

**Kūaotunu Residents and Ratepayers' Association**  
**Minutes of Committee Meeting**  
 held at the Bakery Irishtown Road Kūaotunu  
 24 February 2025

*Committee members: Steve Hart, Chair; Ian Preece, Deputy Chair, Kevin Crawford, Minutes Secretary; Marguerite Muellers, Isabel Gilbert-Palmer, Gael Coleman, Roimata Taimana*

**Meeting opened:** 6:32pm

**Present:** Steve, Ian, Marguerite, Gael, and Kevin (minutes) - Quorum met: 4 required.

**Apologies :** Roimata

**Public Forum:** Steffi Hamman – proposed Treasurer – to 645pm

Steffi was proposed by Isabel and introduced herself and her background. She noted that she had been Treasurer for the Steiner Kindergarten. Steffi understands she will have to attend each meeting – approx. 6 weekly intervals and advised she may on occasion attend to present Financials. Kevin noted important to have her presence for Items for Decision first section of the meeting. Steffi to stand for the Committee and be elected as an Officer with full voting rights.

Steffi has a Kiwibank account so once elected the Committee will arrange Signing authority. Steve noted that there is no need for Cashbook Complete to be used – Steffi familiar with software Xero. Gaye Breeuwer is interim Treasurer and with Ian Preece will brief Steffi.

FYE 24 return by Gaye in conjunction with Steffi. Pauline Stratford to review with Gaye to review Kuaotunu Dunecare FYE. Membership tracking also part of the role incl. length of time and whether for two people or not – reconciliation with payments required by Ian initially and then managed by Steffi.

**1. Minutes:**

Minutes of the previous committee meeting on 20 January 2024 were confirmed as a true and accurate record.

**Moved:** Marguerite Muellers

**seconded:** Gael Coleman

**Passed**

**2. Matters arising from the 20 January minutes:**

Running through the Action Plan included in the 20 January minutes: (various items in the Meeting involving detailed discussion are not detailed below - refer Section 6)

**Steve**

All actions Items 20 January Minutes done

**Ian** Several Items 20 January Minutes remain pending – refer to meeting minutes' action list.

- Replied to Scott Simpson re Speed Limit and Minister of Transport response to Scott – noncommittal response
- 4 Cemetery Rd subdivision– no progress and OceanaGold drilling commencement and protest 100 attended reported - both advised by email – refer Correspondence
- Followup with Amy Lendrum re Lock for sports locker at the Domain

Kevin

All actions Items 20 January Minutes done with the exception pending or in progress as noted in Action Items or Section 6 below follows:

- Kūāotunu Hill retaining wall – possibly Q2 2025 but subject to Tender award.
- Letter to Brian Taylor re TCDC record of responses to KRRRA re footpaths, traffic calming and infrastructure responses. Agreed to send before the AGM.

Isabel

- Noticeboard Guidelines – are on the noticeboard – basis of an article for Newsletter.

Marguerite

- NZ Frogs information received but in pamphlet form – proposed distribution incl Lukes

**3. Correspondence:**

Correspondence is in Dropbox and covered by agenda items. See outstanding Items involved in In box below – no outstanding items in out box.

**4. Financial Report since last report and as of 20 January 2025**

(Steve Hart for Gaye Breeuwer)

Account balances: Kiwibank NOW a/c \$ 882.14 and Kiwibank On call a/c \$11,067.74.

Income: Membership fees – \$400 received since last meeting, YTD from April 2024: \$1610

Interest for period from 1 April – 24 Feb 2025 \$ 428.31

Outgoings: No outstanding creditors. Proposed Expenditure - \$ 50 for Survey Monkey Kevin Crawford to provide an invoice that he had reimbursed Rochelle Chant for application to provide the Speed limit survey.

Membership: 20 new members since the 20 January minutes. 178 have paid for the current Financial Year to 31 March 2025.

**Action:**

**Ian** to reconcile Membership numbers. He has sent to members a request for renewal with a targeted email via Mailchimp (43No.) for their subs covering the 58 that have not paid – a number have paid and some new members added common email addresses.

**Financial report accepted.**

**Moved:** Ian Preece

**seconded:** Gael Coleman

**Passed**

**Treasurer position**

Steffi Hamman potential Treasurer to be co-opted onto KRRRA subcommittee immediately – refer Action item 5.3.

**5. Items for Decision:****5.1 Preparation for the AGM – 3pm 20 April 2025 Easter Sunday – to c430pm**

Ian provided a Draft programme of precursor events leading up to the AGM

- 4 weeks before the AGM by 23 March – agree agenda and list of invitees and send invites
- 3 weeks before the AGM by 30 March – create Dropbox folders, update nomination forms on the website, advertise the AGM call for nominations

- 2 weeks before the AGM by 6 April – update online voting forms and update nominations
- 1 week before the AGM by 13 April – make online voting forms available

The above is followed by detail procedures in Dropbox thereafter – some adaptations to be provided by Ian. 4 areas of action discussed:

### **5.1.1 Advertising the AGM**

Discussed the options including the Informer, new Hauraki Post

**Decision:** agreed to advertise AGM on KRRA website, Newsletter and Matarangi Beach Paper

### **5.1.2 Who do we want to present at the AGM**

Discussed some potential local groups – Rings Beach Wetland, Dark Sky, Dunecare, Artspace and possibly others. Each group to only focus on near term next events and brief update of achievements over the year- not background of group formation. Chair to allocate time and manage.

Council invitees – Mayor (unavailable Decision for Easter – prior engagement in Australia) TCDC Mercury Bay Councillors, MBCB members, Brian Taylor, TCDC Community Engagement, Heather Bruce. MP Scott Simpson also to be an invitee. TCDC staff are likely to be asked to speak on subjects that members want to hear about – e.g. Blackjack conveniences.

### **Decision:**

Ian to finalise the list of invitees and groups and the final decision to be made at the Committee meeting 17 March.

### **Actions** –

**Steve** to send out invites by the end of March.

**Ian** - include AGM notice and process in March Newsletter topics– (by end of March)

### **5.1.3 Process of the AGM**

Ian presented a Draft Agenda and Timeline of events that needed to be actioned and milestones met for the AGM (both items in correspondence)

Kevin noted the potential of Hall works on sewage treatment replacement starting prior to Easter and availability of hall / toilets. Hall likely still available (not a Working day so no noise) but toilets may not be operating – alternative Lukes or Fire Station toilets to be sought via Mark Kilgour – to be discussed.

Steve advised he is in Australia for Easter and Ian to chair the AGM as Deputy Chairperson.

Agreed Chair to state AGM Purpose and Procedures at the beginning of the meeting (Isabel request). Constitution 5.8 Purpose of the AGM – is to conduct any relevant business of the Association (not wider agendas) – and focus on local Kuaotunu issues and provide members the opportunity to question KRRA and offer suggestions for KRRA action in the year ahead.

Recognized that a brief summary of specific KRRRA topics in progress could be allocated to Committee members (3min rule to apply) and that there will be questions from the floor and that the Chair may nominate Committee members to respond.

Concern at political presentations by Mayoral or Council candidates and ability to structure the AGM to remain Kūāotunu focused. There needs to be defined rules and time limits. 3 min rule.

### **Actions –**

**Steve** to write the Chair's Report and Ian read – ideally distributed before the meeting and Ian to provide highlights.

**All** - to review Timeline and Agenda with a view to finalizing at the 17 March meeting.

Be available from 2pm to setup the Hall – Chairs / table to check membership / voting etc

**Ian** - to finalise the timeline based on the above draft

- detail the Deliverables for the meeting 17 March

- allocate responsibilities of Committee members for the smooth running of the AGM

**Ian** - to develop Agenda Draft to include line items Meeting Purpose and Procedure and line item for questions from the floor and at the end local groups that accept invite (under General Business 8.2)

**Kevin** - Contact Mark Kilgour re toilets options Lukes / Fire Station

**Roimata** – to prepare a karakia and a translation for the AGM.

### **5.1.4 Voting for the new Committee**

**Decision:** Calling of nominees – agreed refer new Constitution Cl 5.8.4 for criteria – bios to state purpose of nomination and proposed contribution to KRRRA.

### **Actions –**

**Ian** - summarise / adapt Kathy Speirs instructions for process for voting and brief the 17 March meeting and allocate tasks to the Committee

### **5.2 AGM Constitutional Changes – Incorporated Societies Act 2022 and other changes.**

Kevin had met Carrie re Rings Beach Wetland Group (RBWG) rewrite of their Rules into a Constitution incorporating the mandatory aspects of the Act. Kevin noted it had been successfully approved by the Registrar of Incorporated Societies so a good example.

The completed KRRRA draft and summary of changes prior circulated to the meeting (refer Correspondence). A subcommittee Steve Gael and Kevin had prior-reviewed this draft.

Discussion / Decisions covered the following:

- Cl 2 definitions of area of KRRRA role reviewed and compared to MRRAI wider area which in effect covers area west of Rings Beach / Bluff Cove– text to remain as existing as MRRAI deemed to cover this area and appropriate as they are leading Bluff Cove scope
- Objectives Cl 3 - reviewed making them more specific to KRRRA activities like MRRAI and general agreement that Cl 3.2 whilst more general remain adequate

- Conflicts on Interest CI 9 – clarified that declaration required if Committee member stands to gain financially from any decision by the Committee
- Term of Officers - CI 6.9 – agreed 5 consecutive years appropriate and simple AGM majority required
- Public input to meetings – CI 6.19 – agreed 5 minutes rather than 3 minutes
- Constitution changes CI 7.3 – agreed simple majority rather than current 65 %
- Winding Up KRRRA CI 11 – agreed keep 65% majority
- 3 extra clauses defined by Steve listed in email 16 January 2025 were incorporated and listed in red in the Summary.
- Circulate a clean copy of the new Constitution to members with a summary of changes – Track changes or a simple markup in the margin considered confusing.
- Agreed to keep the Constitution MailChimp distribution separate from Voting process

### **Actions -**

**Kevin** to assemble the above material and prepare for circulation with Mailchimp draft cover text and attend MBIE webinar 6 March.

**Ian** to circulate to members via Mailchimp.

### **5.3 Treasurer Discussion and Decision**

Brief discussion on Steffi and need to simplify Treasurer Duties.

Decision - Co-opt Steffi to KRRRA as Treasurer immediately and have her complete nomination. for Committee for election and if successful to formalize her Treasurer position.

### **Actions:**

**Ian** - to arrange meeting with Steffi and Gaye Breeuwer this coming week.

- brief Steffi on the membership issue rationalization.

Treasurer duties developed by Kathy Speirs are to be simplified in consultation on Gaye Breeuwer.

### **5.4 SH25 Speed Management Community Engagement Decisions**

#### **Petition**

To date 24 Feb has 161 signatures – from forms located in Kua Kawhee, Store and at 10 Artists at the Hall on Anniversary weekend.

Distribution (a) Residents 37%, (b) Bach owners 30%, (c) Visitors 36 %

#### **Survey**

- Agreed the only way to get the full membership involved is via a survey using Survey Monkey and distributed by Mailchimp.
- The survey focused only gaining support for NZTA to carry out a wide consultation like currently being done for specified roads in the Waikato widely.
- Email addresses are in the Survey Monkey responses
- Kevin noted NZTA actual requirements and timing are not known hence simple support statement proposed to ensure NZTA keep to their verbal commitment to KRRRA (Kevin) and Len Salt have SH25 follow the current tranche of roads they are asking for public input.

- It is important to show communities views so that NZTA Wellington cannot overrule NZTA Waikato undertaking.
- NZTA run the consultation and KRRRA should not try to pre-empt questions that may be asked in stakeholder consultation proposed. Our role will be to get the two sections of road included and questions focused on all users (i.e. including pedestrians and cyclists)
- Len Salt is working with Andrew Corkill NZTA to identify a date for stakeholder consultation

### **Actions:**

#### **Kevin**

- ask Rochelle to reactivate the Survey Monkey as it has expired and additional fee paid to her.
- send new URL link, a revised cover note and Mailchimp text to explain context to members.

#### **Ian**

Configure Mailchimp with survey request and send to membership – aiming for closing mid-March before NZTA embark on SH25 consultation (post 13 March closure of other Waikato consultations) and the RRAs stakeholder meetings are called.

## **6 Items for Discussion**

### **6.1 March Newsletter Production and Topics / Sharing the Workload**

Ian noted the target date was a month before the AGM – i.e. end March.

Topics still being collated- noted the need for information to be impartial / factual

Isabel has advised 4 articles to Ian / Steve – article on Emergency Services

Kevin - Bluff Cove suspension bridge item (MRRRAI has article in MBP) – corrected factually

Marguerite noted she could do an update article on restoring the Coromandel – Auckland ferry service and a note re Library proposed in the next issue.

Ian – Cemetery Road status update – discussion whether affected residents write the article

#### **Action all:**

Ian requested all to identify Newsletter articles and asked for ideas in a week's time. Generally forward to Ian and Isabel by mid-month every second month – next is mid-March for the end of March issue.

### **6.2 Spreading the Committee Workload**

Steve stated there needs to be more energy added onto the Committee to spread the workload.

Asked for nominees so we can understand where this Committee will be sitting after the AGM and identification of people with skills in the Community and able to assist workload to be approached.

Re: managing the current workload: Steve noted that “passion” projects should not take-up a disproportionate amount of Committee time. Bluff Cove suspension bridge cited as a case in point. Decision points required for Committee should be only tabled – rest of the material sent to KRRRA webmail.

Kevin noted his contribution of time was personal on behalf of an agreed Community priority (2023 survey) objective and KRRRA agreement to back MRRRAI. He noted that the Committee

needed to be informed – Agreed that correspondence record to be sent to KRRA webmail for record and then available for reading rather than email distribution to all Committee members.

Ian noted that for example KAMAG supported by KRRA and his input to that Community survey priority. Only aspects requiring KRRA decision brought are brought forward to the meeting.

Re: Topic of spreading the workload - Kevin noted the Committee is too small for the existing workload and urgency of identifying additional Committee members to put themselves forward.

Various candidates were discussed – particularly Mailchimp and Website update - Rocketspark assistance. Ian would appreciate assistance – formatting and design as well as sending – and away May – June but important he maintains editorial control. Noted Courtney returning in May and Happy Local designer no longer available.

Agreed such people could be co-opted rather than need to be Committee members but useful if they are willing to stand for Committee and need to be able to do tasks for current and future workload.

#### **Action –**

**All** - Committee members to identify potential candidates. Some potential candidates were nominated in the meeting to be contacted by **Ian, Kevin and Isabel** and discussed further at the 17 March meeting.

**All** - Agreed internal discussions to be kept within the Committee meeting and approaches from the community on issues should be responded to in a balanced manner reflecting the majority decision.

### **6.3 SH25 Speed Environment Update**

No reply from NZTA to KRRA 13 January detailed letter - refer to Item 5.4 above

**Ian** – to reply to Scott Simpson and ask what happened to his approach to the Minister of Transport's office.

### **6.4 Bluff Cove: Kūaotunu – Matarangi Reconnection Update**

Kevin received reply 22 Feb from Dean Allen and Glen McIntosh TCDC to requests and followup meeting to be had. Len Salt positive about the project at the MRRAI AGM attended by Kevin – “excellent collaboration MRRAI / KRRA with TCDC on the Feasibility Study – a legacy for future generations”.

No response from Ngāti Hei re 27 November meeting or hui 30 November on presentation. Kevin brief conversation Anniversary weekend with Peter Matai Johnson and noted Feasibility study progressing and taking his advice re low profile structure and that MRRAI wished to advise public of status. Press release (MBP) made now not entirely accurate re scope or delivery time – unfortunately this despite Kevin providing edit.

## **7. AOB**

### **7.1 Bluff Road / Gray Ave Culvert Dune damage repair**

Correspondence received: Janice Burns 53 Bluff Road re KRRA dialogue with TCDC on repair.



**Action:**

**Kevin** to reply on the record of KRRA dialogue and contact Janice and aim to work with her to rejuvenate the issue. Aim to find current progress on TCDC suggestion for repair by end of financial year i.e 30 June 2025.

**8. Upcoming Meetings / KRRA attendance**

MBCB meeting 12 Feb 2025 cancelled – all papers on the TCDC website –

next MBCB meeting 26 March 2025

TCDC Full Council meetings – 11 March and 8 April 2025.

Annual Plan meetings 9 & 10 April 2025

Mercury Bay North Community Chairs – TBC - Whitianga MBCB room

**Watching briefs:**

- Road Safety – SH25 Speed Management submission to NZTA
- KESG Preparation for next emergency event / Civil Defence equipment supplied.
- Traffic Calming Village - next steps - gateway graphic and other improvements.
- Cyclone Recovery – Kūaotunu Hill wall reconstruction
- Fast Track projects affecting Kūaotunu – Waitaia Road forestry and OceanaGold Resource consent Owera Road
- Website update

**Next meeting:**

17 March 2025 – 6:30 pm at the Bakery – focus on the AGM - important to coincide with requisite calendar days for notices of the AGM.

**Meeting closed: 8:40 pm approx.**

**ACTION SUMMARY (carried over from current & previous minutes)**

who	What	done?
Steve	<ul style="list-style-type: none"> <li>• Write AGM chairs report</li> <li>• Send out invite to AGM guests finalized at 17 March meeting</li> </ul>	Pending Pending
Ian	<ul style="list-style-type: none"> <li>• Steffi Hamman now to be signature to KB account / Mark Kilgour removal.</li> <li>• Community Funding Requests policy - Document to go out via March Newsletter.</li> <li>• Speed Limit Survey – receive URL &amp; Cover from Kevin and issue via Mail Chimp early March (Item 5.4)</li> <li>• Rahui Area follow-up with Paul Montague and subcommittee meeting setup and follow-up with Peter Matai Johnston re offshore island re-establishment of species.</li> <li>• Followup with Amy Lendrum re Lock sports locker at Domain</li> <li>• Setup Treasurer briefing meeting Steffi and Gaye (Item 5.3)</li> </ul>	Done  Pending  Pending  No time / Pending  Pending Pending



	<ul style="list-style-type: none"> <li>• Reconcile Membership numbers for Steffi</li> <li>• Work with Gaye /Steffi re simplifying Treasurer Manual</li> <li>• <b>AGM</b> finalise list of invitees and local groups - final decision to be made at the Committee meeting 17 March. (Item 5.1.1)</li> <li>• Finalise AGM Timeline and Process and Delegate tasks to Committee for 17 March meeting discussion (Item 5.1.3)</li> <li>• Review AGM Agenda Draft for 17 March Discussion (refer Item 5.1.3)</li> <li>• Advertise AGM in Newsletter/ Ketchup / MBP (Item 5.1.1)</li> <li>• Summarise / adapt Kathy Speirs instructions for AGM process for voting and brief the 17 March meeting (Item 5.1.3)</li> <li>• Incorporated Societies re- registration – receive Constitution rewrite from Kevin and summary changes and issue by Mailchimp to members for AGM 28 days prior (Item 5.2)</li> <li>• Contact potential candidate nominated for election to the Committee allocated (Item 6.2)</li> <li>• 4 Cemetery Road subdivision – emails received from TCDC send to residents to keep them informed</li> </ul>	<p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p>
Kevin	<ul style="list-style-type: none"> <li>• Incorporated Societies re- registration – complete Constitution rewrite and summarise changes and issue for AGM 28 days prior (Item 5.2) / attend MBIE webinar 6 March</li> <li>• Confirm Hall AGM availability incl toilet with Mark Kilgour</li> <li>• SH25 Speed Limit Petition –service locations (Item 5.4)</li> <li>• SH25 Speed Limit Survey – Complete Survey Monkey refresh with Rochelle Chant and provide URL and cover to Ian Preece for sending (Item 5.4)</li> <li>• Contact Andrew Corkill NZTA re Speed limit Consultation Process SH25 (Item 6.3)</li> <li>• Letter to Brian Taylor re TCDC record on responses to KRRR requests on SH25 footpaths, traffic calming and infrastructure responses – pre-AGM so it can be a topic.</li> <li>• Contact potential candidates you nominated for election to the Committee (Item 6.2)</li> <li>• Follow up Mark Bedford on the next steps / timeline for Suspension Bridge project. (Item 6.4)</li> <li>• Followup Dean Allen / Glen MacIntosh TCDC on progress / timeframes (Item 6.4)</li> <li>• Bluff Road / Gray Ave culvert – Dune damage – reply on the record KRRR dialogue with TCDC contact Janice Burns (Item 7.1)</li> </ul>	<p>Pending</p> <p>Pending</p> <p>Ongoing</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Ongoing</p> <p>Pending</p>

