

**CONFIRMED**

**Minutes of Board Meeting # 329**

**PLUMBERS, GASFITTERS & DRAINLAYERS BOARD  
SOLNET HOUSE, THE TERRACE, WELLINGTON  
VIA ZOOM TELECONFERENCE  
Held on Tuesday 5 May 2020 at 1.20 pm**

**Present:** Craig O'Connell (Chair)  
Barry Willcox  
Colleen Upton  
Deborah Cranko  
Diana Kuhtz-Covich  
Ken Douglas  
Martin de Gouw  
Nick Fleckney  
Sue Simons

**Apologies:** Nil

**In attendance:** Martin Sawyers (Chief Executive) *for all items*  
Nina Androutsos (Manager Support Services) *for all items*

**1. BOARD ONLY SESSION**

The Board only session was held between 1.21 pm and 1.40 pm.

**2. DECLARATION OF CONFLICTS OF INTEREST**

No conflicts of interested were declared.

**3. REGISTER OF INTERESTS**

No changes were noted for the Register of Interests report.

**4. MINUTES OF BOARD MEETING 328**

**Resolved**

That the Board:

- a. **Agrees** that the minutes of meeting 328 held on 24 March 2020 be approved as a true and correct record noting an amendment to the General Council report item 3 where "include" should change to "be".

#### **4.1 Board Actions**

##### **Resolved**

That the Board:

1. **Receives** and notes the contents of the Board Actions report.

#### **5. CHIEF EXECUTIVE'S REPORT**

##### **Resolved**

That the Board:

1. **Receives** and notes the contents of the Chief Executive's report.

#### **6. DRAFT ANNUAL REPORT**

##### **Resolved**

That the Board:

1. **Receives** and notes the Chair's Foreword for the draft Annual Report.

#### **7. COMMUNICATIONS REPORT**

The Board acknowledged the timely and accurate messages communicated to the industry during the COVID-19 lockdown.

##### **Resolved**

That the Board:

1. **Receives** and notes the Communications report.

#### **8. GOVERNANCE BOARD POLICY REVIEW**

##### **Resolved**

That the Board:

1. **Receives** the Governance Board policy report
2. **Notes** the proposed changes to the policy
3. **Approves** the policy as amended noting:
  - Removal of the \$20 allowance for alcohol;
  - Cancellation of the \$60 communications allowance, with reimbursement for actual costs.

#### **9. MANAGEMENT REPORTS**

##### **Resolved**

That the Board:

1. **Receives** and notes the following Management Reports as a bundle:
  - a. General Counsel Report
  - b. Q4 Intelligence Report
  - c. Complaints Report

- d. Examinations & CPD Report
- e. Registration & Licencing Report

## 10. SECTION 52 REPORT

<b>Resolved</b>			
That the Board:			
1. <b>Receives</b> this report			
2. <b>Notes</b> the following new applications have been received:			
Auth. No.	Name	To be exempted from:	In order to register as a:
		24 months as a tradesman gasfitter	Certifying gasfitter
3. <b>Approves</b> the applications for:			
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## 11. AUDIT & RISK COMMITTEE ITEMS

### Resolved:

That the Board:

1. **Receives and approves** the recommendations of the Audit & Risk Committee meeting on 5 May 2020 for the following reports:
  - Minutes of meeting #84 held on 11 February 2020
  - Risk Framework report to 31 March 2020
  - Financial Reserves Policy review
  - Financial Report to 31 March 2019 including a \$15k write off under doubtful debts

## 12. GENERAL BUSINESS

The following items were discussed under General Business:

- a. Salary adjustments under COVID-19
- b. Diligent Board Books
- c. Review of Journals
- d. June Board & Stakeholder Liaison meetings
- e. Apprentice working group
- f. REM review
- g. Timing of future Board appointments
- h. Water quality initiatives
- i. Board self-appraisals and Governance training
- j. Pending Fit and Proper decision

The meeting closed at 3.25 pm.

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Signed

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Dated