beating.

Ryan is making the brackets for it to be fitted onto the wall. Warren still has to catch up with the building owner, Nick, before installing and also Mike Collis regarding the mānuka for the palisades. Rena asked if the stencil was to be used to paint directly onto the wall and Warren confirmed that that is the plan.

Rena asked if there was a possibility of it being up in time for the parade – about six weeks away. Warren hoped so but said it is dependent on both the weather and Ryan. The carvings are all part of the same tree that the waka, the bailer and the oar were carved from.

Warren said he'd need some help to permanently fix the log opposite the waka, drilling holes for steel rods. Terry suggested raking back the stones, drilling then concreting it in then before replacing the stones over the concrete for greater permanence. Gary Groombridge confirmed that the water lines went along the other side of the building.

## **6. FUNDRAISING & EVENTS:**

### **Santa Cruise**

Jenny mentioned the donation receipt had bank account details on for direct transfers. The next Santa Cruise meeting would be on Corrina's return in two weeks Rena mentioned Skye had emailed Clive about the kids wanting a spider drinks stall.

## **7. GENERAL BUSINESS:**

### **Town Signs:**

Covered under Information Centre report.

### **Quote for Repaint of White Kiwi:**

Covered under Information Centre report.

### **Carols by Candlelight:**

Margaret Drysdale sent a message to the school inviting them to participate some time ago so they could put it in their calendar. She will follow up and verify the date – which will be either 8<sup>th</sup> or 15<sup>th</sup> and a notice will be added into the community newsletter. Glynne mentioned David is keen to play again if they want him to so please let him know. Rena thanked Margaret Drysdale for her work on this.

### **Review of Draft Strategic Plan:**

Copies were of the draft were passed around. Glynne said the numbered points in the draft were numbered only for ease of discussion rather than suggesting ordered objectives. Rena liked it. Jenny said she felt it covered everything. Rena thanked Glynne for coordinating the varied ideas. Terry had two points – firstly asking if it needed overseeing at the AGM as well, to which Rena replied, no. Secondly that it needed a signature block added so it could be signed and dated by the chair.

It was agreed that it be approved and Glynne will remove the word draft, add a signature block and return the numbered points to bullet points. Copy attached.

### **Pūkaha Local Rates Reminder**

Everlyne reminded us of the local rates at Pūkaha – for anyone living between Dannevirke and Featherston the entry cost was reduced to \$10.00 per adult. Rena

asked how did you demonstrate you were local and Everlyne replied a piece of mail with your address on it will do it if the person at the desk doesn't know you. She is on the desk on Saturdays and Sundays.

On the cultural tour you get kawakawa tea and fried bread. The Open Day is on 27<sup>th</sup> October and top admittance is a gold coin donation. Everlyne said don't let photographers or journalists take your photograph unless they have asked your permission. Rena thanked Everlyne.

**MEETING CLOSURE: Close of meeting: 7.45 pm**

**Next Committee Meeting 7pm 14 November 2019 in the St. John Hall**

**Reminders:** Agenda Items for the 14 November 2019 meeting need to be sent to me no later than 7 November please. Email: [glynne@kinzett.org.nz](mailto:glynne@kinzett.org.nz)

I Rena Tyler, certify that this is a true and correct record of this meeting.

**Signed: G MacLean**

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**Signed: R. Tyler**

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<b>Income &amp; Expenditure</b>	<b>Info centre</b>	<b>Our Town</b>	<b>Sep-19</b>
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Sales banked	\$ 830.50	\$ -	Interest
Grants	\$ -	\$ -	Grants
Fundraising	\$ -		
Interest	\$ -		
Donations/subs	\$ 360.00		
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<b>Total Income</b>	<b>\$ 1,190.50</b>	<b>\$ -</b>	
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Stock etc	\$ 232.47	\$ -	Our Town Sundries
Running Costs	\$ 586.38	\$ 181.50	Newsletter
Honorarium	\$ 800.00	\$ 6,670.00	Community Projects
Volunteer Expenses	\$ 19.44	\$ -	Donations to
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<b>Total Expenditure</b>	<b>\$ 1,638.29</b>	<b>\$ 6,851.50</b>	

Bank Statement open	\$	30,055.11
Bank Statement close	\$	23,075.26

<b>Funds Allocated</b>	<b>Info centre</b>	<b>Our Town</b>	
Fitness Track		\$ 56.61	
Waka Park (Lottery2016)		\$ 2,450.96	
Volunteer Expenses (COGs)	\$ 1,423.99		
OP Grant	\$ 3,247.37		
Contractors	\$ 400.00		
ECCT - Contractor	\$ 4,500.00		
Minor Projects	\$ 3,391.40		
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<b>Total</b>	<b>\$ 12,962.76</b>	<b>\$ 2,507.57</b>	

**Our Town Cash Flow      \$      7,604.93**

**Note:**

- 1 Cash Flow includes \$1200 for calenders.
- 2 Minor projects includes known tile and book sales.
- 3 Applications to be minuted as follows:  
 Horizons - Community Grants - \$5000 - Lime Track  
 Trust House - \$5000 - Lime Track  
 McCarthy Trust - \$10000 - Lime Track  
 Lotteries - \$7200 - Contractors  
 Sport Manawatu - Requesting advice on further funding options

# Coordinators Report for Oct 2019

<b>Sept Figures are:</b>	<b>Local Visitors</b>	<b>74</b>
	<b>NZ Visitors</b>	<b>75</b>
	<b>Overseas</b>	<b>18</b>
	<b>Counter Sales</b>	<b>\$533.50</b>
	<b>ATM Usage</b>	<b>430</b>

Hello Our Town People

Love that the sun is shining a bit longer and it is getting warmer and we are seeing more tourists coming through.

Window – all about Breast Cancer and Mental Health.

Summer Hours – We have switched to summer hours on 1 Oct 2019.

Our Tea towels and Eketāhuna Magnets have been selling well.

We are wanting to purchase the Main St tea towels again as we are fast running out of the stolen from Eketāhuna design. We have received a quote and are hoping to get them in in time for Xmas.

New wording for road signs overlay “Santa Cruise 4<sup>th</sup> Sat of November” approx. \$76.00 + GST x2. As for backing for road signs two options;

- A 2400mm x 1200mm ACM is 627+gst (quality of current road sign)
- or a Coreflute 2400mm x 1200mm is 276+gst. A coreflute sign on the back would work absolutely fine!

We are looking at a specials bin for the Santa Cruise. Jenny/Corinna let us know if we can help.

The ATM upgrade has been completed. We now have a process that needs to be followed, best by the Library. See attached.

Thank you to Callum from Dove Cottage for cleaning EIC Window. Also, Cullum enquired if EIC had received any quotes for repainting the white kiwi. He mentioned if he was to paint the kiwi, he’d want to paint it with more detail (feathering).

We have been made aware that we need a new place to store the Santa chair, Chorus building? Or TDC boardroom?

We have been working on a new design for the Eketāhuna T-shirts, there are six rough concepts that we would love your feedback on.

Keep warm and happy!

Mercy Heming and Jules Burt

Co-ordinators



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## Eketāhuna Our Town Committee Inc. Strategic Plan 2020 – 2024

### **Vision**

Eketāhuna aims to be an inclusive and cohesive community with an effective community forum receptive to new ideas.

### **Mission**

To promote Eketāhuna while operating as a community hub which supports the local community, business and tourism, by maintaining communication across a broad range of media, managing the Eketahuna information Centre and collaborating with other community organisations within the township in addition to coordinating and promoting annual events, community activities and projects that benefit and enhance Eketāhuna.

### **Goals**

- To provide opportunities for participation in the community.
- To encourage community participation both in Our Town events and in promoting and supporting other organisations operating in the community.
- To work as a team and encourage collaboration while valuing and acknowledging our volunteers.
- To provide opportunities for a community voice.
- To invest in the community.
- To run a transparent, robust and accountable organisation.

### **Objectives**

- To encourage more people to attend our committee meetings ensuring everyone is welcome and has a voice and an opportunity to be heard.

- To establish smaller subcommittees to manage our projects and encourage collaboration between community groups and individuals.
- To explore funding avenues, grants and sponsorship opportunities to promote and support our activities and the Eketāhuna community while maintaining the facility to act as an umbrella organisation for smaller groups if required.
- To develop a cohesive brand for Our Town for use on promotional material correspondence, signage and labelling.
- To operate a dynamic community driven internet presence utilising a website, and interactive social media, to connect people both within our community and those from outside to our attractions, businesses and organisations.
- To support local enterprise, we will encourage people to make and sell more locally produced creative products with the information Centre such as Eketāhuna souvenirs, arts and crafts honey etc.

Signed: ..... Date: .....

Position: .....

Reviewed: 12 September 2019  
Next Review: September 2021