

Index WEST Board Minutes 2007 - Nov 2020

TOPIC	SUB TOPIC	MIN NO	DATE
Achievements and Aims	Aspirations	1173	May-08
Annual Accounts (See also Finance)	Approved for 2009	1269	May-10
	Approved for 2010	1311	Apr-11
	Approved for 2011	1335	Apr-12
	Approved final version with compilation and review for 2012	1357	Apr-12
	Final accounts for 2013 accepted. Noted need for annual info re Henry House loan and some changes to telecommunication costs	1390	May-14
	Agreed not appropriate for full accounts to go into Docs in Advance possibly a summary ? Secretary to consult with YM Treasurer	1422	Apr-15
	Draft accounts for 2014 presented, waiting for response from Financial Market Authority (see under Finance)	1423	Apr-15
	Accounts for 2015 presented. Agreed current amount to set aside for long term maintenance for rental properties is working well - 3%.	1472	May-16
	Approved for 2016	1525	May-17
	Will be consolidated with YM accounts - control relationship for Charities Services	1526	May-17
	2017 accounts reviewed. Reviewer made recommendations	1585	Nov-18
	2017 accounts approved. Have been consolidated with YM accounts and presented in Charities Services format	1591	Nov-18
	2018 Accounts. Concern as to how \$70,000 for insulation from YM has been treated in the accounts. To clarify with reviewer. Otherwise accounts approved	1632	Apr-19
	2018 Accounts, final approval with response to query see Minute 1632, and note added to the accounts	1658	Nov-19
	2019 Annual accounts approved. Review report received from Audit Professionals	1692	May-20
	2019 Review reported noted areas for improvement, covered by financial review	1703	May-20
Architect			
Audit/Review	Audit style change	1170	May-08
	Stephen Lacey and Ass can no longer do "compilation and review" need another accountant for review. Appoint Kate Joblin for 2016 accounts to do review	1495	Nov-16
Bequests	Owen Jackson Bequest and Cap	1195	Nov-08
	Rob Timpany	1264	May-10
	How to get further bequests/gifts	1431	Apr-15
	How to get further bequests/gifts	1479	May-16
Board Members	Welcomes		
	David James for Whanganui	1115	May-07
	Charlotte Gordon for Wellington	1115	May-07
	Jan Harrison for Whanganui Taranaki and Murray Short for Wellington		May-09
	Robert Howell (Auckland); Mandy Brooke and Heather Jan (Settlement)		Nov-09
	Joy Rising for Settlement	1141	Nov-07
	Joe Beutrais (Young Friends); Rogan Boyle (Young Friends);		Nov-09
	Alan Graham, Jan Aubrey, Paul Thornton, Brylin Highton (DN)	1285	Nov-10
	Maria Barsema, Lyneke Onderwater	1489	Nov-16
	Marion Sanson (Settlement Rep), Graham Chapman, Kapiti	1544	Nov-17
	Patrice Bogert (Whanganui)	1564	Apr-18

	Lowana Crawford (Palmerston North), Michael Payne (Settlement), Jan Aubrey (Northern) Sue Reynolds filling in for Joy Rising, Geoffrey Steedman (Taranaki)	1583	Nov-18
	David Wicks (Mid North Island)	1624	Apr-19
	Peter Watson for Whanganui and Sark Iam as Settlement Rep	1696	May-20
	Farewells		
	Chas Hamblyn for Wellington	1116	May-07
	Margie Beautrais farwelled-thanked for SC	1142	Nov-07
	Anne, Bill and Neil farewelled	1165	May-08
	Charlotte Gordon for Wellington		May-09
	Bill Robinson (Auckland); Joy Rising (Settlement); Jimmy Green (YF)		Nov-09
	Peter Watson (Settlement)		Nov-09
	David Seaman, Heather Jan, Catherine Spencer, Beryl Jones	1278	May-10
	Moiria McLennan (Kapiti)	1285	Nov-10
	Brian Curtis(CH), Mandy Brooke(Settlement)	1315	Apr-11
	Anne & Alistair Hall(PN), Jan Harrison (Whand Tar), Murray Short (WN), Liz Taepa (Settlement)	1343	Apr-12
	Peg Norris (CH), Michael Payne (Settlement), YF Observers Rogan Boyle and Josef Beautrais. Alan Graham (Waitemata North). Change of MM and now Penelope Dunkley will be rep for North MM.	1364	Apr-12
	Murray Short, Nigel Broke and Penelope Dunkley	1433	Apr-15
	Nigel Brooke(SubCtee), Brylin Highton (DN)	1468	May-16
	Peter Watson (Settlement) - SubCtee	1524	May-17
	Anne Usherwood (Palmerston North), Joanna Hansen (Taranaki), Jason Quinn (Settlement)	1581	Apr-18
	Lyneke Onderwater (Settlement) has completed term	1651	Apr-19
	Patrice Bogert, Whanganui laying down her role	1689	Nov-19
	Marion Sanson Settlement rep	1697	May-20
	Lowana Crawford (Palmerston North) laying down role	1747	Nov-20
	Secretary		
	David Alexander resigned as Secretary	1254	Jan-10
	Brian Curtis - Acting Secretary	1256	May-10
	Brian Curtis - Acting Secretary - thanks for filling in	1279	May-10
	Name of Bill Robinson suggested to YM	1280	May-10
	Bill Robinson laying down Secretary role	1420	Apr-15
	Anne and Alistair Hall - further 3 years	1580	Apr-18
	Anne and Alistair Hall finish term at Nov 2020 meeting. Finding another Secretary, group to further this process and bring a name by end Aug 2020	1712	May-20
	New Secretary appointed, Jos Rossell	1716	Nov-20
	Anne and Alistair Hall - finishing	1748	Nov-20
	Equipment for Board members		
	Request for lap top computer declined	1289	Nov-10
	General		
	All Board members encouraged to attend seminar for Trustees	1366	Apr-12
	Resources for Board members to be developed	1430	Apr-15
	Induction session for new Board members	1434	Nov-15
	Resources for Board members to engage Monthly Meetings - report	1461	Nov-15
	Board member appointment process	1527	May-17
	Board member appointment process - response from YM Clerk	1549	Nov-17
Book of Remembrance	To be established	1196	Nov-08
Carbon offsets for travel			

	Small group to follow up ideas about using Project Canopy etc.	1685	Nov-19
Charges	Facility Charges Reviewed	1158	Nov-07
	Facility Charges approved- not unity over different user categories	1205	Nov-08
	Seminar and Facility Charges	1224	May-09
	Seminar and Facility Charges	1228	Nov-09
	Seminar and Facility Charges	1236	Nov-09
	Casual use of accommodation - charges differentiation	1273	May-10
	Charges for facilities and food costs updated for 2015	1415	Nov-14
	Charges for facilities and food costs unchanged for 2017	1496	Nov-16
	Charges reviewed. Increase for seminar use, not increased since 2013	1547	Nov-17
	Charges reviewed. No increase for 2019	1600	Nov-18
	Charges reviewed. No increase for 2020. Seminar Cttee to check with caterers re rates	1669	Nov-19
	Catering charges - agreed minimum payment to caterers for seminars	1708	May-20
	Charges agreed for 2021. New rates for long term use of units effective next May	1744	Nov-20
Charities Services Reporting			
	New requirements for Charities Services reporting - Statement of service performance drafted as required from annual reporting of 2016 accounts onwards	1541	May-17
Communal Buildings - Contents			
Communal Buildings - General	Unlocked buildings and insurance	1119	Nov-07
Communal Buildings - Maintenance			
Deaths Recorded	Olive Smithells	1143	Nov-07
	Angela Brusse	1143	Nov-07
	Elsie Bennett	1263	May-10
	Michael Wiltshire	1286	Nov-10
	Kathleen Douglas	1417	Apr-15
	Philip Macdiarmid - lawyer in early years	1439	Apr-15
	Phyllis Short - ashes spread at Settlement	1440	Nov-15
	Judith Timpany - involvement and cooking for Board Meetings	1464	May-16
	Neil Mountier - Board member	1488	May-16
	Paul Thornton - Board member	1517	May-17
	Beryl Jones - Board member	1655	Nov-19
	Lynley Joyce - Board member	1656	Nov-19
	Connie Camfield - Board member, Treasurer, Auditor	1657	Nov-19
	John Remus (Settlement Builder)	1719	Nov-20
Discernment	Management Meeting to report on	1227	Nov-09
	Update Section 4.2 of Settlement Handbook - discernment process	1274	May-10
Donations/gifts			
	Donations acknowledged	1746	Nov-20
Earlham College	Acknowledgement of relationship from Earlham	1309	Apr-11
	Report of time at Settlement 2013	1356	Apr-13
	Agree to 1 year agreement with Earlham for rental of House B	1382	Nov-13
	Ask Sub Cttee to renew contact with Earlham for rental of House B	1407	Nov-14
	Agreement for 2016 and 2017	1485	May-16
	Arrangements info for Board	1538	May-17
	Earlham possible use of House K instead of House B	1539	May-17

	Earlham use of House K instead of B raised with Earlham, but no change for 2017/18	1551	Nov-17
	Earlham not coming 2021. Arrangements for Hosue B, agreed to hold and WEST to get rent. To negotiate with Earlham	1726	Nov-20
Education for Settlers	Seen as coming from other funding sources	1231	Nov-09
	Skills training policy approved	1303	Apr-11
Electricity Supply. See also Solar Array			
	Exploring communal electricity provision	1741	Nov-20
Environmental Sustainability			
Equipment			
	Monies approved to purchase camera and microphone for group online meetings	1710	May-20
	Data Projector -Management Meeting to report on possible purchase	1235	Nov-09
	Agree to purchase data projector and screen	1292	Nov-10
	Purchase made of camera with inbuilt microphone, and USB cable for online meetings or seminars	1715	Nov 2-
Finance (See also Annual Accounts)	Report to Board	1123	May-07
	Report to Board	1169	May-08
	Report to Board	1151	Nov-07
	Budget approved	1160	Nov-07
	Future Expenditure list	1154	Nov-07
	Annual Accounts	1215	May-09
	Report to Board	1216	May-09
	Report to Board	1230	Nov-09
	Budget and Financial approval limits	1231	Nov-09
	Financial Report and Budget Approved	1194	Nov-08
	Purchase of Oven	1206	Nov-08
	Support for Angela Brusse	1124	May-07
	Financial update and Budget for 2011	1288	Nov-10
	Separate rental account	1288	Nov-10
	Policy for sharing costs MM and WEST for plant and equipment. Working Group	1288	Nov-10
	Cost sharing - plant and equipment. Working Gp report WEST to meet 100% of costs for plant and equipment and 50% of costs associated with pool.	1304	Apr-11
	Cost allocation - policy approved	1327	Nov-11
	Residents reimbursement for WEST costs	1305	Apr-11
	Finance report March 2011. Forestry proceeds into Project Canopy Account		
	Financial update and Budget for 2012 approved	1319	Nov-11
	Financial update approved	1346	Nov-12
	Land Development A/c to be renamed as Landcare account	1346	Nov-12
	Finance report accepted and budget for 2014. No longer charge YM for office, telephone and broadband	1371	Nov-13
	Finance update for 1st quarter, 2014 accepted	1389	May-14
	Finance update received	1399	Nov-14
	Query re relevance if Securities Act 1978. Letter to go to Financial Markets Authority	1405	Nov-14
	Letter sent to FMA re scope of Securities Act waiting a response	1421	Apr-15
	Finance update - tracking to budget	1423	Apr-15

	Changes to accounting practice, plus update of On site treasurer job description	1424 and 1426	Apr-15
	Internet banking - Board comfortable with current arrangement as in our policies	1425	Apr-15
	Financial report and budget for 2016 approved. Funds to be moved from repairs to Fund for licences	1441	Nov-15
	Internet portal - Board approves decreasing number of signatories for term deposits to one so can be managed on internet portal. Withdrawals will need minutes from the Board	1441	Nov-15
	Board authorises the onsite Treasurer to pay Board expenses - travel etc by internet banking	1441	Nov-15
	Finance report for Nov 2016 presented and proposed budget for 2017 approved	1494	Nov-16
	Finance update 2016 accounts approved. Reviewer noted overstatement of liability to licence holders. Asked our accountants to change this in future.	1525	May-17
	Report and budget for 2018. Ask accountant to limit liability to licence holders to only those licences NOT held by WEST	1546	Nov-17
	Authorise treasurer to pay bills online	1546	Nov-17
	Report to Board. New reviewer Silk Audit. Extra costs. Good that liability to licence holders now only the licences not held by WEST	1571	Apr-18
	Report to Board and budget for 2019. Major infrastructure expenses, hot water cylinder in main building, water main and share of pool maintenance.	1594	Nov-18
	Nigel Brooke leaving Settlement, laying down treasurer role	1595	Nov-18
	New Treasurers - Lyneke Onderwater and Christine England. Change signatories	1596	Nov-18
	Audit Professionals to undertake review plus consolidation of accounts with YM. YM to pay	1598	Nov-18
	Silks Audit recommendations implemented	1599	Nov-18
	Bank signatories - Lyneke Onderwater and Christine England have been added and Gill Hill has been removed	1630	Apr-19
	Financial update presented by Christine and Lyneke. Noted spending on main buildings infrastructure, repayment of NMM loan and purchase of licence House H - impacts on finances	1633	Apr-19
	Silks Review 2017 recommendations - actions completed & underway	1634	Apr-19
	Financial procedures review to be done by Orlanda Endicott plus prep for 2019 accounts	1664	Nov-19
	Financial report to Oct 2019 presented	1665	Nov-19
	Fraud prevention policy draft one to be prepared by small group	1679	Nov-19
	Lyneke Onderwater laying down treasurer role. Will continue to do second authorisation for online payments	1680	Nov-19
	Budget for 2020 accepted	1682	Nov-19
	Format of financial reports. Orlanda Endicott presented new format for reporting twice yearly, using MYOB. Agreed to use this new format	1698	May-20
	Budget for 2020 resubmitted - revised, errors fixed etc. Accepted	1699	May-20
	2020 Quarter 1 report. Need to allow for impacts of COVID 19 pandemic on WEST income. Can cope with impacts of pandemic in 2020.	1700	May-20
	Finance Project review report and recommendations. Agreed to recommendations and subsequent review of Section 7 of Handbook	1701	May-20
	Finance report Q3 presented. Impact of COVID-19 less than expected.	1721	Nov-20
	Financial reporting format - Board agreed to new format	1722	Nov-20

	Funds set aside for building and machinery maintenance - provision accounts - to no longer be used as at 31st Dec 2020. Change in accounting policy	1723	Nov-20
	Budget for 2021 accepted. No comparisons provided in future	1724	Nov-20
	Asset and liability management Halls loan versus potential surrender of licence House N. Halls offer plus explore Trust Board	1725	Nov-20
	Treasurer role - primary and secondary roles. Exploring time taken possible more use of accountant	1743	Nov-20
Friends in Residence	.	1117	May-07
	Rowe Morrow from Australia-April 08 outcome	1166	May-08
	Rowe Morrow from Australia to come	1157	Nov-07
	Principles. Support for Jeff Dean and Annette Morris. WEST agrees to be sponsoring organisation and appoints Michael Payne to complete paperwork	1460	Nov-15
	Update Jeff and Annette coming	1480	May-16
	Jeff and Annette arrived and left early	1500	Nov-16
Fund For Licences	Feedback on survey etc	1172	May-08
	Gift from Waitemata North MM	1175	May-08
	Loan from Bay of Plenty/Auckland MM	1176	May-08
	Terms of Loan BPO/Auckland	1177	May-08
	Seeking Fund for Licences - goal	1132	May-07
	Paper on this to go to Yearly Meeting	1159	Nov-07
	Gift from Waitemata North MM offered	1155	Nov-07
	Fund used to purchase Licence House E	1360	Apr-12
	With purchase of Licence to House E WEST owns 9 out of 16 licences	1361	Apr-12
	How to increase ? "use of money" helping what else? Use loans to provide timely surrender of licences. Possible article and ad for ANZ Friends Newsletter	1459	Nov-15
	Background on FFL, purpose, how much money needed etc.	1548	Nov-17
Governance and Management	Board procedures and role. Advance documents	1287	Nov-10
	Sessions on governance matters with topics for follow up	1310	Apr-11
	Progress to date. Settler to join group appointed - Mandy Brooke and Heather Jan	1329	Nov-11
	New Board member induction process	1342	Apr-12
	Governance and organizational charting group. Developing new Handbook with 3 year review dates	1380	Nov-13
	Conflict of interest policy - new. Accepted by the Board	1392	May-14
	Longer term issues - implications of more rentals and fewer Settlers owning a licence	1394	May-14
	Policy on Board decision making approved	1410	Nov-14
	Longer term issues further discussed	1411	Nov-14
	Long term trends in the Settlement. Resources for Board members - subgroup to develop, external assistance with Seminar Programme, workload for MM getting help from Quakers, others to do Settlement Handbook	1430	Apr-15
Grounds/Landcare	Urgent Removal of Gum Tree	1186	May-08
	Pine plantation approval to harvest	1272	May-10
	Proceeds into Project Canopy Ac for North Valley Development	1307	Apr-11
	North Valley replanting for permanent bush cover	1307	Apr-11
	North Valley storm water project investigation	1308	Apr-11
	North Valley storm water proposal agreed and to be referred to solicitor	1323	Nov-11
	Landcare report	1324	Nov-11

	North Valley storm water - formal agreements with developer and Whanganui District Council	1339	Apr-12
Henry House Loan (See also Loans)	Henry House Loan	1136	May-07
	Henry House Loan Reduction	1161	Nov-07
	Asking Solicitor for those involved in the loan long term status	1231	Nov-09
	Solicitor's advise not needed unless property sold	1291	Nov-10
	Grateful - essentially a gift unless WEST wound up?	1431	Apr-15
Infrastructure See also Solar Array)			
	Better use electricity from solar array, to include use for pool and units by extending cable	1530	May-17
	EV charging for residents and visitors, agreed to do work. Policy to be written	1553	Nov-17
	Ultra Fast Broadband installation at Settlement by Ultrafast Fibre Ltd and agreement from WEST	1626	Apr-19
	Maps of infrastrcture made by Premises Cttee	1737	Nov-20
Insurance	Unlocked buildings	1119	May-07
	ANSVAR no longer insurer, replaced by Vero	1333	Apr-12
Internet connectivity	Quaker Waves report - WEST and YM Library computer needs at Settlement	1302	Apr-11
	Computer needs - none	1325	Nov-11
Landcare Group - see also Permaculture (earlier name)			
	Report for 2017. Reafforestation of back valley continues	1556	Nov-17
	Landcare Report	1614	Nov-18
	Landcare report. Pest control, weeds and critters. Great fencing work	1676	Nov-19
	Report - weeds, animals, re-afforestation, food forest all going well	1738	Nov-20
YM Library (National Resource Centre)	Proposal to Yearly Meeting	1131	May-07
	Archival Storage and Library Space	1200	Nov-08
	Archival Storage and Library Space	1218	May-09
	Objectives recommended to Yearly Meeting	1238	Nov-09
Licence Deed- Family Trust version	Michael and Marilyn Payne's licence exchanged for Family Trust version	1290	Nov-10
	Family Trust version to be made to confirm with standard version	1345	Nov-12
	Agreed changes about granting of leave, sub-letting by Settlers, communal services payment, valuation of licences to occupy	1370	Nov-13
	Updated version approved following updated Trust Deed	1409	Nov-14
	Updated version completed and all legal requirements met	1418	Apr-15
	Updated and consistent with individual version, add to Handbook	1574	Apr-18
Licence Deed - individual version	Agreed changes about granting of leave, sub-letting by Settlers, communal services payment, valuation of licences to occupy	1370	Nov-13
	Updated version approved following updated Trust Deed	1409	Nov-14
	Updated version completed and all legal requirements met	1418	Apr-15
	Lawyer suggested range of changes and rearrangement of content	1508	Nov-16
	Revised licence Deed approved	1520	May-17
	Revised Licence Deed made consistent with Family Trust version - into handbook	1586	Nov-18
Licences - Formula for Surrender Value. See also Valuations			
	Subgroup investigation report/new formula	1174	May-08
	Valuations approved	1237	Nov-09
	Working Group progress. Further work needed, report for Nov 2011	1314	Apr-11

Licences General	Policy and Process on Transfer of Licences	1130	May-07
	Reserve Fund for Licences	1132	Nov-07
	All surrendered licences available to any Settler	1242	Nov-09
Licences Issued	Purchase of Licence by Judith Robinson (ex Woods)	1188	Nov-08
	Change of Pyle licence to include Anne Mohrdieck	1209	May-09
	Purchase of Licence by David Hopkins & Heather Powell (ex Brusse)	1239	Nov-09
	Licence purchase David Hopkins & Heather Powell, levy in error	1271	May-10
	Follow up with Christine England re her licence and long term plans	1290	Nov-10
	Christine England prepared to surrender licence if buyer found.	1300	Apr-11
	Christine England Licence - further review in April 2012	1322	Nov-11
	Approve Lyneke Onderwater to purchase licence to House F	1403	Nov-14
	Purchase of licence by Lyneke Onderwater for House F completed	1435	Nov-15
	Approve purchase by Michael and Marilyn Payne of licence to House M	1454	Nov-15
	Approve purchase of licence to House N by Jason Quinn	1469	May-16
	Licence purchase house N by Quinn family Trust	1474	May-16
	Licence purchase agreed Michael and Marilyn House M	1474	May-16
	Licence purchase House D - agreed in principle to Piet and Lizzie de Vegt - will need a loan. See conditions for loan 15% deposit.	1476 and 1478	May-16
	Licence purchase House D by Piet and Lizzie de Vegt completed with mortgage	1490	May-16
	Approve purchase of licence to House P by Marion Sanson And purchase completed	1490	Nov-16
	Deed of Licence for Marion Sanson for House P signed	1497	Nov-16
	Approve purchase of licence for House O by Jill Burdett	1522	May-17
	Approve purchase of licence for House G by Peter Horsley	1529	May-17
	Signed licence for Jill Burdett to House O	1536	May-17
	Signed licence for Peter Horsley to House G	1537	May-17
	Licence House M signed with Michael and Marilyn Payne	1621	Nov-18
	Licence purchase - loans to assist. Guidelines agreed as set in Min1478 (May 2016) and will be added to Handbook	1686	Nov-18
	Sark lam interest in purchase of licence to House C - agreement in principle including loan from WEST	1695	May-20
	Licence to House C purchased by Sark Munro	1717	Nov-20
Licences Surrendered	Surrender by Keith and Margie Beautrais	1201	Nov-08
	Sale of Beautrais Licence to WEST	1207	May-09
	Purchase of Douglas licence by WEST (25% gifted by Kathleen Douglas)	1187	Nov-08
	Surrender by Pete Green	1240	Nov-09
	Surrender by Pete Green/deferred maintenance/rent holiday	1250	Dec-09
	Surrender by Pete Green approved by Standing Cttee	1259	May-10
	Surrendered for House O by David Hopkins and Heather Powell	1317	Nov-11
	WEST will ask Christine England to formally surrender her licence to House N. Tenancy to transfer to WEST	1336	Apr-12
	Surrender by Christine England for House N	1348	Nov-12
	Surrender by Mary Ellen for House E accepted & purchase arranged	1360	Apr-12
	Approve surrender of licence by Michael and Marilyn Payne to House K. Purchase by WEST to be funded from provision for repairs as needed	1454 and 1474	Nov-15
	Licence surrendered by Judith Robinson. House G	1469 and 1474	May-16
	Surrender House I (Liz McvLeod Taepa) - check legal owner	1475	May-16

	Licences to house G, K and I been surrendered and now owned by WEST	1490	May-16
	Deed of surrender and variation for House I signed	1498	Nov-16
	Agree in principle to accept surrender of licence House D. Surrender signed, house now owned by WEST	1566	Apr-18
	Surrender of Licence House H by Mandy and Nigel Brooke - agree in principle & to arrange	1617	Nov-18
	Finalising surrender of licence for House H. Record of payments, Deed of surrender signed 6/2/2019	1627	Apr-19
Loans (see also Henry House Loan)	Loans and goals related to them	1231	Nov-09
	Loan from Northern Monthly Meeting - grateful.	1431	Apr-15
	QIET mortgage to be cleared as QIET winding up	1470	May-16
	Loan from MNI MM of \$60,484 been gifted to WEST (MNI part of AK Bay Of Plenty loan to WEST of \$3000,00	1472	May-16
	Further loan needed for purchase of surrendered licences	1477	May-16
	Northern MM loan - Trust Bd asking how much WEST needs sorting out how this could be done. Background on the Fund for Licences	1548	Nov-17
	NMM loan needs repaying, asking YM for Trust Board to set aside monies to help. Clarify amount	1573	Apr-18
	Northern MM loan to be repaid	1602	Nov-18
	Monies held by ANZF Trust Board (\$240,000) for WEST use transferred to WEST Dec 2018 to help with surrender of licence House H	1628	Apr-19
	NMM Loan repaid 18/2/19	1631	Apr-19
	Loan from A & A Hall to be extended by 1 year to 1/7/2020	1653	Apr-19
	Loan from A and A Hall - extension to 1/7/2020 signed and seal applied	1660	Nov-19
	Loan A and A Hall part repayment and balance with interest	1709	May-20
	Loan A and A Hall update, more repaid	1720	Nov-20
Maintenance - see also Premises Cttee	Operation Cover Up	1119	May-07
	Policy on Standards of Maintenance	1133	May-07
	Urgent Maintenance/Roofing	1187	Nov-08
	Water Leak	1224	Nov-09
	Replacement of internal water main for main building and houses A-G, L-P	1608	Nov-18
Management Meeting	Report	1119	May-07
	Report	1167	May-08
	Report	1149	Nov-07
	Report	1190	Nov-08
	Report	1212	May-09
	Report and Discernment	1227	Nov-09
	Report	1324	Nov-11
	Report - noting participation by renters	1373	Apr-13
	Report received. Noted highlights of the work weekends, participation in the Whanganui Summer Programme	1397	Nov-14
	Report - activities, YM, article in magazine, Earlham College until May	1446	Nov-15
	Report. Marketing Group	1501	Nov-16
	Report. All involved. Earlham and Hecua visiting	1554	Nov-17
	Report. All involved. Earlham and HECUA. Workloads prioritising	1610	Nov-18
	Management Meeting contribution - WEST agrees to increase from \$140 to \$160 to be actioned by MM at any time. WEST will pay as needed for rental properties	1636	Apr-19
	Session run by A and A Hall for MM on Quaker business process	1662	Nov-19

	Report. All residents involved. New energy	1672	Nov-19
	Report - effects COVID-19, new meeting schedule	1734	Nov-20
Margaret Caverhill Bequest	Proposals from WEST to use	1245	Nov-09
	Follow up from 1245, funding approved to support seminar for Elders	1267	May-10
Memorial Meeting Charges	No charges when Whanganui Monthly Meeting hosts	1202	Nov-08
Miscellaneous	Exhibition at Sargeant Art Gallery & DVD	1134	May-07
	Spiritual Nurture Committee?	1204	Nov-08
Mortgages and Loans	Henry House Loan	1136	May-07
	Henry House Loan Reduction	1161	Nov-07
	Change of Interest Rate on Mortgage for Christine England	1210	May-09
	QIET and mortgages	1291	Nov-10
	QIET and mortgages	1299	
	QIET mortgage discharged	1523	May-17
	YM funds set aside for use by WEST - held by Trust Board. \$240,000	1588	Nov-18
Neighbours			
Occupational Safety & Health	Report	1171	May-08
	Report	1192	Nov-08
	Report/ and to report to next Board Meeting/OSH appointees	1229	Nov-09
	Report	1324	Nov-11
	Report and agreed osh reps to be appointed by MM as needed	1347	Nov-12
	Report received	1378	Nov-13
	Note care taken over health and safety and focus on identifying and mitigating hazards	1404	Nov-14
	Report - OSH raised regularly at MM	1452	Nov-15
	New Health and Safety at Work Act from April 2016 - report from workshop - review needed of Section 6 of Settlement Handbook	1486	May-16
	Report - new legislation into effect April 2016. Templates set up	1507	Nov-16
	New Health and Safety policy 6.1 approved	1513	Nov-16
	Update to OSH job description 6.3	1514	Nov-16
	Report. Hazard identification and incident reporting follow ups. Template for work weekends being used	1558	Nov-17
	Report. Need to report incidents	1611	Nov-18
	Lyneke stepped down. Nicola Patrick new OSH person with Peter Watson	1625	Apr-19
	Report. Register of accidents and incidents being used. Fire and evacuation procedures updated	1673	Nov-19
	AED Defibrillator installed in storeroom	1673	Nov-19
	Report. Hazards being identified and followed up	1735	Nov-20
Officers	Farewell of Nigel Brooke as Treasurer/appointment of acting Treasurers	1251	Dec-09
	Nigel Brooke and Heather Jan as onsite co-Treasurers	1262	May-10
	Bank signatories - Lyneke Onderwater and Christine England have been added and Gill Hill has been removed	1630	Apr-19
	Lyneke continuing to authorise internet payments and happy to continue as a "back up" person. We appoint Orlanda Endicott as co-Treasurer with Christine England until Nov 2020 WEST meeting. Orlanda to help with compilation of 2020 end of year accounts. Agree to Orlanda Endicott being added as signatory to main WEST bank account with online banking access	1702	May-20
	Treasurer role - primary and secondary exploring time taken	1743	Nov-20
Off Site Premises Cttee			

	Three Board members to help deal with matters of hardship with Secretary as conduit for communication	1391	May-14
	Variations to be handled by non-residents premises cttee people. Need to protect privacy of tenants. Need to keep written records and advise Treasurer of any variations	1402	Nov-14
	Joanna Hansen, Paul Thornton and Anne Usherwood to serve on this Committee. The secretary will still be communication channel between tenants and the Cttee for matters of hardship	1427	Apr-15
	Rent review -0 considered report of Non resident Premises Cttee - will retain rents at same level for 2016 with another review in Nov 2016	1449	Nov-15
	Brian Curtis to join this Committee	1511	Nov-16
	Need new members	1576	Apr-18
	Lowana Crawford and Patrice Bogert appointed	1603	Nov-18
	Jan Aubrey appointed. Brian Curtis laying down.	1640	Apr-19
	Graham Chapman and Susan Patrick appointed	1732	Nov-20
Paid Management of Communal Facilities		1246	Nov-09
	MM and Premises to explore	1288	Nov-10
Pandemic			
	WEST Bd meeting by Zoom. Decisions by email and zoom meeting	1704	May-20
	Board and settlers shared experiences during lockdown and impacts for Settlement Community	1705	May-20
	Much of Seminar programme cancelled or delayed till 2021. Other options discussed	1711	May-20
Permaculture	Visioning Session	1164	May-08
(later called Landcare Group)	Report	1197	Nov-08
	Report	1219	May-09
	Report	1232	Nov-09
	Report - noted recent interview on Radio NZ	1412	Nov-14
	Dry summer loss of trees in back valley	1416	Apr-15
	Report - care of the land an ongoing journey. Reafforestation going well in back valley. Needing to manage weeds and rabbits	1450	Nov-15
	Landcare report Dry summer. Weed work	1504	Nov-16
	Landcare Report	1614	Nov-18
	Landcare report. Pest control, weeds and critters. Great fencing work	1676	Nov-19
Planning	Need for longer term planning	1287	Nov-10
	Issues raised and some topics picked up for further work	1430	Apr-15
	Longer term issues - progress	1482	May-16
	Board self review done - long term issues identified	1493	Nov-16
	Options for WEST structure as part of YM structure review	1512	Nov-16
	Response to YM structure review	1521	May-17
	Long term issues session Identified better internet connection plus more money set aside for painting	1542	May-17
	Long term issues - session on workloads	1572	Apr-18
	Long term issues - finance, valuations and rental policy - ideas shared	1635	Apr-19
	Long term issues - Work loads - update	1649	Apr-19
	Long term issues - infrastructure and maintenance of main buildings. Will set aside \$5000 from 2020 for longterm maintenance, plus another \$2000 for 2019.	1650	Apr-19
	Planning process called appreciative inquiry in use at Settlement shared with Board	1727	Nov-20
Policy reviews		1395	May-14

	Policy review schedule updated		
	Various policies reviewed	1432	Apr-15
	Financial policy (section 7) updated	1443	Nov-15
	Charges reviewed	1442	Nov-15
	Volunteers and Contractors policy (Section 10) approved except for section on Health and Safety sent to subgroup	1444	Nov-15
	Policies reviewed and schedule updated	1445	Nov-15
	Policies from Section 11 reviewed	1483	Nov-16
	Policies reviewed from S4, S6, S7,S9 and S12 and draft for S14.2, plus ones to review Nov 2017	1534 and 1535	May-17
	Policy reviews 5.1, 8.1, 12.5, 13.4 and draft of 14.2 presented to be discussed by MM	1552	Nov-17
	Policy reviews S10, 12.1, 12.2, 12.3. New section 9.3.4; 11.2, 11.3 and 11.6	1561	Nov-17
	Policy reviews Section 4, 13.3, 11.9, draft for Resident Friends	1577	Apr-18
	Redraft 7.2 - apportionment of costs	1609	Nov-18
	Policy reviews 11.5, 4.4, 14.1,12.1.1 and 5.1. Clarify SubCtee is Board;s agent for tenancies	1620	Nov-18
	Section 7.3.1 Bank signatories been updated	1644	Apr-19
	New policy draft 7.2 - Apportionment of costs accepted. Needs further info on historical cost sharing for wastewater, water, driveway	1645	Apr-19
	Group set up to work on revision of 11.4 to be called Expectations of Residents	1668	Nov-19
	4.1.3. updates agreed, small changes to 7.1 and 7.3, 12.4 updated, 12.6 updated, 15.5 updated, additions to 4.4.1 and new section 10.2. All accepted	1670	Nov-19
	Updates to 11.6 approved.	1706	May-20
	Updates to Sec 7, 11.4 and part of 11.5 accepted. S9.3.2 for further checking	1728	Nov-20
	Privacy policy to be developed for WEST and MM	1742	Nov-20
Property Title			
Project Canopy	Scheme established	1181	May-08
Premises Committee (WEST)	refining terms of reference	1179	May-08
	establishing/terms of reference	1152	Nov-07
	Report/membership/tasks	1198	Nov-08
	Report	1217	May-09
	Report	1233	Nov-09
	New members nominated from MM, Michael Payne, Heather Jan & Nigel Brooke.	1283	Jul-10
	Report	1283	Jul-10
	Exploring long term maintenance for rentals, communal buildings	1288	Nov-10
	Report noting rental inspections undertaken July 2011	1324	Nov-11
	Premises policies agree to these being implemented. Replaces mins 1179 and 1217	1381	Nov-13
	Update on renovations to Houses E and F	1391	May-14
	Report - significant work on E and F. Note processes improved, plus funds from "provision for repairs". Focus on what is needed and not more.	1400	Nov-14
	Maintenance work on rentals and communal buildings, Issues with fire alarm system. Large renovations on House M	1447	Nov-15
	Report	1503	Nov-16
	House I splitting into 2 agreed in principle	1531	May-17

	House I WEST can be rented - may be disruption/noise	1532	May-17
	House K plans for some repairs options for heating and tidy outside	1540	May-17
	House I into 2 units WEST approves spending up to \$25,000	1545	Nov-17
	Report - major work splitting House I into 2. Double glazing south facing windows House G (gift from Judith Robinson)	1557	Nov-17
	Rentals require insulation upgrades to meet new regulations by 1/7/2019. Working Group to explore	1562	Nov-17
	Insulation upgrade trial. House I east	1568	Apr-18
	Insulation trial report. Work led by Martin Payne with co-ordination by Michael Payne. Will do other rentals and Units asking YM to help with costs	1579	Apr-18
	Funds from YM for insulation upgrades for rentals and units	1587	Nov-18
	All current rentals and units have insulation upgrades	1606	Nov-18
	Report. Key focus insulation upgrades plus, water main, hot water cylinder in sleeping house, heating in house K	1613	Nov-18
	Insulation upgrades and licenced houses	1622	Nov-18
	Premises Ctee to deal with connections to fibre network	1626	Apr-19
	Insulation upgrade monies from YM - MM agreed balance left (\$2964) can be used for insulation upgrades to licenced houses	1629	Apr-19
	Insulation upgrades licenced houses. Michel Payne to help lead project with Martin Payne. Licence holders to confirm want work done and timeframes. Note no compulsion	1638	Apr-19
	Insulation upgrades and licenced houses. Work to be done in next 6 months, WEST to provide some funding	1661	Nov-19
	Report. Help with connection to fibre cabling, fire alarm procedures updated. Moss and lichen treatment on communal buildings	1675	Nov-19
	Insulation upgrades in licensed houses. Report on work completed, all houses done except one. Thanks to those involved. WEST contribution to costs.	1684	Nov-19
	Insulation upgrades licenced houses agreed to increase in Bd contribution to approx 18.9% of cost for each house	1690	May-20
	Report - infrastructure maps	1737	Nov-20
Quaker Education Fund	Support for establishing this fund	1268	May-10
Quaker Waves	Report - noting excess data use to be investigated	1377	Nov-13
	Report - indicates wifi system reliable and effective. Could be better with fibre connection that MM will consider	1406	Nov-14
	Fibre to be installed April 2015	1416	Apr-15
	Report - fibre connection installed and working well	1451	Nov-15
	Report - wifi working well	1505	Nov-16
	Report. Fibre connection better. Work on new nodes		
	Report. Nodes installed in communal buildings	1615	Nov-18
	Report. Great for connectivity in the communal buildings. Some places connections not so good. Long term viability an issue as connections made to fibre	1677	Nov-19
	Report. Long term ? Equipment supplier out of business. Network great for WEST	1739	Nov-20
Quiet Room			
Rates	Review apportionment between WEST and MM. Working Group	1288	Nov-10
	Apportionment Working Group report agreed to	1300	Apr-11
Religious Society of Friends Trust Board			
	Meeting of WEST and Trust Bd. Trust Board could invest funds for WEST and could make other loans	1590	Nov-18
Rents	Policy for Setting Rents	1121	May-07
	Policy for Setting Rents and Rent Reviews	1156	Nov-07

	Rent Value Assessments	1127	May-07
	Process for Renting	1137	May-07
	Policy for Renting - pre approval of tenants	1180	May-08
	Approval for Letting under Clause 13	1128	May-07
	Moving A Settler Who Is A Renter	1221	May-09
	Preparation for Rent Review	1223	May-09
	Rent Reduction John Graham	1162	May-08
	Rent Review	1237	Nov-09
	Moving A Settler Who Is A Renter	1243	Nov-09
	2 yearly rent review due in November 2011	1313	Apr-11
	Rent review 2013 - 2014. Capital return 4%, rents reduced to dbh median	1372	Apr-13
	Rent review retain rents the same for April 2015 to end of March 2016	1401	Nov-14
	Rent calculation model clarification Rent set for G, I and K as WEST purchasing licenses. Rent review again Nov 2017	1473	May-16
	Policy update	1509	Nov-16
	Rents set to take effect from 1 April 2017	1510	Nov-16
	Setting rents for 2018 delayed as insurance info delayed. Set rent for House K	1550	Nov-17
	Setting rents for 2018 in Feb 2018 to take effect mid April (60 days notice needed) Is later than normal	1565	Apr-18
	Agreed rent for House D	1567	Apr-18
	Rents for 2019. SubGroup to consider rental formula	1619	Nov-18
	Setting rents - guiding principles established, subgroup to revise policy section 13.3 and bring to Nov WEST	1639	Apr-19
	Subgroup have revised Section 13.3 Policy for setting rents - Agreed	1667	Nov-19
	Rent setting deferred to Nov 2020 due to COVID 19 pandemic and rent freeze	1693	May-20
	Rent set to be effective for existing tenants May 2020, others at start of tenancy	1729	Nov-20
	Rent review next Nov 2021 - based on recommendation of Offsite Premises Cttee if change needed	1730	Nov-20
Rent To Buy Scheme	Subgroup to explore	1203	Nov-08
	Further exploration by Sub Group/principles	1220	May-09
	Further exploration, and covering loans for licence purchase guidelines as set in Minute 1478	1642	Apr-19
	Principles agreed for "assistance with saving for a deposit" and process accepted. Added to Handbook	1687	Nov-19
Relationships			
	John Remus - builder of all houses except one, plus communal buildings. Settlement builder for maintenance. Event to mark his contribution	1666	Nov-19
Seminar Programme/Seminar Cttee			
	Seminar Committee Report	1125	May-07
	Seminar Committee Report	1151	Nov-07
	Seminar Committee Report	1191	Nov-08
	Seminar Programme WEST Sub Group established	1211	May-09
	Report and Subgroup feedback on surveying education expectations	1234	Nov-09
	Seminar Committee report	1266	May-10
	Seminar Committee Report	1324	Nov-11
	Remove \$2,000 from budget for 2013 for seminar participant travel now with QEF	1346	Nov-12

	Shared transport to seminars	1351	Nov-12
	Discussion of Spiritual and Educational Needs report	1362	Apr-12
	Seminar Committee Report - noting reduced attendance at seminars	1376	Apr-13
	Board members to encourage people to attend seminars & ensure they know about funding from QEF	1396	Nov-14
	Report. Varied programme for 2014 and planned for 2015. Discussion of wider involvement in planning the annual programme	1413	Nov-14
	External help with Seminar programme flagged	1430	Apr-15
	Sorting numbers for paper versions of fliers and full programmes	1461	Nov-15
	YM seminar programme planning - see also Min 1457	1481	May-16
	Work with new YM Committee Quaker Learning and Spiritual Development	1499	Nov-16
	Report	1502	Nov-16
	Clarifying roles with QLSD and roles for onsite and off site contact people	1533	May-17
	Report. 7 seminars held and next years programme prepared by QLSD	1555	Nov-17
	Report. Programme prepared in conjunction with QLSD	1612	Nov-18
	Report. Successful series of seminars. Good support from QEF funding	1674	Nov-19
	Report. Only 2 seminars due to COVID-19	1736	Nov-20
Services Fee	Use of	1249	Nov-09
Settlement Handbook	Revised/reprinted	1248	Nov-09
	New structure/policies with regular reviews	1380	Nov-13
	Anne Hall to take over maintaining and updating with help from Marion Sanson. Nigel laying down this task	1430	Apr-15
	Anne Hall laying this down with end of time on Board, Marion to continue and possible Maria Barsema	1707	Apr-20
	Marion Sanson and Maria Barsema to look after Handbook	1733	Nov-20
Settlement History	Penelope Dunkley offered to research history of Settlement	1329	Nov-11
	Penelope Dunkley unable to continue. She will investigate other options	1349	Nov-12
	Penelope outlined how to proceed with Penny Robinson and possible costs	1355	Apr-12
	Agree Penny Robinson be contracted to write history. Accept proposed costing of \$7000.00	1365	Apr-13
	Progress report and update	1379	Nov-13
	Recording of previous occupiers of houses	1383	Nov-13
	Update on this project, proof to go to Management Meeting. Funding for pretending	1393	May-14
	Report on this project - history is flawed and unusable, not to proceed, follow up review	1408	Nov-14
	History Project review - what went wrong and what Board can learn	1430	Apr-15
Settlers	Policy on Expectations of being a Settler	1122	May-07
	Request to return from Liz and Wi Taepa	1129	May-07
	John Graham recommended as Settler	1144	Nov-07
	Deirdra McMenamin and Mark Wood to be Settlers	1145	Nov-07
	Return of Liz McLeod-Taepa and Wi Taepa	1147	Nov-07
	Pete Green leaving and approval for letting	1148	Nov-07
	Judith Robinson recommended as Settler	1183	Nov-08
	Anja Lines recommended as Settler	1184	Nov-08
	Leave for Christine England and Liz and Wi Taepa	1198	Nov-08
	David Hopkins and Heather Powell as Settlers	1225	Nov-09
	Bill Keay as Settler	1252	Jan-10
	Bill Keay as Settler - decided to leave Settlement	1260	May-10

	Michael and Marilyn Payne welcomed back to the Settlement	1253	May-10
	Liz McLeod Taepa welcomed back as Settler & Licence holder for House I	1275	May-10
	Wi Taepa welcomed as a Settler	1275	May-10
	Jason Quinn completed discernment and accepted as a Settler	1419	Apr-15
	Payne's caravan living or adventurous living. MM agreed to letting of House K. MM to consider some issues and report back	1428	Apr-15
	MM happy with Payne's living arrangements	1453	Nov-15
	Piet and Lizzie De Vegt - completed discernment, welcomed as Settlers	1437	Nov-15
	Olivia de Vegt born	1466	May-16
	Marion Sanson completed discernment, accepted as a Settler	1467	May-16
	Age of Settlers - no age limit but remind about expectations	1471	May-16
	Departure of Settlers- Gill Hill, Judith Robinson, Liz McLeod Taepa	1491	Nov-16
	Jill Burdett welcomed as Settler	1519	May-17
	Peter Horsley accepted as Settler	1528	May-17
	Christine England accepted as a Settler	1569	Apr-18
	Nigel and Mandy Brooke and family leaving Settlement	1618	Nov-18
	Lorraine Marino accepted as a Settler	1641	Apr-19
	Sark Iam and Livi undertaking discernment	1663	Nov-19
	Sark Iam accepted as Settler with her daughter Livi	1691	May-20
Settlers Houses	Approval for Letting under Clause 13 England and Payne	1128	May-07
	Approval for Letting under Clause 13 for Christine England	1146	Nov-07
	Urgent Maintenance Douglas House	1193	Nov-08
	Changes to Houses G (Wood burner) and A (Verandah)	1208	May-09
	Canopy for Wi Taepa	1223	May-09
	Approval for Absence Christine England	1241	Nov-09
	Approval for Absence Christine England	1258	May-10
	House O replacement of garden shed approved	1257	May-10
	Ask Christine England re her long term plans and her licence	1290	Nov-10
	Christine England leave of absence for another year	1300	Apr-11
	Board approved double glazing to be installed in House F	1436	Nov-15
Silver Wattle Quaker Centre	Overview	1429	Apr-15
Solar Array	WEST to contribute \$10,000 and to ask Friends for further funds. YM will contribute \$20,000	1318	Nov-11
	Update major installation planned for Jan 2012	1324	Nov-11
	Report on project. Close off call for funds at YM 2012	1337	Apr-12
	Meridian Energy reducing amount for electricity sold back to network by 50%	1356	Apr-13
	Improved performance with repairs	1737	Nov-20
Swimming Pool	Need of repair	1222	May-09
	Repairs approved	1244	Nov-09
	Repairs completed	1291	Nov-10
	WEST to meet 50% costs associated with pool	1304	Apr-11
Solicitor	Peter Bloomfield able to act for WEST? If not use Armstrong Barton	1324	Nov-11
	Armstrong Barton to be our legal advisers	1340	Apr-12
Sustainability of Settlement			
Valuations (see also Licence - valuations formula)	Working Gp reporting on Valuations process. Asked to do more work and report to Nov 2011 meeting	1314	Nov-11
	Working Gp report. Agreed to external valuer to set a base line. Goudie & Associates. Paid by Fund for Licences. Further work on methodology and recording	1320	Nov-11

	Re-valuation of House O and further payment for licence surrender	1321	Nov-11
	Sub Group report - accept recommendations plus set up sub-group for further work to report back Nov 2012	1338	Apr-12
	WEST to pay for valuation of House M after renovations complete	1454	Nov-15
	Valuation process - sub Group to look at and talk to Valuer	1575	Apr-18
	Valuation Sub Group report	1602	Nov-18
	Valuation process - subgroup report. To investigate cost based approach	1648	Apr-19
	Valuation SubGroup report - 2 options presented. To stay with status quo	1681	Nov-19
	Valuations of all house to be done prior to May 2020 meeting	1682	Nov-19
	Valuation deferred to later in year due to COVID 19 pandemic	1694	May-20
	All houses valued by Boyd Valuations Oct 2020. Valuations accepted by Board	1718	Nov-20
	Board agreed to use Botd Valuations for future valuations	1718	Nov-20
	Subgroup to look at licence valuation methodology and practices and ways of providing housing at other communities in NZ and overseas.	1718, 1731	Nov-20
Visions for the Future	Visioning Session	1118	May-07
	Visioning Session	1164	May-08
	Visioning Session	1140	Nov-07
	Visioning Session	1189	Nov-08
	Visioning Session and Long Term Planning	1226	May-09
	Vision session and purpose of WEST Board	1265	May-10
	Visioning session held	1328	Nov-11
	Review of previous visioning developed framework of Aspirations	1341	Apr-12
	Summary of positives and challenges - discussion	1344	Nov-12
	Future directions discussion, especially education	1350	Nov-12
	Longer term issues - implications of more rentals and fewer Settlers owning a licence	1394	May-14
	Longer term issues further discussed	1411	Nov-14
Website/Internet content	New updated website	1135	May-07
	Visibility for Settlement on main Quaker website	1203	Nov-10
	Blog site creation approved by Board	1352	Nov-12
	Blog site created	1356	Apr-12
	Agree to setting up a separate website, linked to blog	1363	Apr-12
	WEST has content on the new NZ Quaker website quakers.nz Content for logged on users and some for Board only	1713	Nov-20
	WEST pages on NZ Quaker website to be maintained by Graham Chapman and Maria Barsema	1714	Nov-20
	WEST content on NZ Quaker website to be discerned by Working group	1714	Nov-20
WEST Administration			
	WEST records needing digital repository - sub group to investigate	1607	Nov-18
	Sub group looking at new Quaker website	1643	Apr-19
	WEST records some issues with new Quaker website, further investigation of Google Drive to be undertaken	1671	Nov-19
	WEST meeting Apr 2020 done via Zoom due to COVID 19 pandemic	1704	May-20
	WEST pages on NZ Quaker website to be maintained by Graham Chapman and Maria Barsema	1714	Nov-20
WEST Deed	Explore not needing to get Standing Cttee approval	1295	Nov-10
	Revision of Deed as requested by Standing Committee	1345	Nov-12
	Review of comments from Monthly Meetings	1359	Apr-13
	Revised Deed - agreed changes with detail. To be forwarded to our	1370	Nov-13

	lawyer		
	Revised Deed from lawyers (Armstrong Barton) - various small updates to be made	1388	May-14
	Final version of Trust Deed approved.	1409	Nov-14
	All legal requirements met and copy to Charities Services and with our lawyer, plus in Settlement Handbook	1418	Apr-15
WEST Subcommittee			
	Report	1168	May-08
	Role of WEST Subcommittee	1182	May-08
	Report and Role	1120	May-07
	Role, Report, Buddies, email decisions between Board meeting	1150	Nov-07
	Sub Committee is Standing Committee for WEST	1150	Nov-07
	Responsible for legal tenancies	1150	Nov-07
	Report	1228	Nov-09
	Report	1283	Jul-10
	Report	1324	Nov-11
	Report - 6 new rentals	1448	Nov-15
	Report - lots of licence transfers	1506	Nov-16
	Report - 2 licence purchases and 4 new tenancies	1559	Nov-17
	Report - licence surrender and tenancies	1616	Nov-18
	Report. One surrender of licence and a number of changes with tenancies	1678	Nov-19
	Report - licence purchased	1740	Nov-20
WWOOFERS			
	Legal requirements for visas	1745	Nov-20
Working from Home			
	Permission to work from home needed for both rentals and licenced properties. Clause to be added to tenancy agreement so consistent with licence deed.	1637	Apr-19
Yearly Meeting @ Settlement			
	Arrangements for promoting Settlement	1647	Apr-19
	YM held at Settlement May 2019. 100th anniversary of land purchase. Settlement contributions	1659	Nov-19
Yearly Meeting Handbook			
	Updated WEST info submitted to Handbook Review Cttee	1462	Nov-15