

# Anglican Diocese of Waiapu

## STANDING COMMITTEE

**MINUTES** of the conference meeting held on **Thursday, 1<sup>st</sup> November 2018 at 10.30am**

**CHAIRPERSON: The Right Reverend Andrew Hedge**

	<p><b>Membership</b> Bishop Andrew Hedge                      Miss Alison Thomson Dr Diane Mara                                      Mr John Binns Rev'd Julie Guest                                  Rev'd Jenny Chalmers Rev'd Deborah Wilson                          Mrs Elaine Wood Rev'd Isabel Mordecai</p> <p><b>In Attendance</b> Ms Colleen Kaye (Registrar) Rev'd Jo Crosse (General Synod SC) Mrs Bianca Snee (Minutes Secretary)</p> <p><b>Apologies</b> Rev'd Tim Barker Rev'd Paul Williamson Ms Allana Hiha</p> <p><b>Prayers</b> Led by Bishop Andrew</p>
SC 18.11.1	<p><b>Confirmation of the Minutes – 9<sup>th</sup> August 2018</b></p> <p><b><u>Resolved:</u></b></p> <p><i>That the minutes of the meeting held on 9<sup>th</sup> August 2018 be confirmed as a correct record.</i></p>
SC 18.11.2	<p><b>Matters Arising</b></p> <p><b><u>Action List:</u></b></p> <p>A discussion was held on the Action List</p>
SC 18.11.3	<p><b>Confirmation of the Synod Minutes – 22 September 2018</b></p> <p><b><u>Resolved:</u></b></p> <p><i>That the minutes of the Synod meeting held on 22 September 2018 be confirmed as a correct record.</i></p>
SC 18.11.4	<p><b>IT Business Case</b></p> <p>A memo was presented from the WASSTB CEO, as she had presented to the Board of Anglican Care, outlining the outcomes from an IT system review that took place in December 2017, identifying several risks and inefficiencies. As a result of this review, the diocese and ACW set up a joint project to scope the replacement of our operating</p>

	<p>environment with the introduction of new software to better manage finance, HR, H&amp;S, fundraising and business intelligence.</p> <p>An independent IT project manager, Todd Goggin, investigated software options and presented them to the project team. The project team have not yet gathered enough information to be able to make the final decision on the project as a whole. The recommendations as to how to progress the project have now been presented to both the ACW board and Standing Committee for approval.</p> <p>ACW have agreed to and now approval is sought from the Standing Committee for an IT project steering committee consisting of Lucy Laitinen, Colleen Kaye, Todd Goggin, Jules Morgan and Joanne Morris, to select vendors to implement the operating environment and software upgrade and replacement of hardware.</p> <p>The Bishop thanked Todd. Todd left the meeting at 12.20pm.</p> <p><b><u>Resolved:</u></b></p> <p><i>i) That the Standing Committee delegate authority to the IT project steering committee to select vendors to implement the operating environment and software upgrade and replacement of hardware.</i></p> <p><i>ii) That the Standing Committee approve a total maximum CAPEX expenditure of \$525k by both the diocese of Waiapu and ACW for the initial set up costs, and \$160k for ongoing yearly operating costs.</i></p> <p><i>iii) The final apportioning of costs to the diocese of Waiapu and ACW will be determined after the costs are finalised and will be treated separately.</i></p> <p><i>iv) The Diocesan Registrar will regularly report back to the Board on project progress</i></p> <p><b>The meeting adjourned for lunch at 12.30pm and re-convened at 1.17pm</b></p>
<p><b>SC 18.11.5</b></p>	<p><b>Strategic and Policy Reports</b></p> <p>Finance Team Manager, Tracey O’Shaughnessy, was invited to join the meeting at 1.58pm to present the financial reports.</p> <p>Financial Report for the Diocese to 30 September 2018.  Financial Narrative – 30 September 2018  Parish Financial Health Sheet  Draft budget for 2019</p> <p>Points of note:</p> <ul style="list-style-type: none"> <li>• The Diocese is projecting a \$594k surplus against a budgeted surplus of \$106k</li> <li>• The major variance to budget for revenue is in the administration area and relates to the administration fees received. An administration fee is charged to WBDT at 1% of the portfolio values and the Diocese receives a proportion of this. As the proceeds from the sale of the rest homes for ACW was deposited into the permanent fund with WBDT, the administration fee to the Diocese from WBDT to 30/9/18 was higher than original budget.</li> <li>• The administration area also has variances year to date relating to the operational overheads and these are \$80,000 up on budget. These are mainly in the following areas where additional costs have been incurred as the true cost of the shared services team is recorded, photo copying, stationary, and project work.</li> </ul>

	<p>The Finance Manager confirmed that the health sheet will be updated to include the parish budget column to enable comparisons to the actuals year to date surplus.</p> <p><b><u>Resolved:</u></b></p> <p><b><i>To receive the financial reports.</i></b></p>
<p><b>SC 18.11.6</b></p>	<p><b>Diocesan Committees</b></p> <ul style="list-style-type: none"> <li>• <b><i>Diocesan Canon Review Committee</i></b> Nothing to report.</li> <li>• <b><i>Diocesan Ministry Committee</i></b> Nothing to report.</li> </ul>
<p><b>SC 18.11.7</b></p>	<p><b>Other Reports</b></p> <p><u>Bishop's Report</u></p> <p><b>Visit to Fiji – 26<sup>th</sup> October to 30<sup>th</sup> October</b></p> <ul style="list-style-type: none"> <li>• Bishop Andrew reported on his recent trip to Fiji attending the Diocese of Polynesia Synod Electoral College as the Chaplin.</li> <li>• The Diocese of Polynesia had a list of 10 candidates who had offered themselves for discernment as the next Bishop of Polynesia. A decision was made at the Synod and now that decision has been put to General Synod members and an announcement should be made in the future as to who the successful candidate is.</li> </ul> <p><b>Clergy conference</b> - coming up with a focus on adaptive Leadership.</p> <p><b>Action:</b> <b><i>Standing Committee members to read the book 'Canoeing the Mountains' prior to the next meeting.</i></b></p> <p><u>General Synod Representative Report</u></p> <p>Rev'd Jo Cross presented a report to the Standing Committee outlining the highlights from the GSSC meeting held 11-12<sup>th</sup> October 2018 in Palmerston North.</p> <p><u>TPCCG Representative Report</u></p> <p>Alison updated the committee on what is happening within the Tikanga Pakeha Conference Coordinating Group.</p>
<p><b>SC 18.11.8</b></p>	<p><b>General Business</b></p> <p><u>Letter from Archbishop Philip Richardson regarding the Tauranga Moana Apology</u></p> <p>The Bishop presented a letter to the Standing Committee from Archbishop Philip Richardson regarding the apology around the Tauranga land matters and the estimated hospitality costs for hosting the apology on the 1<sup>st</sup> December 2018. The letter asked that the Diocese of Waiapu to contribute towards the cost of hosting.</p>

	<p><b><u>Resolved:</u></b></p> <p><b><i>That the Standing Committee receive the letter, and approve the contribution of \$10,000 from the Diocese of Waiapu towards hospitality costs.</i></b></p> <p><b><u>Action:</u></b></p> <p><b><i>Bishop Andrew to respond to Archbishop Philip Richardson advising that the contribution the Diocese of Waiapu would like to make is \$10,000, which is in addition to what General Synod have contributed.</i></b></p> <p><u>Letter from Holy Trinity Tauranga re GS Motion 14</u></p> <p>The Registrar presented a letter dated 21 September 2018 from Donald G Carter on behalf of the Tauranga Parish requesting to convey a motion that was passed at the Annual General Meeting of the Holy Trinity Tauranga Parish held on Wednesday 23<sup>rd</sup> May 2018. As part of motion 14, the congregation considers itself to be an appropriate party to be involved in the restorative justice process.</p> <p><b><u>Resolved:</u></b></p> <p><b><i>That the Standing Committee receive the letter, and respond back with their full support, and note that the strong representation of Tauranga Parish on the 1<sup>st</sup> December would be a huge step towards building relationships.</i></b></p> <p><u>St Luke’s Development Proposal</u></p> <p>The Bishop received a proposal for the development of the upper (4<sup>th</sup>) level of the St Luke’s Rotorua facilities from Rev’d Alex Czerwonka, and presented it to the Standing Committee for discussion.</p> <p><b><u>Resolved:</u></b></p> <p><b><i>That the Standing Committee receive the letter, and the Diocesan Registrar to respond back to Rev’d Alex Czerwonka.</i></b></p> <p><b><u>Action:</u></b></p> <p><b><i>Colleen Kaye to respond to Alex with feedback from the Standing Committee outlining their suggestions and addressing their concerns.</i></b></p>
<p><b>SC 18.11.9</b></p>	<p><b>Other Business</b></p> <p><u>The Omokoroa Community Church</u></p> <p>The Bishop presented a paper for discussion regarding the Omokoroa Community Church – Cooperating venture (Anglican, Methodist, Presbyterian) in partnership with the Roman Catholic Church.</p> <p>There are significant concerns with the parish around UCANZ and the relationships of the parish with partner denominations and these were noted. A governance meeting is to be</p>

