Toiora Cohousing Meeting 24.6.21

Present: Donald, Kristin, Maria, Sander, Karen, Ngaire, Alex, Claire, Rosemarie, Maurice, Jeffrey, Min, Miriam, Anne, Liz, Rainer, Warren, Sue, Kathy, Sandy, Frances, Gay, Sara, Jess, Tim, Pauline, Juan.

Apologies: Anna, Anthony, Catherine, Susan, Eroni,

Appreciations: sauna, planting, kindling, showers, fences

**Please note:** some items were not covered at the meeting because of a very full agenda. These were

* Spare set of keys for BC access when necessary
* Updating website including tab for sale/rent of units as previously agreed
* Outreach group

Sander, can you please include these in our next regular meeting?

1. UCOL AGM

 Annual reports for 2019, 2020, previously circulated by Alex on 18 June, which need to be adopted by at least 75% of shareholders. No questions of Alex to date. Liz’s name is not there but needs to be added and she needs to sign. Both reports were handed round for shareholders to sign.

1. Personal Statement

At the last meeting, Anne raised a matter re payment made from Montpellier Social Club account for the bench top for Unit 1. This should not have been done in the Open Forum. The people affected should have been alerted. Apology from Anne.

Sue and Gay commended this apology as a model for the rest of us.

1. Decision making proposal from conciliation team. (see below)

There was discussion around the time period people had to object to a decision. Warren suggested an extension is sensible if the minute involves an affected party who might be away.

While there was general agreement on the first 3 points about timely notifications of items, the Conciliation Group will reconsider the time period that someone has to object to a decision.

Once we agree on the process, it can be added to the Toiora Agreement.

Appreciation expressed for the work of the Conciliation team.

1. Post PCG

We have asked Juan and Anthony to become our Project Managers going forward and they have agreed. Everyone is very grateful.

1. Project update

From the list of priorities, the steps for C1 and C2 have been done (these are provisional until the Heritage Fence is straightened, when a more permanent set of steps will be in place). Claire got an assurance on this.

Anthony and Juan met with some people re the M3 earthworks but need more information on plans and pricing. The earthworks come from contingency and are in the first priority list.

Defects: Alex says there is a plan agreed between Stefan and S & W that they will attend to some items in the near future and others by 12 months. Any emergencies will be dealt with straight away. We need a small group to deal with newly reported defects. Juan will work out a mechanism for this but will need help.

We need a list of numbers for emergencies (plumbing, door handles, electrical): a paper list in the office and an email with the subject: *Emergency List.*

(Who will provide this list of numbers?)

1. Admin Group

 BC year will be 1 April – 31 March. We will invoice everyone for 9 months of BC fees. Kathy is joining the Admin Group. (Frances to send minutes of last meeting around). Is it possible to have our electricity account with our address on it as banks often require a utility bill for ID.

1. Sign Group
* Alva/High. Request to add ‘please’ to this sign.
* Montpellier Street: Toiora Cohousing No. 7 Montpellier Street in white font on black. Quote of $195.
* There were a number of suggestions about the main Alva driveway sign but no decision.

We ask the group to come back with another recommendation, involving some integrity so that there is a similarity among the signs. Maria and Jess happy to help move this forward. We also need a logo.

1. Landscape group

Request for approval to spend $2500 for materials for our common growing areas. Approved subject to BCG looking at this.

1. Kitchen Group

How to move forward?

Suggestion of contributions from the community? We invite people to indicate their willingness to gift or loan.

Let’s get our building permit for oven and range hood in and wait for the BCG to report on contingency.

The building consent may take 5 or 6 weeks. By then we will know how much we have in contingency. Gifts and loans are very different.

Mindful of all of the work that Roz put in for the kitchen.

The act of eating together is the most important thing, and we are doing that already.

2 elements in the KG report. What of the ideas of new or second hand? Differing opinions

Tim will apply for the building consent to install the range hood.

We are very close to knowing our final contingency and there does not seem to be consensus on other forms of funding.

1. Proposal from Jeffrey for short concerts once a month, at the weekend, after an early meal. General enthusiasm.
2. Sauna:  Rainer has borne all of the costs for installation as well as all the costs of the fence, deck, shower etc. associated with the sauna area. He will provide a training session at out next meeting.

Trailer: Text Rainer if you want to use the trailer. 021 144 7700

1. Claire has become aware of a number of things about living here that we don’t know. We need a tutorial or group session for this. Can we use one of our meetings to do this? 2 weeks’ time? Questions to be submitted a week before. Notes need to be taken.
2. Official opening event and neighbours’ afternoon tea. Suggestion of Friday, 30 July for official opening. The Outreach Group will work on this and the neighbours’ afternoon tea.

Open Forum

1. Next Thursday , 1 July, at 6.30 University Electricity Group

Next meeting: 8 July

Chair Sander

Notetaker Marianne

Appendix

1. Conciliation Group proposals

The Conciliation team asks the Group to consider adopting the following proposal for our decision making process, which specifies our existing decision making process in more detail:

1. We agree we have a collective responsibility to table items in time e.g. before noon when meeting at 7:30pm, but preferably with one day's notice. The more complex or contentious an item, the more time the whole group should be given to consider it before the meeting.
2. While anyone can table items, ideally they come from Groups.
3. These Groups should have met and researched/discussed the item, and bring to the  meeting a recommendation (along with an explanation why they believe that is the best recommendation). For particularly complex or contentious issues, Groups should make available a written summary of the research/discussion that has lead to their recommendation.
4. When the meeting deems a decision to be important, it is always minuted.
5. After a minute is adopted, no irreversible action is taken until 48 hours after the  minutes have been circulated via email, and only if no disagreement ("red card") is  expressed within this time.
6. Any member, absent or present, is free to hold a red card to a minute after it was  agreed, and is also free to withdraw their objection.
7. If at the start of a meeting there is any disagreement about a minute that had been  agreed in the previous meeting, it is tabled to be resolved.