

# CONCOVE BOARD MEETING MINUTES – 15 DECEMBER 2021

NEXT MEETING: WEDNESDAY 26 JANUARY 2022, 9AM – 12PM, MS TEAMS

## WELCOME AND ADMIN

### ATTENDEES:

<b>Co-Chairs</b>	Graham Burke
<b>Board Members</b>	Martin Carroll, Pam Bell, Amos Kamo, Honor Columbus, David Fabish
<b>Interim General Manager</b>	Pip Schollum-Manase
<b>In Attendance</b>	██████████ (ConCOVE Executive Assistant), ██████████ (Project Lead – Disruption) – for the Directors Report only
<b>Apologies</b>	Craig West, Nick Clayton, Phil Hokianga, Heather Stonyer left at 9.30am.

### AGENDA:

<b>Karakia</b>	Given by Amos Kamo.
<b>Administration</b>	
Register of Interests	No new interests noted at meeting – David Fabish emailed new interest - Building and Construction Training Fund Board. No longer on BCITO Board.
Minutes of last meeting	Correction – CRM system, bespoke wasn't decided on, it was an idea. Updated. Pam Bell passed, Honor Columbus seconded.
Correspondence	Nil
Actions Table	Updated
Risk Register	Taken as read in Board pack. Did not update.
<b>Board-Only Time</b>	Occurred
<b>Closing Karakia</b>	Given by Amos Kamo.

#### 1. Board Only Time

- Held 9.00 – 9.45am.

#### 2. Introduction

- Welcome to Pip, introductions from the Board and Pip.
- Research methodologies – Honor to share ideas on how to appropriately connect with Pasifika people. (Action Register #156).

#### 3. General Manager's Monthly Report

- Finances included in report
  - Activity included in report
  - Recruitment included in report
  - Projects included in report
- Pip and Martin to work on Covid Risk assessment for ConCOVE – not staff or workplace (covered by MIT Covid Policies) – around people that are offsite, Board Members coming on site, stakeholder hui, Advisory Groups etc. At the moment, if a Board Member wants to come on site, need a My Vaccine pass, mask etc (Action Register #152).
  - Project areas – would be useful to state problem upfront in Board Report, currently getting a list of action items / work in progress, hard to comment or provide valuable feedback. For every project, restate problem we are trying to solve each time. Any time you are reporting against 'something', we need that 'something' written up first. (Note – the ConCOVE Team has been advised).
  - Graham to arrange a meeting with ██████████. (Action Register #153).
  - ConCOVE to take advantage of Construction Accord Workforce Research Forum, minutes circulating – someone from ConCOVE to be part of this.
  - Relationships with other ROVE entities were discussed ██████████ ██████████ (Action Register #154).
  - Noted there are monthly meetings between Te Pukenga, the Co-Chairs and host. ██████████ ██████████.
  - Ecosystem map – discussion around requirements for map which includes other current projects and how they relate to ConCOVE. Want visual mapping – Pam will share examples. (Action Register #155).

- Graham noted he is grateful for effort that the team and Project Leads have done to carry on with work in what has been a very tough few months.
- [REDACTED] – team are currently mapping out key deliverables and actions in first quarter of 2022, putting on a timeline.

#### 4. Action Register

- Action Register – updated.
- [REDACTED]
- Do a refreshed skills matrix of the ConCOVE team, and find a recruit that fills the gaps. (Action Register #157).
- Academic Director wasn't budgeted into forecast, a new forecast needs to be done before filling all vacancies. Diversity, opportunity to outsource. (Action Register #158).

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

#### 5. Risk Register

- Risk register – did not update. Leave until January when we have more of the Board in the meeting.
- New Risk added - that it may take some time to get a Director. (Risk Register #29).
- On agenda – add 'FOR REVIEW' on risk register.

#### 6. General Business

- Waiting on TEC Template for Annual Report. (Note – received 15.12.21).
- Future Board Meetings all set around Board dates.
- Performance review of Board (self-review due in January 2022).
- [REDACTED] to send 2022 Board work programme to the Board.

#### Advisory Groups –

- [REDACTED].
  - Need a transparent process for filling vacancies – send out to all members advising positions available, not just accepting CV's for those who are 'in the know'.
  - We appoint people, not organisations.
- [REDACTED]
- [REDACTED]
- Not looking to expand groups at the moment, need to sort out current groups first.

#### New ConCOVE members –

- [REDACTED]
- [REDACTED]
- [REDACTED]

#### Other general business –

- [REDACTED]
- Action item to work out process of how we vet / complaints process. (Action Register #127).

#### Board Pack future changes –

- Add previous minutes only, not previous registers.
- Action register – add date of updates.
- On agenda – add 'FOR REVIEW' on risk register.

#### 7. Closing

- Graham wished everyone a happy and result holiday season. Welcome again to Pip, thank you for setting in, much appreciated. See you all in January, thank you for all your efforts this year.
- Thank you to Graham, Phil and Martin for all efforts this year, have gone well above and beyond.

**ConCOVE Board Action Register**

	Item	Person Responsible	Due Date	Status (In progress or Closed)
76	Offer roles for Project Leads. [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]	Pip & Tony	Ongoing	In progress
77	Offer roles for Researchers. [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]	Pip & Tony	Ongoing	In progress
88	Marketing person to work on grassroots level engagement. <b>Update</b> - stakeholder engagement plan draft has been reviewed with Board Members. Bharti working on Version 2 now. Update 15.12.21 - leave in progress.	[Redacted]	30-Nov-21	In progress
103	Map out when we feed back into WDC's so we can communicate how we plan to translate research into action (feedback loop / flow chart). Stakeholder engagement piece - how and when. [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]	Bharti	Ongoing	In progress
119	Update ecosystem and get statements about how the system works. Update - waiting for WDC update on how to engage.	[Redacted]	TBC	In progress

121	[REDACTED]	Amos / Bharti / Phil	15-Dec-21	In progress
122	<p>Project leads to get closer with Board Member project champions regarding strategies and objectives with projects.</p> <p><b>Update</b> - broaden now, invite the Board to have a debrief on focus areas. Bharti to come back and present the flow of how we intend to do this going forward.</p> <p><b>Update</b> - Documents sent to Board October 2021. Bharti to present at next Board meeting.</p> <p><b>Update 15.12.21</b> - in progress.</p>	Project Leads	17-Nov-21	In progress
127	<p>Create a criteria for decision making for ConCOVE Members. Bharti to contact other organisations about their criteria as a benchmark.</p> <p><b>Update - 15.12.21</b> - in progress.</p>	Bharti	15-Nov-21	In progress
138	[REDACTED]	[REDACTED]	15-Dec-21	In progress
148	<p>Offer Cultural Competency Training to Board Members and Advisory Groups, if they wish to attend</p> <p><b>Update</b> - has been offered to ConCOVE Staff, Board, and the Maori and Women's Advisory Groups to date. Will schedule another session in 2022.</p> <p>Update 15.12.21 - offer next year. Arrange Pasifika cultural training.</p>	Bharti	Ongoing	In progress
149	<p>Bharti to provide new financial reporting format. Graham and other Board Members to assist with creating new format.</p> <p><b>Update</b> - new format being worked on by finance, will be presented prior to next Board Meeting.</p>	Bharti, Graham, Phil	10-Nov-21	In progress
150	[REDACTED]	[REDACTED]	17-Dec-21	In progress
151	<p>Bharti to take feedback on Stakeholder Engagement Plan, Quality Management Plan and Research Methodologies paper to the team and come back to Board.</p> <p>Update 15.12.21 - look through Bharti's emails following last Board meeting for this feedback.</p>	Bharti	15-Dec-21	In progress
152	Pip and Martin to work on Covid Risk assessment for ConCOVE	Pip, Martin	26-Jan-21	In progress
153	[REDACTED]	[REDACTED]	26-Jan-21	In progress

<b>154</b>	████████████████████	██████	26-Jan-21	In progress
<b>155</b>	Create visual map of project landscapes / overlapping projects	Project Leads	26-Jan-21	In progress
<b>156</b>	Honor to share ideas on how to appropriately connect with Pasifika	Honor	26-Jan-21	In progress
<b>157</b>	Create a refreshed skills matrix of the ConCOVE team	Pip, ConCOVE Team	26-Jan-21	In progress
<b>158</b>	Reforecast budget to allow for Deputy Director - Academic	Pip	26-Jan-21	In progress
<b>159</b>	████████████████████ ████████████████████ ████████████████████ ██████	██████	26-Jan-21	In progress