
Eketāhuna Our Town Inc.

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New Zealand

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COMMITTEE MEETING MINUTES OF THE EKETĀHUNA OUR TOWN INCORPORATED SOCIETY HELD IN THE ST JOHN HALL, CHURCH STREET ON THURSDAY, 10 NOVEMBER 2022

1. MEETING PROTOCOL

1.1. Present:

Rena Tyler (Chair), Glynne MacLean (Secretary), Jules Burt (EIC Coordinator), Margaret Parsons (EIC Coordinator), Jenny Davidson and all David Margaret Drysdale.

1.2. Apologies:

Corinna Carew (Deputy Chair), Terry Carew (Treasurer), Murray Rawstorn (Deputy Secretary), Everlyne Chase, Warren Chase, Bernard O'Neil and David Kinzett.

1.3. Conflict of Interest Declaration:

Nil.

1.4. The Chair declared the meeting open at 7.00 p.m. and welcomed all in attendance.

2. CONFIRMATION OF THE PREVIOUS MEETING MINUTES

2.1. Minutes of The Previous Meeting

The minutes of the previous Meeting, held on 13 October 2022 were taken as read. They had been previously circulated via email.

Motion: That the minutes of the Eketāhuna Our Town Meeting, held on 13 October 2022, be accepted as a true and accurate record of that meeting.

Moved: J. Burt **Seconded:** M. Parsons

Decision: Carried

Action: Nil

2.2. Business Arising From The Previous Meeting

2.2.1. EV Lighting TDC

- a. Rena referred to an email sent from Terry to TDC re lighting and they have agreed there is an issue which they believe they can address with brighter

lighting in the existing lamp post. Terry is unable to attend this evening so will defer for him to follow up on his return.

- b. David will be asked to hold off on his investigation until we hear back from Terry re TDC.

3. ITEM 3 – CORRESPONDENCE

3.1. Inwards

The following inwards correspondence was received:

3.1.1. Tararua District Council

October 13, 2022. Email from Peter Wimsett of Tararua District Council re EV lighting.

3.1.2. Chaos By Design

October 27, 2022. Email from Katie McGregor re completed draft of town map.

3.1.3. Murray Rawstorn

November 10, 2022. Emails from Murray Rawstorn re apologies in Minutes emailed on 25 October.

3.2. Outwards

The following outwards correspondence was sent:

3.2.1. Tararua District Council

October 13 2022. Terry email to Peter Wimsett of Tararua District Council re EV lighting.

3.2.2. Membership Address List

October 25, 2022. Secretary email membership address list, Eketāhuna Our Town October 2022 meeting minutes and reports

3.2.3. Chaos By Design

October 30, 2022. Email from webmaster/publicity officer to Katie McGregor requesting a pdf format version of the map for the website.

3.2.4. Murray Rawstorn

November 10, 2022. Emails from Secretary apologising for error.

3.2.5. Membership Address List

November 10, 2022. Secretary email to membership address list, Eketāhuna Our Town October 2022 corrected meeting minutes and reports.

3.2.6. Membership Address List

November 10, 2022. Secretary email to membership list November 2022 Meeting Agenda.

Motion: That the inwards correspondence be accepted and the outwards correspondence be ratified.

Moved: G. MacLean **Seconded:** R. Tyler

Decision: Carried

Action: Nil

4. ITEM 4 – REPORTS

4.1. Financial Report:

In Terry's absence Rena tabled the October 2022 Financial Reports on his behalf, copies of which were circulated to the meeting and is attached as enclosure 1 to these Minutes. The report noted that:

- a. Our Town Cash Flow is \$10,608.96 , TDC Budget Owed \$4,193.10 , Actual Cash Flow is \$14,802.06.
- b. Cash Flow includes \$1200.00 for calendars.
- c. Paying MA Scoon \$702.00 - 20 Nov 2022.
- d. Lotteries Application November 2022 for Contractors, Part Time Info Centre Employee, TMPs and Feasibility Report.
- e. Awaiting TDC OP Budget Payment \$10,700.
- f. Application to Lotteries/CET will be happening in 2023.

Motion: That the financial report as presented be accepted and permission granted for paying the accounts due to be paid and applications to be proceeded with.

Moved: R. Tyler **Seconded:** G. MacLean

Decision: Carried

Action: Nil

4.2. Eketāhuna Information Centre (EIC) Report:

Jules tabled the Eketāhuna Information Centre (EIC) report for November 2022 which is attached as enclosure 2 to these Minutes. Points noted include:

- a. Woohoo things are definitely picking up which is reflected in sales and visitor numbers. Most popular are T-shirts, singlets, tea towels, honey and magnets.
- b. October window for a couple of weeks was Halloween. November window is advertising The Santa Cruise.
- c. The Menz shed window was very successful and brought people into the shop.

- d. It was agreed that late night shopping advertising cost for signs in Pahiatua, \$154.00 for 2 weeks should be a cost on Our Town not local business.
- e. New stock has arrived for Christmas.
- f. 2023 calendars are selling well. Over a quarter are already sold.
- g. ATM usage is still consistently high. It has proved to be a valuable asset.
- h. Options for volunteer Christmas gifts were discussed. It was agreed Jules and Margaret would make the final decision.

Motion: That the November 2022 Information Centre Report as presented be accepted.

Moved: J. Burt **Seconded:** G. MacLean

Decision: Carried

Action: Our Town will pay for advertising the Late Night Shopping and Jules will advise NEXT of service centre access hours over the Christmas period.

4.3. Santa Cruise Report

In Corinna's absence and uncertainty in terms of the date of the Carew's return Clive has emailed Jules and Jules led a discussion to cover off the work required and reallocate tasks where necessary. Points noted include:

- a. Clive, Jenny and Jules will work out what needs to be done.
- b. Margaret Drysdale will be contacting Logie, organise the Chair by the White Kiwi and her ute will be available for transportation of tables and anything else required.
- c. It was agreed to use tables for stall holders from the community centre rather than the library to ease potential access issues in Corinna's absence.
- d. Step ladder, scissors and heavy duty stapler are all available from the EIC.
- e. David agreed (by text) to be available on the 25th @ 4.30pm to do the ladder work and stapling required.
- f. Jenny will buy a few hundred metres of tinsel.
- g. Charley will need four volunteers in high vis for TMP from 10.30am on 26th November. Glynne and Jules offered if a short fall.
- h. Routing of TMP to be verified regarding the top end of Bengston Street and parking to avoid snarl ups that occurred last year.

4.4. Walking and Cycling Report

Colin not present.

4.5. 2023 Jubilee Report

Jules said no updates and all on track.

5. ITEM 5 – GENERAL BUSINESS.

5.1. Pedestrian Crossing

Rena said she was very excited that a meeting with Glen from NZTA had been scheduled for this morning but it was postponed until 15 November at 12 noon. They had a brief telephone conversation covering possible options to discuss during his visit next week all of which Glen seemed positive about. These included;

- a. Red paint to alert motorists as per usage in Masterton.
- b. Solar powered speed indicator panels.
- c. Raising the pedestrian crossing as per those in use on State Highway Two through Carterton.

5.2. Maps

Katie McGregor of Chaos By Design Nz has designed a map which was emailed out in advance of the meeting. The meeting felt it was an excellent design and map. After general discussion it was agreed that Glynne email Katie and request the following:

- a. The cost of updating business names over time, which if built in layers for the text, may be a quick and simple alteration for periodic reprinting of printed maps.
- b. That Katie provide a second version of the map that is non-specific in terms of business names, using generic labels e.g., Coffee, Café, Groceries, Bottle Shop, Op Shop, Inn, Petrol Station for the permanent weather proof fixtures so they remain relevant over time with a view to EOT updating business names via QR codes.

The map design was approved with the following updates to be requested:

- a. Rename Old Cemetery item 30 “Mangaoranga Eketāhuna Cemetery/RSA” to match international cemetery databases.
- b. Rename Cemetery item 13 “Eketāhuna Lawn Cemetery” to match international cemetery databases.
- c. Add a Stile icon to indicate the halfway exit point on the Cliff Walk for those wishing to do a shorter walk.

It was agreed that once the changes are made, and approved, 2 or 3 permanent A1 sized weatherproof signs would be purchased (for potential placement at the playground, EV Charging Station and the White Kiwi) and the A4 printed maps (business specific) to be distributed to EIC, Museum, Library and 2 additional A4 prints to be displayed in cabinets by Four Square and Addiction. Jules will approach

Greenlees Print regarding print pricing and the Sign Factory regarding weather proof sign manufacturing.

5.3. QR Codes

Jules has raised the QR codes as requested. Placement possibilities and content options were discussed. QR codes solve the issue of naming of businesses as the data can be updated online. Aratoi's usage was discussed. Glynne is keen to learn how to make these and upload the information and it was agreed Jules would email through the work to date for her to continue on with. Map printing would be deferred until more work has been done on the QR codes content and placement.

5.4. Filing of Our Town Documents & Papers

Rena spoke to Corinna and we can use space in the Service Centre's strong room to allow us to have a central filing depository to avoid papers being scattered over the residences of various officer holders. Rena will get some boxes from Stationary Warehouse. Jenny said will need to sort out a filing system and have a register to identify which boxes contain what. A digital version would be kept on the removable storage disk.

5.5. Sign on Corner of Bridge Street

No further progress on Keinzley side of road. Awaiting developments.

5.6. Carols by Candlelight

Margaret Drysdale spoke about this year's carols and it was decided to not to arrange any for 2022 due to musician unavailability and gauge interest for carols in 2023.

6. MEETING CLOSURE

6.1. There being no further business, the Chair declared the meeting closed at 8.18 p.m.

6.2. The next Meeting is scheduled for Thursday, 15 December 2022.

G. MacLean

Secretary

R. Tyler

Chair

Income & Expenditure**Info centre****Our Town****Oct-22**

Sales banked	\$ 1,013.50	\$ -	Interest
Grants	\$ -	\$ 500.00	Grants
Fundraising	\$ -	\$ 78.00	MA Scoon
Interest	\$ -		
Donations/subs	\$ 500.00		
Total Income	\$ 1,513.50	\$ 578.00	

Stock etc	\$ 560.25	\$ -	Our Town Sundries
Running Costs	\$ 575.58	\$ 150.00	Newsletter
Honorarium	\$ 1,000.00	\$ 550.00	Community Projects
Volunteer Expenses	\$ 49.97	\$ -	Donations to
Total Expenditure	\$ 2,185.80	\$ 700.00	

Bank Statement open	\$ 43,094.04
Bank Statement close	\$ 42,299.74

Funds Allocated**Info centre****Our Town**

Lotteries CCTV		\$ 18,000.00
Lotteries TMP		\$ 5,400.00
Lotteries STMS Co Ordinator		\$ 2,812.37
Volunteer Expenses (COGs)	\$ 1,750.03	
Minor Projects	\$ 2,622.68	
Maintenance Account		\$ 1,900.00

Total	\$ 4,372.71	\$ 28,112.37
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Our Town Cash Flow	\$ 10,608.96
TDC Budget Owed	\$ 4,193.10
Actual Cash Flow	\$ 14,802.06

Note:

- 1 Cash Flow includes \$1200.00 for calenders.
- 2 Paying MA Scoon \$702.00 - 20 Nov 2022
- 3 Lotteries Application Nov 2022 for Contractors, Part Time Info Centre Employee, TMPs and Feasibility Report.
- 4 Awaiting TDC OP Budget Payment \$10,700.

Coordinators Report for Nov 2022

	Aug	Sept	Oct
Local Visitors	57	67	83
NZ Visitors	27	79	127
Overseas	0	10	2
ATM Usage	392	419	430
Counter Sales	\$283.50	\$811.00	\$1604.00

Hello ladies and Gents

Woohoo things are definitely picking up. As can be seen by the Sales figure above. People are enjoying the stock available at EIC. Most popular are T/Shirts, singlets, Teatowels, Honey, and magnets.

EIC Window Theme's

October window for a couple of weeks was Halloween. November window advertising The Santa Cruise.

Volunteers Xmas Present

See attached options, with 4Square voucher. How much per head?

Eke Late Night Xmas Shopping

Cost for signs in Pahiatua, we should cover, Sarah had paid for the last few years. \$154.00 for 2 weeks.

Stock

Have ordered new stock for Xmas. Pop in and see.

EIC Calendar

Calendars now available for sale. Have sold 27x already.

Kind Regards

Jules Burt
Co-ordinator

