



Titahi Bay  
Community Group

## Meeting minutes

**Date:** 08/10/2025

**Time:** 7pm

**Location:** View Road

Attendees:	Apologies:
Janie Walker, Jamie Diamond, Jenny Jakobs, Gael McRoberts, Kate Misa, Dave Brett, Robyn Smith.	Brenna Tume

### Agenda

Karakia

Apologies

Minutes from previous meeting

- Approve Minutes 10/9/25
- Outstanding Actions
  - Website mgmt yet to be resolved (Kate)
  - Write up what action would be ideal to enhance trail, clarify/link with Ngati Toa plan. Align with Janie re community map (Jenny)
  - Finance updates - resolve liabilities, files to be updated, signatories to be updated, ASB account access and signatories to be updated as per Feb 2025, and officer changes Sept. Committee reimbursement process (Janie with Brenna)
  - Inc Society filing due 31 Sept.-Deferred to March 26 as per filing instructions. Noted for action.
  - File Tireti Hall agreement and Noticeboard guidelines (Janie)

Communication update (Email, Social Media, Noticeboard)

Financial update (monthly cashflow, balance, commitments)

Activity

- Connection Mapping and Kai in the Bay (Janie)
- Ngati Toa Meeting (Janie, Jamie)

Events

- 7-8pm Nov (6-7pm invitation to drop in for PCC elected members)
- 7-8pm Dec (6-7pm new people to the Bay, community groups)

General Business (defer to following meeting if required)

- Identify committee roles needed for promotion
- Committee feedback summary (deferred from next meeting) Dave
- Committee event Heritage Trail, Christmas event
- Committee Induction





- Merge of Facebook groups (Janie)
- Becoming a Te Tiriti-based community group (Janie)

Karakia

## Minutes

Apologies - agreed apologies to be notified directly to Kate by Messenger or email, ASAP before meeting to confirm quorum if needed (all committee).

Minutes approved 10/9/25 (Jenny, Janie)

### Outstanding Actions

- Website handover - review notes from John (Kate)
- Jenny and Gael met re heritage trail and plan to meet with PCC to clarify gaps, any work to be done. Will do media story when finished. (Jenny)
- Finance updates - Janie and Brenna met to talk through finance updates. Good progress and plan made. Reimbursement process to be created. ACTION: Brenna to update signatories to TBCG 'officers' (Chair Treasurer, Secretary), after Nov meeting minutes approved. ACTION: Jamie and Kate to join Kiwibank. ACTION: Kate to lead resolving outstanding funds held, will work with Brenna. ACTION: Kate to write reimbursement process
- Inc Society filing due 31 Sept. ACTION Brenna will file this week (Brenna)
- File Tiriti Hall agreement and Noticeboard guidelines. ACTION: still to do (Janie)

### Communication update (Email, Social Media, Noticeboard)

- Email: multiple emails about Candidates meeting (sharing questions for candidates, feedback and thank you from candidates), 21/09/25 complaint about bullying on TB Noticeboard FB (offending post removed, response emailed, Janie spoke with person who posted); 2/10/25 Ryan Blundell emailed to request surf app go on TBCG website (Kate responded no capacity to update website currently, but welcome to post on TB Noticeboard).
- Social Media: Candidates meeting created a lot of negative comments pre and post meeting. Negative post on Porirua FB page directly after meeting (Kate responded thanking for attendance, inviting feedback about how to do things differently); rules updated on TBCG FB, good feedback received from many members about the change in rules and tone of the FB noticeboard.
- Noticeboard: working well. No issues.
- Committee communications and files - all TBCG documents must be filed in Google Drive. ACTION: include short lesson for committee next meeting. Members to use email and/or messenger for communication (whatever works for them). NOTE: some not on Messenger.

### Financial update (balance, commitments)

- See notes in outstanding actions. A monthly update will happen from now on (Brenna). ACTION: Brenna will update TBCG files in Google Drive. ACTION: Janie to message Megan PCC regarding \$400 annual contribution, is this still available to community groups?

### Activity

- Meeting with Ngati Toa members Helmut Modlik, Carra Hamon this Friday to discuss community connection, relationship, Welcome to the Bay event (Jamie, Janie, Brenna).
- Tiriti Hall - discussion regarding opportunities to use the hall. ACTION: invite councillors and others to community connection hui 12 Nov (Janie).
- Interest in rebuilding relationship with PCC councillors and staff. Activity happened due to relationships with specific people in key roles on staff, and supported by councillors. Now we have a public space to meet we can start to rebuild this relationship. No longer community focussed staff so need to identify key people to build relationships with. Nov meeting will invite

### Events





- **Kai in the Bay** - follow up meeting 13 Oct Tireti Hall. Janie keen to hand over concept to interested party/ies for action.
- **Neighbours Aotearoa** - runs all of March. Kate to run campaign to promote activity, especially around kai. Will connect Kai in the Bay group. Main TBCG event will be community meal - intention to run in partnership. Connect wider groups e.g. iwi, churches, businesses, existing local community groups, PCC.

**General Business**

- Robyn Smith attended to express interest in joining committee. Robyn voted on to committee by unanimous vote. ACTION: Induction and committee process to be completed (Janie, Kate).
- Discussion about sad loss of kiwi in TBay, committee all concerned. Robyn mentioned her dog has had penguin aversion training. IEA: Potential to organise this for TBay dog owners, also kiwi, in connection with PCC.

**Defer to another meeting**

- Identify committee roles needed for promotion
- Committee feedback summary (Dave)
- Committee event Heritage Trail, Christmas event (Dave)
- Becoming a Te Tiriti-based community group (Janie)

**Events:**

Date	Event and description	Lead
12 November	Committee Hui + Community Connector (PCC councillors, community), Tireti Hall 6-8pm	Janie, Chair
December	TBCG committee Christmas event	Dave TBC
<b>2026</b>		
11 Feb	Committee Hui: Community connector, Tireti Hall 6-8pm (TBC)	Janie, Chair
11 March	Committee Hui: Community connector, Tireti Hall 6-8pm (TBC)	Janie, Chair
1-31 March	Neighbours Aotearoa	Kate

**Actions:**

Responsible	Description	Due
All committee	Agreed apologies to be notified directly to Kate by Messenger or email, ASAP before meeting to confirm quorum if needed	Ongoing





All committee	Members to use email and/or messenger for communication (whatever works for them)	Ongoing
Janie	Message Megan PCC regarding \$400 annual contribution, is this still available to community groups?	5 Nov
Janie	File Tireti Hall agreement and Noticeboard guidelines. Still to do	12 Nov
Janie	Invite councillors and others to community connection hui 12 Nov.	31 Oct
Brenna	Update signatories to TBCG 'officers' (Chair Treasurer, Secretary)	After Nov meeting minutes approved
Brenna	Inc Society filing due 31 Sept. Brenna will file this week	11 Oct
Brenna	Update TBCG files in Google Drive.	5 Nov
Janie, Jamie, Kate	Induction and committee process to be drafted for review	31 Oct
Jamie, Kate	Join Kiwibank.	12 Nov
Kate	Write reimbursement process	31 Oct
Kate	Lead resolving outstanding funds held, will work with Brenna.	12 Dec
Kate	Add to next agenda - short lesson for committee.	5 Nov
Dave	Coordinate committee christmas get together - Dave to lead because you put it on the agenda :)	Dec

Next Meeting: 12/11/2025, 6-8pm Tireti Hall

<b>The purpose of Titahi Bay Community Group Incorporated (2611311) is to serve, inform, engage and activate the community for a stronger, brighter future together.</b>	
Committee Members (quorum - 4)	
Office holders	Jamie Diamond (Co-Chair); Janie Walker (Co-chair); Kate Misa (Secretary); Brenna (Treasurer)
Members	Jenny Jakobs; Gael McRoberts; Robyn Smith; Dave Brett (Events)
Support	Leanne Tavo (Social Media Moderator); Facebook Moderators; Natalie Bowie (Website); Kirsten Giebel (Silverstripe); TB Pharmacy (noticeboard keyholder).





Sponsors	Porirua City Council \$400/annum administration TBC; Tireti Hall access 2 x 2hrs/month. Kirsten Giebel (Silverstripe) TBC; Dave Brett (Donation of pizza for TBCG AGM \$131.46)
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