

WELRA MEETING

23rd SEPTEMBER 2011, 10 a.m.

Gillespie Hall, Lincoln University

1.0 Present: David Hewson, Ray Goldring, Maree Goldring

2.0 Apologies: James Hoban, Chris Stewart, Dean Turner,

3.0 Minutes of Last Meeting: David/Maree Passed.

4.0 Matters Arising:

4.1 Bealey Spur - Gerry and Tony contacted. Gerry only happy for 4-6 week trapping programme only to see if there are any stoats present. Traps already available and will be set and monitored by Bealey Spur/Tony Edney.

4.2 Biodiversity Projects - already begun. Agreement for Cave Stream catchments signed, and fencing on Flock Hill down Craigieburn Stream, and Winding Stream acknowledged.

4.3 Savings Account - money transferred already and accruing interest.

4.4 Finances audited for 2009/10. Funded by GST returns.

4.5 Logging - expressions' of interest received - 3 replies.

4.6 Solid Energy - MOU signed. Wilding work beginning 5th November.

4.7 Spraying - results of trials in a few weeks - looks promising for both aerial and stem spraying.

5.0 Correspondence:

Inward

- University of Canterbury - logging approval
- BP - vouchers \$200
- LINZ - Financial Management system
- CCT - donation function (Ray & Maree or David to attend)
- Solid Energy - MOU
- LGB - funding grant notification
- Neil France - audit report
- ECAN - Biodiversity Incentives Funding Scheme
- Min for Environment - first round application declined
- Bank statements
- BDO Spicers Statements
- Email - to David Hewson Reply Patrick Milne Independent Forestry Consultant
- Logging expressions of interest x3 (Forestry Management Limited, Laurie Forestry, Trans Tasman Forestry)
- Email - Approval from Flock Hill Holdings for logging.

Outward

- Logging expressions of interest to 8 companies
- Email to Patrick Milne re consultation for forestry contract.
- LGB - funding explanation.
- Logging expression-of-interest to companies

6.0 Finance:

- \$25,933.02 in cheque account (@ 21.9.11)
- \$50,473.59 in investment (@ 21.9.11)
- Payment - BDO Christchurch \$828.00 (auditing)
 - Neil France - \$402.50 x 2 (accounting)
 - IRD \$2,618.95 (GST)
 - **Accounts for payment approved: Moved/seconded - Maree/David**
- Charities Commission - annual report will be done by Ray. Ray is primary contact, with James is secondary.
- Income -
 - LGB - \$233,000 - + GST
 - Solid Energy - expected \$5,000 + GST
 - Southern Trust - \$20,000 incl GST
 - LINZ - 15,700 incl GST
 - WWF - \$5,744 incl GST (left over from \$10,000)
 - ECAN - \$46,000
 - Pacific Development & Conservation Trust - \$20,000 incl GST
 - CCT - \$18,000 incl GST
- Future Accounting procedures - Ray will keep accounting spreadsheets for inwards and outwards payments (refer #7 below)

7.0 General Business:

7.1 Future jobs management, invoice and payment processes-

1. Initial approval of Wilding plan by Ray & David (liaise with Dean)
2. Dean recommends contractors; David and Ray approve
3. Work supervised by Dean
4. Work completed - Dean quality control approval before invoice is written.
5. Invoice, shape file and map of completed area to Ray
6. Ray to record details on spread sheet. Copy invoices.
7. Ray send invoice to David. Internet banking - Ray, David and James (2 needed)
8. LGB - invoice directly to them with covering-sheet. Pay payee direct.
9. ECAN - if upload bulk, then internet transaction as #5.

7.2 Proposed WELRA Work plan Spring 2011 - David - tabled.

Approved subject to any changes that may arise on site

Maree/Ray

Thanks to David for his work on this document.

Before commencement urgently need to meet with Dean, Ray, David, Darren and Steve Palmer and work through practicalities of priority areas. Some areas can be started soon. On-site meeting needed next week. (Monday).

Broad Stream - first area to be dealt with.

7.3 Management of control operations:

- Volunteers - ECAN - James, David, Rob Gerard. Random volunteer groups - Ray.
- Contractors - Dean contract management, health and safety, quality control

- Ray and David - approvals, approvals for changes, processing invoices.
- Logging - Exec decides on preferred contractor. DOC supervises on DOC land, Dean and David on Flock Hill land. Ray and Maree monitoring and liaison with contractor.

7.4 Funding Applications:

Donna is looking through lists for potential funding sources.

Note our appreciation for her input into funding applications along with David and James.

7.5 Website -

- Dean's last report will go onto website. Ray to send to Jack.
- Summary of funding work plan send to Jack to be put on - David.
- Some acknowledgement of funders contributions with logos

7.6 Funders Reports - completion dates on work programme.

7.7 Informal Meeting summary - David/Ray to follow-up ECan funding asking Graeme Sullivan for confirmation letter.

As a quorum was not present, approvals from today's meeting will be ratified at the next general meeting.

AGM - November date to be confirmed.

Exec meeting after.

Meeting finished 12.30 p.m.

Maree Goldring
Secretary

