

# Governance Group - Meeting Minutes

<b>Purpose</b>	<b>RAS Governance Meeting</b>
<b>Date / Time</b>	6 July 2017 3.30 – 4.30pm
<b>Location</b>	Room 305, MBIE Offices, 161 Cashel Street, Christchurch CBD
<b>Chair</b>	<ul style="list-style-type: none"> <li>• Mike West (MBIE)</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>• Tim Grafton (ICNZ)</li> <li>• Hugh Cowan (EQC)</li> <li>• Jenny Hughey (CCC) – Joined the meeting at 4.10pm</li> </ul>
<b>Attendees</b>	<ul style="list-style-type: none"> <li>• Ken Pope (MBIE – Project Manager)</li> </ul>
<b>Invitees</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Jo Aldridge (Earthquake Support Service)</li> </ul>

Item	Issue / Topic	Descriptor	Who
1	<b>Board only time</b>	As this was the final meeting of this Board they spent some time together ahead of the meeting	Board
2	<b>Apologies, Welcome and Conflicts of Interest</b>	<ul style="list-style-type: none"> <li>• Apologies from Jo Aldridge were noted</li> <li>• An apology from Jenny Hughey for lateness. In her absence Mike West chaired the meeting</li> <li>• No additional conflicts of interest were noted</li> </ul>	Chair
3	<b>Minutes</b>	<p><b>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 12 May 2017</b></p> <p style="text-align: right;"><b>Moved by:</b> Tim Grafton <b>Seconded by:</b> Mike West</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> <li>a) <b>Confirms</b> the minutes of the RAS Governance Meeting held on 12 May 2017, having been circulated and subsequently amended, are a true and correct record</li> <li>b) <b>Approves</b> the minutes of the RAS Governance Meeting held on 12 May 2017 to be released onto the RAS website</li> </ol> <p><b>Previous Action Points</b></p> <p>The Project Manager will set a date for the final meeting and issue invites to members and others that have made a recent</p>	Chair

- Residential property owners are assisted to make progress in their individual repair, rebuild, resettlement process in greater Christchurch.
  - The service will provide independent assistance to residential property owners.
  - It will help them understand and progress the repair and rebuild process.

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		<p>contribution to RAS to join the Governance group post the meeting.</p> <ul style="list-style-type: none"> <li>Complete</li> </ul>	
4	<b>EQC Update – lessons learned</b>	<p>Hugh Cowan provided an update on the progress of the Lessons Learned research. This is currently being finalised with Dr Beavan following some final revision. It is expected to be finalised over the next week or so.</p> <p>Once finalised a copy will be released to the Minister for his information ahead of the document being released publically.</p> <p>Tim Grafton sought approval from the Governance Group to reference this piece of research in an upcoming presentation he is delivering – Approval was duly given.</p> <p>Action Point:</p> <ul style="list-style-type: none"> <li>Governance members to consider providing details to Hugh of any potential target audiences for the launch of the document</li> <li>Hugh Cowan to provide, by email, an updated time line for the release of the document</li> </ul>	<p>Hugh Cowan</p> <p>Governance members</p> <p>Hugh Cowan</p>
5	<b>RAS Update</b>	<p><b>RAS Monthly Project Status Report for June 2017</b></p> <p>The RAS Monthly Project Status Report for June 2017 was presented to the Governance Group, providing an overview of the Service along with key statistics and budgetary information.</p> <p>The Report was previously circulated and taken as read.</p> <p><b>Moved by:</b> Jenny Hughey <b>Seconded by:</b> Tim Grafton</p>	Project Manager
8	<b>General Business</b>	There were no items of general business raised	

#### Action Point Summary:

	Action Points	Action by	Timeframe
1	Governance members to consider providing details to Hugh of any potential target audiences for the launch of the document	Governance members	
2	Hugh Cowan to provide, by email, an updated time line for the release of the document	Hugh Cowan	

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