

<b>Location:</b>	TRCC, 221 Newlands Road, Newlands, Wellington 6037
<b>Date:</b>	THURSDAY, 25 October, 2018
<b>Time:</b>	4:00-5:30pm
<b>Chairperson:</b>	Serena Lewis
<b>Apologies:</b>	Anthony Neyland, Kirsty Farrant, Kathryn Levy, Monica Mercury
	<b>Kaua e mate wheke mate ururoa</b>
	<i>Don't die like an octopus, die like a hammerhead shark</i>
<b>Whakataukī</b>	Octopus are renown for their lack of resistance when being captured, however a hammerhead shark will fight bitterly to the end, to the point that when you fillet it fresh, its meat quivers. Commonly used to encourage someone not to give up, no matter how hard the struggle is.

**Items:**

<b>1</b>	<b>Minutes of the meeting of 27 September 2018</b>	Serena
<b>1.1</b>	Matters arising from the minutes	
<b>2</b>	<b>TRCC Policy &amp; Guidelines</b>	
<b>2.1</b>	Guidelines for PLD liaison and Roll of Liaison on course	Serena
<b>2.2</b>	Feedback – Planning Committee Guidelines	Karina
<b>2.3</b>	Submission guidelines/ forms	Danielle
<b>2.4</b>	Review of travel policy	Serena
<b>3.</b>	<b>Courses</b>	
<b>3.1</b>	Programme for AP DP 2019	Eseta
<b>3.2</b>	Request from Jessie Mckenzie for a Letter of Understanding for Royal Society	
<b>4</b>	<b>Finance</b>	
<b>4.1</b>	Budget form for planning committee	Karina
<b>5</b>	<b>Correspondence</b>	Eseta
<b>6</b>	<b>Internet, Website</b>	Eseta
<b>7</b>	<b>General Business</b>	
<b>7.1</b>	Review of TRCC name	Serena
<b>7.2</b>	Refund for Hana Tusa (EHE)	Eseta
<b>7.3</b>	Generic email for admin	Serena
<b>8</b>	<b>Other</b>	

## Correspondence IN -

25 September, 19 October 2018

DATE	FROM	RE
26 Sep	Eve Meyer, Ashleigh Ryan	Emailed Shirley. Withdrawn from course, requested partial or full refunds.
26 Sep	Brenda McKenzie	Unable to present at EHE course due to medical reasons.
29 Sep	Hana Tusa (participant on EHE)	Withdrawn from Health course due to death in family. Asked for consideration for a refund of her registration fee.
1 Oct	MoE Shane Walsh	Feedback to 30 Sept Report
1 Oct	Sara Freitag (auditor)	Received signed letter and audit report. Requesting minutes from September.
1 Oct	Charities Services Info	Reminder to file charity's annual return due 31 December 2018.
2 Oct	Sara Freitag (auditor)	Notification of two amendments needed on financial statements. These need to be signed off again.
5 Oct	Nanette Cormack	Introduced Rikke Betts, delivers ECE teacher training, as TEU rep for PLD Committee.
5 Oct	Charities Services	Thank you for attending the Annual Meeting
5 Oct	Stephen Raynes	Participant at EHE. MoE staff, emailed he would not take part in post course survey.
8 Oct	Charles Bisley (CD DramaNZ)	Request to have planning meeting at TRCC HQ as construction still going on at Kelburn Normal School.
8 Oct	Rachael Dixon (co director EHE)	Thank you for the work done at the Empowering Health Education course. Special thanks to Kiri for her fabulous support on the ground.
11 Oct	Jeremy Kannemeyer	Resilience Programme- request to present to Governance committee.
12 Oct	Natasha Keddie (auditors)	Signed audit report and stamped financial statements. Thank you for help throughout the audit.
17 Oct	Colleen Douglas (CD AP DP course)	Sent in draft programme for course. Reduced to 4 days from 5. Not sure if worthwhile if reduced to 3 days as it will effectively be a 2 day programme.
18 Oct	Jessie McKenzie	Request for a letter from TRCC regarding the work she is doing and honoraria

## Correspondence OUT-

DATE	TO	RE
26 Sep	Shirley Farquharson	Refunds – participants need to outline their cases for a refund due to withdrawing from a course.
26 Sep	Brenda McKenzie	Thank you for notification. EF to notify participants
26 Sep	EHE participants	Change of programme due to Brenda McKenzie unable to present her workshop.
29 Sep	Shane Walsh (MoE)	Progress Report due 30 September 2018
2 Oct	Sara Freitag	TRCC minutes for 23 Aug and 13 Sept 2018
5 Oct	Serena Lewis	Forwarded email from Nanette Cormack re PLD committee rep for TEU
5 Oct	Stephen Raynes	Acknowledge his email re not completing post course survey