



Titahi Bay
Community Group

Meeting minutes

Date: 09/07/2025

Time: 7pm

Location: TBay Cafe

Attendees:	Apologies:
Dave Brett (Chair), Janie Walker, John Pettigrew, Kate Misa (Secretary), Jamie Diamond, Jenny Jakobs	Brenna Tume, Gael McRoberts, Leanne Tavo

Agenda

- Karakia
- Apologies
- Minutes from previous meeting
 - Approve Minutes 11/6/25 (moved John, seconded Dave)
 - Outstanding Actions
 - i. Talk with Brenna/Brenna's partner re map on TBCG website to promote the historical walk (Jenny)
 - ii. Event sub-group (Dave)
 - iii. Noticeboard repair (Janie to follow up with Jenny)
 - iv. Venue for AGM e.g. bowling club (Janie)
- Communication update (Email, Social Media, Noticeboard)
- Financial update (balance, commitments)
 - Committee needs access to Cash Flow Statement (cash in and out) and Balance Sheet (including committed and available funds) (for discussion with Brenna)
- Planned activity
 - Connection Mapping (Janie)
 - Website refresh (John)
- Events
 - AGM - organisation, food, comms, committee resignations/nominations/recruitment, community engagement activity
 - Meet the candidate - organisation
 - Neighbours Day 2026 (kai events)





- General Business
 - Te Tireti Hall usage update (Janie)
- Karakia

Minutes

- Outstanding Actions
 - PCC funded walking trail project supported by TBCG. Recommendations were made (only 50% done). No further plans regarding historic walk. Ngatitōa doing some similar work. ACTION: Jenny to provide copy of map and info.
- Communication update (Email, Social Media, Noticeboard)
 - No social media update - Facebook moderators messenger group were contacted regarding need to clarify values (follow up from previous meeting). Moderators felt rules were clear, no further discussion required.
 - All committee to use common TBCG email signature when emailing on behalf of committee. ACTION: Find previous examples and finalise (Kate).
 - Noticeboard repair followed up. Request is sitting with business who installed it (Janie)
- Financial update (balance, commitments)
 - no update
- Planned activity
 - Community mapping - no specific update, will continue after workshop content is viewed.
 - Website update. John, Kate met with Natalie to review content and purpose. Key requirement is 'mobile friendly'. Natalie to write up a menu as starting point. Janie has offered to edit content.
- Events
 - 20 August AGM
 - Tireti Hall booked (\$100 bond + 30/hr). Pizza and drinks. Jenny will act as host.
 - ACTION: communications (Jamie)
 - ACTION: Email committee about roles and nominations for coming year (Jamie)
 - ACTION: bring TBCG sign (John)
 - 20 August Community Engagement activity
 - ACTION: Agenda and programme (Janie)
 - 17 September Meet the candidates
 - Dave and Janie meeting with Greg this Friday.
 - Local and regional candidates will included. To be formally invited.
 - Mix and mingle at end.





- Share comms proposal with committee.
- [Neighbours Aotearoa](#) March 2026 - suggestion to make this about kai and promote activity. Kai stakeholders will be noted as we go. No action required yet.
- General Business
 - Tireti Hall - still no response from PCC (Janie)

Actions:

Responsible	Description	Due
Jenny	Provide copy of walking trail map and info.	
Kate	Find previous examples of TBCG email signatures and finalise.	
Jamie	Create communications for workshop and AGM.	
Jamie	Email committee about roles and nominations for coming year	
John	Bring TBCG signage to AGM.	
Janie	Workshop agenda and programme	

Next Meeting: 13/08/2025, 7pm TBay Cafe

