

AGENDA

BOARD MEETING #5



Name:	Te Tira Ahu Pae
Date:	Wednesday, 6 May 2026
Time:	3:00 pm to 4:00 pm (NZST)
Location:	Online, via Microsoft Teams https://teams.microsoft.com/meet/47801986597733?p=sN3AhmWzf7EEuvxaj
Board Members:	Takunda Mabonga, Wesley Peters, Peyton Joe, Hisal Nanayakkara Ratnayake, Ayla Brook
Attendees:	Caitlin Payne, GM Email, Marlon Hepi

1. Opening Meeting

1.1 Confirm Minutes

For Noting

Supporting Documents:

1.1.a Minutes : Board Meeting #4 - 28 Apr 2026

1.2 Apologies

For Noting

1.3 Interest Register

For Noting

Any interests to register for 2026.

2. Major Decisions and Discussions

2.1 Introduction of New Board

For Noting

Board members to introduce themselves.

2.2 Chairperson and Deputy Chairperson of the Board

For Decision

As per the Te Tira Ahu Pae Constitution (5.5 Meetings of the Board), the Board shall, by resolution of a simple majority (50% + 1), elect one (1) person to each act as Chairperson and Deputy Chairperson of the Board.

The Chairperson of the Board shall:

- a. Guide and facilitate, in good faith, any discussions arising from motions,
- b. Direct any person obstructing the business of the Board meeting, behaving in a disorderly manner, being abusive, or failing to abide by the directions of the person chairing the meeting to be removed from the Board meeting, and
- c. In the absence of a quorum or in the case of emergency, adjourn the Board meeting, or declare it closed.

In the event of a tied vote:

- a. The Chairperson shall not possess a casting vote,
- b. The Board may hold a second voting round, and
- c. The Board may choose to dissolve the meeting and reconvene at a later date to hold a vote until a consensus is reached.

In the absence of the Chairperson, the Deputy Chairperson shall act in the role of Chair for meetings of the Board.

The Board to elect one (1) Chairperson and one (1) Deputy Chairperson of the Te Tira Ahu Pae Board.

2.3 Finance Sub-Committee

For Decision

Each month, we receive the Finance Board pack for ratification. The Board pack includes:

- P&L Actual vs Budget
- Balance Sheet
- Manual Journal summary
- Manual Journal transactions breakdown
- Credit Card transactions

The auditors have recommended that we have a monthly Board pack go to a Finance Sub-Committee for sign-off on credit card transactions and manual journals. This covers us for audit purposes. Historically, a Finance Sub-Committee was established so that Finance Board packs did not require full Board review each month. The Sub-Committee may comprise two Board members and the General Manager, or the General Manager and one Board member, supported by Student Representatives with an interest in finance. There is no fixed number of members for the Sub-Committee, as its make-up depends on the level of interest and availability.

The Board to discuss and determine whether a Finance Sub-Committee will be established for 2026, or whether the Finance Board pack will be presented to the full Board each month for ratification.

2.4 AGM Business

For Discussion

Each year, Te Tira Ahu Pae is required to hold an Annual General Meeting (AGM). The AGM will include the presentation of the Annual Financial Statements for Te Tira Ahu Pae and MUSA, and make an appointment of the New Zealand Institute of Chartered Accountants who is not a Member, to conduct an audit of the annual accounts of Te Tira Ahu Pae and MUSA.

The Board will also present an Annual Report on the Affairs of Te Tira Ahu Pae. The Presidents are asked to present on behalf of their cohort for the past year.

The AGM for 2026 will be held on Monday 25th May at 10:00AM, and the agenda and all documentation need to be published on Monday 11th May.

The Board to discuss what they need to prepare for the AGM before Monday 11th May.

3. Management Reports

3.1 Management Updates

For Noting

Any updates from Marlon.

4. Actions from Previous Meetings

4.1 Action List

For Noting

Supporting Documents:

4.1.a Action List

5. Other Business

5.1 Any Other Business

For Discussion

Floor is open to all attending.

6. Close Meeting

6.1 Close the meeting

Next meeting: No date for the next meeting has been set.