

## **Progress against 2019 work programme (as at 13 December)**

### **Completed tasks**

Work programme in place  
Meeting schedule confirmed  
Property strategy workshop held  
March grant rounds held  
Annual budget confirmed and publicised  
Review of Trustee remuneration completed  
Annual performance report drafted, audited and approved by Board  
Annual audit completed and signed off  
AGM date confirmed, performance report prepared for publication  
Legal opinions (conflicts of interest and election) received  
Election timetable confirmed and notice of election forwarded for publication  
New insurance services provider appointed and new cover negotiated  
AGM held  
Response to audit management report  
AGM report insert for Grapevine  
Dealing with election nomination queries  
Advertisement of and collation of applications for September grant round  
New Arbor Place titles issued by LINZ  
Approval of September round community grant awards  
Issue papers for first Board meeting of new triennium  
New Chairperson and Deputy Chairperson appointed  
Bulk education grants approved  
Confirmation provided to GSLS of grant to be paid to GSLS for 2020 salary support

### **Tasks started but not completed**

Strategic plan drafted not adopted (deferred)  
Long term financial strategy drafted not adopted (deferred)  
Property strategy not drafted (further discussion required)  
Staff performance reviews and pay adjustments completed, performance targets not agreed  
New website up and running, format and content to be finalised  
Assisting consultant with H&S management/reporting process review  
Consider testing market for provision of services  
Supply induction packs for new Trustees

### **Tasks programmed but not started**

Workshop health & safety risks with consultant  
Review of current financial and operating policies to first meeting of triennium  
Summarise review of financial and operating policies

### **Tasks due to start before next Board meeting**

Submit risk schedule and monitoring framework for Board approval  
Set up monitoring framework to be administered by Audit & Risk Committee  
Establish relationship with Papawai Marae