

## Hikurangi Sports Collective Working Party

### AGENDA/MINUTES

27/09/2021; 7PM – Hikurangi Golf Club

#### 1. ATTENDEES

Blue Mauchline, Kirsta-Lee Freeman, Sharlene Morris-Ross, Alex Smits, James Scrivner, Steve Martin, Trevor Griffith, Alan Goodhue, Ryan Maraki.

#### 2. APOLOGIES

Bruce Martin

#### 3. MINUTES OF THE LAST MEETING

As there was several months between meetings Ryan Maraki provided a quick recap of outcomes achieved in the last meeting back in June. This included:

- Community Vision: *“To explore the development of a Sports & Community facility to serve the greater Hikurangi region.”*
- Timeline - Review the timeline and agree on what is next step to achieve is.
- Actions – Cantered on engaging consultants and sourcing funding for a needs analysis

In the process of identifying consultants, Alex Smits spoke with Trevor Griffiths (Project Manager). Subsequently Trevor was invited to speak with the group about projects of this nature.

#### 4. TREVOR GRIFFITHS | Construction and Project Manager | Griffiths and Associates.

Worked with many organisations to build multiple major buildings around Northland including; Tangiteroria Marae, Mokai Marae, Salvation Army in Whangarei and Kaitaia, Crippled Children’s Society, Whangarei Accessible Housing Trust, Sportsville Dargaville, Sportsville Kaikohe and many others.

Key Points from the presentation:

- Need to be able to work with the other codes
- Comprisable Vision and Collaborate
- Form or use and existing Trust – Philanthropic, Charitable, Community Driven
- Use an existing Trust, has history, accounts, is stable, trustworthy, has less chance of having issues
- Form a sub-committee – have enough people on this group to represent the codes (e.g. 27 codes in Kaikohe). Called the “Project Control Group” and the function is to talk to the stakeholders.
- When the Project is formed, give it a name and that name should stick with the project for the entirety of the project. Used in marketing, branding, social media etc. Can get buy-in by doing this in a public way.
- Develop a communications plan; who sends out coms, who responds, when, how often, what and for what purpose?
- Pick a realistic but highly relative and meaningful date for completion; work backwards from that date.
- Needs analysis, Engage a project manager, Seek funding for Feasibility Study, Seek funding for project build.
- Vision – Why are we here? Comprisable Vision. What is our WHY? To provide for our community. Vs. our individual visions of what the final project would like.
- We are here and this project has been initiated to meet our vision which is x, y, z.. Better accessibility etc. for the Hikurangi Region. The facility would be the vehicle with which to achieve that vision.
- Facility size and function is based on needs and feasibility and future planning.

#### 1. What’s the process if the Hikurangi Working Party would like to engage Trevor Griffith?

First thing to do is to talk to Fay Freeman, get a quote for a needs analysis.

## 5. IDENTIFY A TRUST

Some discussion had on the use of Friendship House has an umbrella trust. Pro's and con's highlighted in the discussion from several members. Can the Hikurangi Working Party will look to utilise the Friendship House for the initial funding for a 'Needs Analysis?'

**ACTION:** Alex to have a discussion with the Board of Friendship House to see if they will consider being an umbrella group for the Hikurangi Sports Collective Working Party.

## 6. GENERAL DISCUSSION AND FURTHER OUTCOMES

**Alex S.** Is there a need to re-touch on the vision from the last meeting? Can we all put together a paragraph that speaks about what we individually see as the vision for Hikurangi and Sport?

**ACTION:** Ryan to send out a simple survey to each group member to feedback on their vision for this project.

**ACTION:** Ryan to send contact details for Fay Freeman to James S; who will seek a quote from her regarding a 'Needs Analysis.'

**ACTION:** Ryan to seek funding application examples from Sport Northland for the 'Needs Analysis.'

**ACTION:** Alex to contact Sue H regarding potential funding from Council for needs analysis

## 7. NEXT MEETING:

8. **PRIMARY AGENDA ITEM FOR THE NEXT MEETING:** Project Plan  
**ACTION:** Ryan to distribute project plans for review and discussion

9. **NEXT MEETING:** 22<sup>nd</sup> July 7.00pm, @ Bowling Club

Task	Action	Responsible
1. Identify Consultants	Ring around, find a consultant to complete a needs analysis.	Ryan
2. Secure funding to engage professional	Identify funding streams and requirements – Talk to WDC about their fund.	Alex
	Identify an umbrella organisation to hold funds. Develop and MOU/ Agreement for this group with the fundholder.	Sharlene
	Develop the funding application, apply for funding and secure.	
3. Engage professional		
4. Hikurangi Club “Needs” Review completed		

#### COMMUNICATION

- Identify key contacts – **ACTION: Working party members are to identify potential stakeholders to present to the next meeting.**
- What we will be communicating to the community and stakeholders and how will we do that? E.g. what was achieved at the last meeting and the next step.  
**ACTION: Ryan to add “Communication Plan” to the next agenda.**  
**ACTION: Ryan to Load up WDC Sport and Rec Plan to DropBox.**

**MANDATE FROM CLUBS** – Discussion around authority and mandated representation from clubs. Identified that for this group to carry merit from key groups it is important that working party members present minuted approval from their representative clubs.

Working party members to seek minuted approval from their respective club or group.

Moved: Alex Smits

Seconded: Sharlene Morris

PASSED

**ACTION: Working party members to seek minuted approval from their respective club or group and present these minutes to the Working Party secretary at the next Working Party meeting.**