

## Minutes for the Board Meeting

7.30pm Friday 10 August 2018

Apologies: Ben Zolno

Facilitator: Jenny Condie

Attendees: Debbie Watkins, Jessica Hammond, Jenny Condie (quorum)

1. Appointing Officers
  - a. Jenny Condie was appointed as Treasurer on the Whatsapp Board decisions thread today
  - b. We need to appoint Facilitator, Record Keeper, Operations Expert
  - c. Appointed the following, unanimously:
    - i. Operations Expert - Jenny Condie
    - ii. Record Keeping - Debbie Watkins
    - iii. Facilitator - Jessica Hammond
2. Types of membership
  - a. Jenny Condie suggests that we should have two types of members, as a way to accommodate people who are currently members of other political parties.
  - b. As part of the membership application we should ask if people are currently a member of a political party.
  - c. Anyone who is a member of a political party is to be a non-voting member of Civic
  - d. Anyone who is not currently a member of a political party is a voting member
  - e. Approved unanimously
3. Appointing new Board members
  - a. We need a process for inviting and onboarding potential new Board members
  - b. Approved
    - i. The Board, with full consent, issues an invitation to the new prospective Board member. This will include sharing a role description (to be written).
    - ii. The prospective Board member is invited to join 3 trial meetings (insert joke about meetings being a trial here) as a non-voting participant.
    - iii. The prospective Board member advises the Board whether they still wish to join the Board.
    - iv. The Board meets privately to decide, with full consent, whether to confirm the appointment.
  - c. We should have a list of people we are considering asking. So far I think we have had the following suggestions:
    - i. [name redacted for privacy] (Under 30)
    - ii. [name redacted for privacy] (Maori)
    - iii. [name redacted for privacy] (Maori)
4. Delegating authority to make operations decisions
  - a. At the moment, officially no one but the Board has any authority to make any decisions
  - b. We should vote to delegate operational authority
    - i. Website - Dan

- ii. Facebook - Ben
  - iii. Fundraising - Jenny
  - iv. Onboarding - Debbie
  - v. Others?
- c. Approved at meeting -
  - i. all Board members plus [name redacted for privacy] and [name redacted for privacy] can post and comment on social media. Ideally a post should be approved by two of those people, although for timeliness that will not always be possible.
  - ii. Approved - Dan has authority to update website as needed. Ideally a second board member will approve all changes, although for timeliness that will not always be possible.
  - iii. Approved - All Board members may meet individually with any person they wish to in order to advance the purposes of Civic.
  - iv. Approved - Debbie Watkins and [name redacted for privacy] have authority to contact people via Action Network, including setting up automated emails. Ideally those emails should be approved by two people (one of whom may be any Board member), although for timeliness that will not always be possible. This does not extend to membership application forms which require board approval.
- 5. Bank account and IRD number
  - a. As soon as our incorporation documents are processed we delegate authority to Jenny to obtain an IRD number and bank account for Civic
  - b. Approved
- 6. Prioritising our objectives
  - a. We have several objectives at the moment
    - i. Increase our capacity and capability as an organisation by getting more resources:
      - 1. Money
      - 2. People/Hours
    - ii. Our key operational priority is to deliver a crowdfunding campaign launching (hopefully) before the end of August
- 7. Policy Committee
  - a. There is a demand for us to start work on policy and we aren't set up to do that yet
  - b. How do we want to move forward on policy?
  - c. Deferred to next meeting
- 8. Review of our response to TOP de-registering
  - a. Effect on personal wellbeing
  - b. Limits on "red alert"
  - c. Timeliness of response
  - d. Quality of response
  - e. Lessons learned, what would we do differently?
  - f. Deferred to next meeting

On WhatsApp

Jenny - For someone not a board member to have access to the CRM database they must have board approval. I propose we grant approval to [name redacted for privacy] to view the CRM database.

Approved unanimously.