



## **Minutes of the Committee Meeting Sunday 14 December 2025 9.00am**

**Held at the Onemana Pools**

### **Present:**

Rob, Anna, Annabelle, Bruce, Carol, Christine, Jennie, Kim, Neville, Ruhi

### **Apologies:**

Leticia, Murray

### **Welcome & Update by Chair:**

The Chair welcomed everyone to the meeting.

### **Approve/Amend Meeting Minutes of 8 November 2025:**

No changes required to the minutes.

Moved - Bruce

Seconded - Carol

### **Action Points from the Meeting 8 November 2025:**

- Rob has met with the Rayonier representative, who has agreed to put boulders in the ruts of the 4wd tracks.
- ORCA members have been advised on the basketball court approval & change in secretary.
- The draft constitution has been checked & updated.
- The committee meal has been postponed until 2026.
- Changes to the BNZ signatories and IRD access are in progress.
- The end of year accounts have been completed.
- The receipt form has been updated to include signature.
- Christmas lights have been put up.
- Advertising has been arranged for the Market Day.
- An event has been held with Glenn Aitken performing.

### **Correspondence (Inwards/Outwards):**

The Basketball half court will be discussed under General Business.

No payments have been made to iwi at this stage. Rob advised that this is a condition of the consent, despite some of the committee objecting to this payment.

Murray's email re the accounts has been noted. The accounts will be changed on recommendations from the reviewer.

Murray's letter re change in constitution letter wording was noted. No change has been made to the cover letter. Murray's opposition to being an incorporated society was noted in the May 2025 minutes.

**Treasurer Reports:**

Income: \$2,103.91

Expenses: \$574.54

Bank Accounts: \$83,222.59 (includes basketball funding)

- Reminders for the annual subscription were sent out at the end of November.
- Insurance and Bunnings (lights) have been paid
- The BNZ was requested to transfer the term deposits to the rapid save account.
- The annual accounts have been signed by the reviewer.
- Changes were required to the format to bring the accounts in line with the new Tier 3 requirements for the Charities Commission.

**Action Points:**

- Jennie to scan the final accounts, to be distributed with the AGM documents.
- Jennie to circulate to the committee, a list of unpaid membership subs.

Moved - Rob

Seconded - Christine

**Events:**

Rob delivered Sandra's report.

There were 18 people attending the November community morning tea.

The Bingo night and the Glenn Aitken music night were highly successful events, with 38 attending for the Bingo, and 47 attending for the Music/Mexican night.

Carol is organizing the Christmas carols event on December 23 in the marquee (6.45pm). Santa is organized. A beach hop car will be used this year. Gold coin donation will be requested for the song sheets, to go to the foodbank.

The marquee has now been erected, with 20 people helping. Rob, Ruhi and Bruce counted all components the day before, and partly set up the roof prior to the helpers arriving.

**Environment & Maintenance:**

Bruce & Rob delivered the Environment & Maintenance reports. There have been 14 rat kills, bringing the year-to-date total to 137.

There have been problems with the trail camera used for monitoring the safety of the dotterels. Helen had worked on trying to fix the camera. Les has requested \$181.89 plus freight to purchase a new camera. All agreed to the purchase.

Moved – Kim

Seconded – Rob

The weebusters team have been maintaining the tracks, spraying (trying to get the blackberry under control), working on the entrance to Onemana, and weeding as much as possible in the dunes.

**Community Board Meeting:**

The CBM was held on Tuesday 11 November 25. Christine watched this meeting online.

Mark Drury was elected Chair, with Neil Evans as Deputy-Chair.

The next meeting is not yet advertised on the TCDC website.

**New Members Approved:**

Jennie advised there are 151 paid up members to date, for the 2025-2026 year, which is an improvement for the same period last year.

**General Business:****Basketball Court Update:**

The Resource consent was lodged with the Council in July 2025, and was deferred to the Commissioner on 25 Sept 2025, to show there was no conflict of interest with TCDC. The Resource Consent has now been approved.

The committee can now appoint a contractor.

Anna Thomson made a declaration that she has a conflict of interest with the appointment of the contractor. Anna is married to Grant Thomson, who has submitted a quote for the installation of the basketball court.

Anna made this disclosure to the committee, abstained from the voting for the contractor, and from the discussion.

Rob then tabled the 2 quotes received for the contractor to build the half court – Grant Thomson and QSC (based in Whangamata). Discussion was held on location of the contractor, passion for the project, contract price, materials price, availability and project management.

It was moved by Rob, to accept Grant Thomson's quote.

Seconded – Jennie

There were no objections by any committee members present.

It was noted that the site plan must be sent to the 3 iwi concerned, 4 weeks prior to construction starting.

Ruhi advised that she has contacted the council, and no building consent is required. Kim queried the direction of the basketball hoop. The location is as per the consent approval documents.

Discussion was held over the process of the approval and involving a Commissioner. ORCA will not be responsible for paying the Commissioner.

Kim queried the opening, but it was decided to leave this organization until a later date.

Rob re-iterated that no costs have been incurred to date for the half basketball court.

Action Points:

- Rob to formally accept Grant Thomson's quote & arrange a meeting with him to discuss the next steps.

Security Camera:

Rob has queried the \$12k security camera funding previously approved. Eileen advised that camera requires fibre and the FENZ building does not have a fibre connection.

Rob suggested that ORCA subsidise the cost, provided it was a minor shortfall. The cost of the fibre connection was questioned, as some thought that this was provided as a free service by Chorus.

Action Points:

- Rob to follow up the cost of fibre connection to the FENZ building with Eileen/Chorus.

Market Day 29 Dec 2025:

The market day plans were discussed. All plans are going well.

- Only 2 stall holders unpaid to date.

- All food certificates have been received.
- Bruce & Rob will put out the signage this week.
- No consent is payable to TCDC.
- Ruhi has requested that the lawns be mowed on the 27<sup>th</sup>, prior to the event.
- Ruhi, Bruce, Rob & Neville will mark the lines for the stalls.
- Sandra is putting out a poster to advertising books and baking.
- Ruhi & Bruce will man the gate in the morning & Rob & Neville at night.
- Bins were previously managed by Bruce Scott & John Freer. Ruhi will contact John to confirm if he and/or helpers can manage the bins.
- Carol will follow up on the BBQ. Pools did the BBQ last year. Anna offered to be responsible for this.
- No treasure hunt this year.
- Carol to confirm dotterel stall (as she does closer to the time).
- Carol to confirm CFM advertising.
- A raffle was discussed, but Bruce cautioned on DIA regulations required for holding a raffle.

#### Annual General Meeting:

The plans for the AGM were discussed.

- Kim questioned the deadline for the agenda & other documents to be sent to members, as documents were previously sent out 21 days in advance of the AGM. It was thought that the current constitution deadline was that documents must be emailed 14 days in advance.
- Kim queried the process for the community reports. Rob replied that it would be the same as last year.
- The membership subscription was decided to remain at \$25
- Carol suggested to make Rob Clarke (the reviewer) an honorary member.
- Kim queried whether processes were in place for the election of officers. Previously coloured cards were given to members for voting – 1 card per member.
- Carol has the cards, cashbox, member sheets.
- A cash float is required for the day. It was agreed to use the market day float & petty cash.
- Kim queried the change to process for elections under the new constitution. It was confirmed that voting is under the current constitution (show of hands). The committee is made of 3 officers plus 9 members.
- Nominations can be made on the day.
- Rob will bring the microphones & the speaker.

#### Action Points:

- Christine to confirm the number of days for the documents to be emailed.

Speaker Hire:

Neville advised that there was speaker hire cost for the Music event with Glenn Aitken needed to be paid by ORCAs (\$223.68).

Moved – Jennie

Seconder - Bruce

Bruce Scott Thankyou Gift:

Kim suggested giving a Thank you gift to Bruce Scott. Ruhi advised that Bruce Scott has had his farewell event and is moving to Australia. He did not want any acknowledgement for his work done for ORCA.

Letter from Kathryn:

Kathryn has written suggesting new floodlights for the entranceway as the covers have holes in them. The committee decided that while the lights were still working this would be sufficient.

Kathryn also suggested adding a netball hoop to the opposite end of the basketball court. As the process for the basketball court is already well underway, the committee decided that no changes can be made to current plans.

Firebreak:

Ruhi has replied to member who has highlighted the fire risk of the long grass on the reserve at the back to Tuna. Ruhi has contacted the farmer to move the cows.

Sports Balls:

Bruce asked if ORCA owned any volleyballs. Ruhi advised that ORCA owns one volleyball. Bruce suggested buying more volleyballs. Rob queried whether ORCA would purchase basket balls, as buying volley balls would set a precedent. It was decided that people should bring their own.

The meeting was closed at 10.15am

**Next Meeting:**

AGM: 2 January 2026

## **Summary of Action Points:**

### ***Rob:***

- Accept Grant Thomson's quote & arrange a meeting with him to discuss the next steps.
- Follow up the cost of fibre connection to the FENZ building with Eileen/Chorus.

### ***Jennie:***

- Arrange for the donations to be made to Onemana SLSC & Onemana Pools, with accompanying email/remittance.
- Scan the final accounts, to be distributed with the AGM documents.
- Circulate to the committee, a list of unpaid membership subs.

### ***Carol:***

- Follow up ORCA membership with Sarah Speedy.

### ***Christine:***

- Cross reference databases before the AGM
- Send out the approved agenda, together with all other documents.
- Confirm the number of days prior to the AGM that documents must be emailed to members.