

# ConCOVE Board Meeting Minutes

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**DATE & TIME**: 10.30am, Wednesday 10<sup>th</sup> February 2021

**LOCATION:** Rm TP110, TechPark, Manukau

**N.B.** A powhiri was held (prior to the commencement of the Board Meeting) at the MIT Otara Campus Marae to welcome our two newest Board Members: Amos Kamo and Honor Columbus and our new Director, Bharti Kottaiya Raniga.

**ATTENDEES**: Graham Burke (Co-Chair), Phil Hokianga (Co-Chair), Paul Hollings (MIT Host Rep),

Craig West, Pamela Bell, Heather MacKay, David Fabish, Nick Clayton, Amos Kamo, Honor Columbus, (Board Members), Bharti Kottaiya Raniga (Director),

(ConCOVE Project Manager).

IN ATTENDANCE: Martin Carroll (EGM Academic & Provost, MIT & Unitec)

APOLOGIES: None

|    | ACTIONS TABLE: 8.03.2021   |                     |                            |                   |  |  |
|----|--|---------------------|----------------------------|-------------------|--|--|
| #  | TASK   | OWNER               | DUE DATE                   | STATUS            |  |  |
| 2  | Consider 're-naming' the Diversity project 'Opportunity' or 'Potential'. Is this still the right approach?   | Bharti              | 11 Mar 2021                | In progress       |  |  |
| 23 | Investigate if the MIT Marae could 'gift' ConCOVE a name   | Phil                | 26 Feb 2021                | In progress       |  |  |
| 28 | Secure permission from the 91 ConCOVE Members that joined prior to 20.11.20 to have their names on website. Send email to all Members introducing Bharti and our Board and in this comms piece, provide the option to 'opt-out' of having their names listed on the website. | Bharti &<br>Carlene | 11 March &<br>1 April 2021 | In progress       |  |  |
| 29 | All Board Members to sign off the Charter document once<br>the form and function of the Advisory Groups is agreed and<br>the Charter updated to reflect these changes  | Board<br>Members    | 11 Mar 2021                | Not yet commenced |  |  |
| 33 | Produce an FAQ sheet for Board Members and staff to refer to when discussing ConCOVE.  |                     | 5 Mar 2021                 | In progress       |  |  |
| 34 | Correct typo's in the Charter that Nick identified   |                     | 1 Mar 2021                 | Completed         |  |  |
| 35 | Have press release ready for release – introduce Board Members, New Pasifika Board Member and Director   |                     | 5 Mar 2021                 | In progress       |  |  |
| 36 | Produce a 2021 reporting schedule that includes TEC, Te Pukenga and MIT  | & Martin            | 26 Feb 2021                | Completed         |  |  |
| 39 |  | Martin              | 26 Feb 2021                | In progress       |  |  |
| 40 | Add an explanation on each of the projects to the FAQ doc  |                     | 5 Mar 2021                 | In progress       |  |  |
| 41 |  | Bharti              | 11 Mar 2021                | In progress       |  |  |
| 42 | Create a Sharepoint site for the Board. Would TEAMS be suitable?   | Bharti              | 26 Feb 2021                | In progress       |  |  |
| 46 | Update Risk Register with new classifications and new risks  |                     | 26 Feb 2021                | Completed         |  |  |
| 47 | Work with Board Members and the MIT Finance Team to ensure Board Members are paid in a timely manner   | Bharti              | 26 Feb 2021                | Not yet commenced |  |  |

| 48 | Work with Bharti to ensure she has visibility of ConCOVE's finances  | Martin | 26 Feb 2021 | Completed   |
|----|--|--------|-------------|-------------|
| 49 | Ensure Board Members receive monthly updates on ConCOVE's finances   | Bharti | 11 Mar 2021 | In progress |
| 50 | Send a copy of the Project Lead Job Description to all Board Members   | Bharti | 26 Feb 2021 | Completed   |
| 51 | Design a visual representing the ConCOVE 'eco-system' and include this on the ConCOVE website  | Bharti | 11 Mar 2021 | In progress |
| 52 | Change the next Board Meeting to a full-day based at TechPark. Include Advisory Groups and Project Lead Job Description as topics for General Business |        | 26 Feb 2021 | Completed   |
| 53 | Contact Merran Davis from Te Pukenga and ask for ConCOVE to be included in the Operating Model Reference Group   | Bharti | 26 Feb 2021 | In progress |
| 54 | Source a copy of Te Pae Tawhiti  |        | 11 Mar 2021 | Completed   |
| 55 | Invite all Board Members to the official opening of TechPark on Friday 5 <sup>th</sup> March, 9.30am-11.00am.  |        | 15 Feb 2021 | Completed   |
| 56 | Circulate powerpoint presentations to the Board  |        | 15 Feb 2021 | Completed   |

#### **AGENDA**

Whakatau and Karakia Given by Phil

#### Administration

Apologies None
 Introductions All
 Team Photo All
 Register of Interests None

Minutes of last meeting
 Confirmed by Pamela Bell and Paul Hollings

Correspondence n/aActions Table Updated

#### Reporting

Director's Monthly Report – January 2021

a. Finances nothing to updateb. Activity included in report

i. Data Dashboard drafted and in use

ii. Plan on a Page – drafted and in use

iii. Board Member interviews held and final appointment made – welcome Honor! (3)

c. Recruitment included in reportd. Projects nothing to update

### **General Business**

## Recruitment

 Our new Director, Bharti Kottaiya Raniga has been appointed and commenced in the role on the 2<sup>nd</sup> of February.

MIT's HR team have 'set up' the ConCOVE Marketing and Admin roles in the MIT system Recruitment has not yet gone to market. Risk Register Tweaked then agreed to by Board o Two new Risks added **Finances** Bharti is to liaise between the Board Members and the MIT Finance Team to a) pay any outstanding fees and b) formalise a smooth payment process going forward Martin is to work with Bharti ensure she has visibility of the ConCOVE finances Bharti to ensure the Board receive monthly ConCOVE financials Miscellaneous o Bharti to send all Board Members a copy of the Project Lead Job Description Discussion on whether ConCOVE could 'cut loose' from MIT if MIT's name/reputation were brought into disrepute Design an updated ConCOVE 'eco-system' and include this on the ConCOVE website Discussion on inviting Board Members to take turns to present to the meeting on a topic of interest/expertise Official opening of TechPark scheduled for Friday 5<sup>th</sup> March, 9.30am-11.00am and all Board Members are invited The description of the roles and duties of the Advisory Groups provided in the Charter document differs from the Board's understanding and wishes. Document is to be reviewed and recommended changes circulated to the Board. Agreement that next Board meeting would be a full day held at TechPark and is to cover the topics of a) the role of the Advisory Groups and b) how many Project Leads will be required/what their jobs will involve

# **Board-only time**

| Karakia                | Given by Phil   |  |  |  |  |
|------------------------|---|--|--|--|--|
| <i>N.B.</i><br>Vision/ | Following the Board Meeting, we had 2 speakers present to us for an hour each then had a /Mission workshop facilitated by |  |  |  |  |
| The foll               | owing are actions that came out of these sessions:  |  |  |  |  |
|                        | RoVE  |  |  |  |  |
|                        | i to contact Merran from Te Pukenga and ask for ConCOVE to be part of the Operating Model nce Group                       |  |  |  |  |
| *                      | gave a talk and powerpoint presentation – to circulate this presentation  |  |  |  |  |
|                        | TEC   |  |  |  |  |
| * Sourc                | e a copy of Te Pae Tawhiti (2020-2025)  |  |  |  |  |
| *                      | gave a talk and powerpoint presentation – to circulate this presentation  |  |  |  |  |
|                        | Vision/Mission workshop   |  |  |  |  |