

**Te Kura o Matapihi 100 Years Celebrations
Minutes 27 May 2013 at 6:00pm**

1. **Present:** Awhina White, Iwarau Dickson, Moana Ngatai, Mane Ngatai, Ngawiki Dickson, Raewyn Keith, Ngareta Timutimu (arrived late)

2. **Apologies:** Awhina Thatcher, Tui Yeager, Barbara Jones

3. **Previous Minutes**
Taken as read

Motion that the minutes from the previous meeting are accepted

Moved: Mane

Seconded: Raewyn

4. **Correspondence**

- 4.1 **Inward**

- Email from Pua Taikato noting receipt of application to Kumikumi Trust
- Email from Paula Werohia requesting application for support from Mangatawa

- 4.2 **Outward**

- Minutes from the last meeting
- Letter to Penetaka Dickson

Move inward correspondence be accepted and outward correspondence be approved

Moved: Mane

Seconded: Iwarau

5. **Matters Arising**

- 5.1 **Advertising**

Awhina W has sent info to Pat Spellman who has forwarded to the programmer to panui on Moana AM.

The BOP Times feature has been cancelled due to lack of support from local businesses.

- 5.2 **Catering**

Massina will require \$1500 deposit and confirmed numbers a week prior to the event. Happy to do preparation the day before if required. She will also look into costs for serviettes. Committee agreed to place water on the tables in place of juice to save costs.

Actions:

Iwarau to check costs of glass bottles of water for the tables and ask Massina what other services she can provide i.e. tablecloths and centrepieces

Mane to check costs of hiring carafes

- 5.3 **Signage**

Mane will take reunion sign to Mt Maunganui College for relocation.

5.4 Job Description for Cleaning

JD finalised. Committee to write something for the Kura Panui next Wednesday to seek interested parties for cleaning job with applications to close 7 June. The successful applicant will be drawn from the hat on 10 June.

Action: Moana to send blurb to Ngawiki for newsletter

5.5 Book Publishers

Ngawiki's source suggested Tainui Press as a publishing option. Will need to know more information to get quotes i.e. size of book, hard or soft cover, number of pages etc. Ngawiki to take notes to Ngareta for follow up.

5.6 Sponsorship

Tui has sent a letter to Envirowaste to seek sponsorship of rubbish bins. Waiting for a response.

5.7 T-Shirt Design

Ngawiki presented samples of t-shirts. Committee discussed design options. Committee decided on 2 designs. Ngawiki to get samples of both designs done and consult with Que on font to use for wording.

Action: Ngawiki to get samples of both designs to present to committee.

6. General Business

6.1 Registrations Update

Registrations based on forms handed in to date are currently at 75. 70 have indicated attendance at the Memorial Day. More registrations and payments were given at the meeting.

Action: Ngawiki to send all names and payments to Moana for database

6.2 Finance

Costs to date were noted:

Signage \$690.00

Deposit on hire equipment \$260.00

Deposit on carving \$2500.00 (paid by the Kura)

Bank account balance as at 21 May \$1040.45

Deposit of \$1500 for catering to be paid this week.

Money in for banking: \$500 from Iwarau (Miriam Dickson whanau)

6.3 Funding Applications

Currently relying on the smaller Trusts to support the Memorial Day but thinking ahead and gathering information required for funding applications for the book and launch. Will need proper quotes from the book committee to put together funding proposals. Requested that the book committee seek actual costs for Raewyn.

Still waiting to hear from Ranginui No 12, Kumikumi A, Ongare Trust, Ngai Tukairangi Trust and Ngaiterangi. Letter to be sent to Mangatawa Blocks Committee to table at their hui on Thursday.

Action: Moana to send a letter to Mangatawa Blocks Trust outlining costs

6.4 Book

Ngawiki provided an update to Ngareta on publishing information. Ngareta will meet with Tui and will put some time aside to focus on the book.

Action: Ngareta to seek a hui with Tui regarding the book

6.5 Kapahaka Roopu

Committee to look at providing a sausage sizzle, drink and small goodie bag for the Kapahaka Tamariki.

Action: Ngawiki to organise goodie bags

6.6 Photos

Ngareta will visit whanau to look at gathering more photos. Will visit Buster, Turiri, Jelaine, Ngawiki and others to see if they have any old photos.

Action: Ngareta to look at collecting more photos from Whanau

6.7 Flyers

Mane has placed flyers at Farmer Jones and Bobby Palmers

6.8 After Function

Hungahungatoroa Sports Club has invited all attendees to the club after the Memorial Day

7. Actions

WHO	WHAT
Iwarau	Costs of glass bottles of water for tables Check what other services Massina can provide – tablecloths, centrepieces
Mane	Check costs for hiring 30 carafes
Moana	Send blurb to Ngawiki re cleaning job for the newsletter Letter outlining costs to Mangatawa Blocks Trust
Ngawiki	Get 2 samples of t-shirt designs as discussed and talk to Que about font Send names and payments to date to Moana to update database Look into goodie bags for Kapahaka Tamariki
Ngareta	Hui with Tui regarding the book Collect copies of photos from whanau

Hui Closed at 7.20pm

Next Hui

Tuesday 4 June 2013 at 6.00pm
Te Kura o Matapihi