

# CONCOVE BOARD MEETING MINUTES – 16 JUNE 2021

NEXT MEETING: FRIDAY 9 JULY 2021, 9AM – 12.30PM, MICROSOFT TEAMS

## WELCOME AND ADMIN

### ATTENDEES:

<b>Co-Chairs</b>	Phil Hokianga
<b>Board Members</b>	Heather MacKay, Nick Clayton, Amos Kamo, Craig West, Honor Columbus
<b>General Manager</b>	Bharti Raniga
<b>In Attendance</b>	██████████ (ConCOVE Executive Assistant)
<b>Apologies</b>	Craig West (leaving early), Pamela Bell, Graham Burke, David Fabish, Martin Carroll

### AGENDA:

<b>Whakatau and Karakia Administration</b>	Given by Phil
Introductions	All
Register of Interests	Phil - Director of Te Toi Rawhiti. ██████████ ██████████ (Conflict of Interest Register #3)
Minutes of last meeting	Confirmed by Heather MacKay, seconded by Craig West
Correspondence	Phil and Graham did a HERA podcast. If Board is interested in speaking about how co-chairs work, let Phil know. (Actions Register #101).
Actions Table	Updated
Risk Register	Revised high-level risks, no new risks added
<b>Board-Only Time</b>	Occurred
<b>Closing Karakia</b>	Given by Amos

### 1. General Manager's Monthly Report

- a. Finances included in report
- b. Activity included in report
- c. Recruitment included in report
- d. Projects included in report

#### Finances

- 1. Surplus funds sitting there due to late recruitment. In a healthy position. Well in line for spending. Online meetings saved us money.

#### Recruitment

- 1. ██████████  
██████████

#### Stakeholder Engagement

- 1. Had a lot of stakeholder engagement, ██████████ been to Dunedin, initiatives list updated
- 2. Successful event on Friday, next event in Wellington.

#### Members

- 1. ConCOVE members massive increase.

#### Projects

- 1. ██████████  
██████████  
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██████████
- 2. 3 LIT reviews due end of month to TEC. Project Leads and researchers working hard to get these docs drafted up. Stretched for time.
- 3. POAP – everything on track, making progress with recruitment.

#### Marketing

- 1. Paho newsletter went out, a lot of posts and articles out, meetings and events held.
- 2. Press releases on team, Advisory Groups, stakeholder event

#### Events

- 1. Calendar of events – no questions.
- 2. Please support Wellington event.

## 2. General Business

### Introductions –

1. [REDACTED]
2. Nick – had a catch up with Pam, chat around ConCOVE. Wellington region impact – market increase in shortage of labour requirements, rolls through training platforms. Lot of change in a market that is overheated in Wellington. Reinforces drivers behind what we are trying to do is very topical in Wellington right now.
3. [REDACTED]
4. Heather – getting back into consultancy space.
5. Phil – opened new training facility in Hamilton. [REDACTED]
6. [REDACTED]
7. Everyone is very busy.

### Disruption Project Title

1. Discussion occurred – vote passed to keep it as ‘Disruption’. No change to ‘Disruptive Technology’. (Decisions Register #38).

### ConCOVE Maori Name

1. [REDACTED] Couple of options to consider. (Action Register #108).

### Marketing –

1. Update from [REDACTED] marketing looking at opportunities to leverage the company. Since started, building a platform which we should be able to build a proper marketing plan. Pitching stories to media. Webinars to discuss important information from PL’s or Board. Podcast platform. Working on a plan for YouTube videos for understanding how ConCOVE works. Grassroots level in plan. Creating ‘friends of ConCOVE’ – building communication, engagement model. Interview style of conversation with key industry people.
2. Event update – very successful for first event, 57 attended. Quality speakers, discussions re advisory groups, enthusiastic presentations ([REDACTED] about robotics). Attendees had a lot of information to take back, direct conversations with Project Leads, how as a stakeholder they could contribute. Amazing event. Bharti had HR and some GM’s / CEO’s contact her to engage in future to collaborate. [REDACTED] People came in and got a chance to have a variety of information. Broken barrier for our team to get in initiatives. Really good outcome. See report at end of minutes.
3. Nick – future roadmap of marketing plan – prioritised items, can you share this plan with the board? Yes. (Action Register #102).
4. Craig – positive feedback on Linked In numbers.
5. Honor – liked ‘friends of ConCOVE’ idea.
6. Nick – is there a need to map out when we feed back into WDC’s and other areas so we can communicate how we plan to translate research into action? Marketing and comms back into industry. Will work this into stakeholder engagement piece of how and when. (Action Register #103)
7. PowerPoint produced and sent – has everyone viewed? Intention was to give confidence to engage with people, platform that is consistent. Feedback - content good, it would help to show feedback loop, when we take the research into action points. The process needs to be shown, a flow chart. How construction sector goes through the change process. At the moment we map out how different bodies exist and relate, but don’t tie feedback loop together. (Action Register #103). Add a contact details slide. (Action Register #104).
8. Still unsure about what RSLG’s, WDC’s, do – slide that breaks it down into talking points. FAQ’s to create a convo. Clarity. Help respond to questions. It’s still changing – we will go back and understand where they are at now and we will come back to you. Roles and accountabilities are defined, can map out easily. Sectors of understanding of acronyms. Put into marketing plan. (Action Register #105).
9. Hand out to leave with people – send Board stakeholder event pieces. (Action Register #106 and #107).

### ConCOVE team introductions and update

1. From [REDACTED]
2. [REDACTED] update – last week in Dunedin with [REDACTED], met a lot of stakeholders, took a lot out of it, caught up with [REDACTED] [REDACTED]. Covered some Entry project topics as well. A lot of schools don’t have access to Trades Academy – in terms of entry level this hinders it. Students don’t have soft skills. Attended career expo. Doing Lit Review. Comparing what happens in large cities to smaller rural townships – discrepancies. [REDACTED] in Wellington in a few weeks, will catch up with [REDACTED].

### **3. Advisory Group Update**

1. Advisory Group meetings have happened, chairs in place, well underway. Meetings are excellent points of collaboration. Great conversation. Kinds of initiatives and programmes being run in own organisations are amazing.
2. Future advisory group meetings – board input – we will advise when the meetings are, the topics to be discussed, and whoever is interested from the Board is welcome to attend. All online meetings.
3. Advisory Group minutes sent to everyone – any questions or further information, get in touch with Bharti.
4. Phil – impressed with having attended a couple of the hui. Like the frankness and honesty and robustness of meetings. They are putting people to task. Encouraging the convo's they have, and their passion and desire to get changes put into place. Encourage Board Members to join even for 10 minutes.
5. Advisory Groups want to see things activated. Chair facilitates, we find out programmes around NZ e.g. [REDACTED]. We ask to see the data etc, collaboration, so we can watch it from a scientific perspective, so we can conclude that programme does, or doesn't work.
6. Before we transition from Lit Review to research pieces, we will share Lit review, then create objectives and targets and research programmes and share with them. Suggest – relationship building, when we present Lit Review, present methodology (indigenous), if they can see we have intention to do it on shared values, this would be positive.

### **4. Closing Comments from Board**

1. Nick – was happy with board pack.
2. Heather – team is shaping up and looking forward to getting through Lit review and shaping the next phase. Excited about it.
3. Honor – thank you for all work done in last month. Can see lots going on and ConCOVE coming alive. Engagement is great. Acknowledge mahi. Looking forward to Wellington event.
4. Amos – echo Honor. Great to have team introduced this morning. It would be great to meet these guys face to face to present what they are doing, and how board can support projects.
5. Phil – knows how hard we have been working. Amazing getting everyone together so quickly. Appreciation and thanks for all the good work.

# Post Event Report

**Event Name:** Stakeholders Meeting

**Event Date:** 11<sup>th</sup> June, 2021

**Attendees:** Total headcount for the event was 57.

## Brief Overview:

First event of the ConCOVE calendar, the Stakeholders Meeting was a perfect platform to bring people with common ideas and goals under one roof. Bharti took the opportunity to introduce ConCOVE and its team to the members. It was an amazing opportunity for the ConCOVE team to introduce themselves, share their experiences and the vision for the year ahead. The distinguished speakers for the event had some great insights on the future of technology, setting up apprenticeship degree, collaborative sustainability and robotics. The topics of discussion found a good foothold with the attendees and resonated even after the event had concluded.

## Event Flow:

The event started with Bharti welcoming the attendees, briefing them about the vision and mission of ConCOVE. [REDACTED] welcomed the members with a Gagana fa'aaloalo ("Samoan respect speech"). The event rolled out as planned with the ConCOVE team being introduced first, sharing their insights on the projects being handled and the roadmap ahead. Our advisory group speakers were introduced and each of them had some valuable contributions to the discussions.

This was followed by key note speeches from our panel for the evening, starting with [REDACTED] discussing the new apprenticeship degree being piloted by Otago Polytech. Next, we had [REDACTED] speak about Robotics and how the future of tech in construction and infrastructure was promising and could very well take off from New Zealand. [REDACTED] was quite enthusiastic about the collaborative sustainability research currently underway at the Environmental Solutions Research Centre. Her depiction about the lifecycle of a home and the sustainability issues currently being worked on was quite illuminating. Graham Burke (Co-Chair, ConCOVE board) closed the event with his vision for ConCOVE and that the road ahead for the team was quite promising.

**Key Take-aways:** The event was a huge success and the primary objective of introducing the ConCOVE team was achieved. It was a perfect platform to network with members from the industry and exchange ideas and thoughts.

## Images from the event:

**Will add them in the final draft.**



**ConCOVE Board Decision Register**

<b>25</b>	Charter document approved and passed	9-Apr-21	Board group email
<b>26</b>	Women's Advisory Group - 12 members selected, group formed	16-Apr-21	Board group email
<b>27</b>	ConCOVE Member accepted - ██████████	16-Apr-21	Board group email
<b>28</b>	ConCOVE Member accepted ██████████	29-Apr-21	Board group email
<b>29</b>	ConCOVE Members accepted ██████████ ██████████	5-May-21	Board group email
<b>30</b>	Maori Advisory Group - 10 members selected, group formed	5-May-21	Board group email
<b>31</b>	Proverb agreed on - "The role of the skilled (pūkenga) wayfinder is to know the start, envision the destination and chart the journey."	5-May-21	Board group email
<b>32</b>	ConCOVE Members accepted ██████████ ██████████	12-May-21	Board meeting
<b>33</b>	██████████ ██████████.	12-May-21	Board meeting
<b>34</b>	██████████ approved as a Pasifika Advisory Group Member	25-May-21	Board group email
<b>35</b>	ConCOVE Members accepted ██████████ ██████████ ██████	27-May-21	Board group email
<b>36</b>	Change to diversity project description - "Identify and understand the barriers for the diverse range of people entering ..."	1-Jun-21	Board group email
<b>37</b>	ConCOVE Members accepted ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████	16-Jun-21	Board group email
<b>38</b>	Change Disruption project title to 'Disruptive Technology' - vote occurred, no change. To remain as 'Disruption'.	16-Jun-21	Board meeting
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