



Titahi Bay
Community Group

Meeting minutes

Date: 08/4/2026

Time: 6pm

Location: Tireti Hall, Tireti Road, Titahi Bay

Attendees:	Apologies:
Jenny Jakobs, Kate Misa, Gael McRoberts, Zac Painting, Sharon Hilling,	Janie Walker, Brenna Tume,

Agenda

Karakia

Apologies

Minutes from previous meeting

- Approve Minutes 11/3/26.
- Outstanding Actions
 - Committee reimbursement process to be implemented (Brenna)
 - Finalise Committee Induction (Janie)
 - Finalise Community Connect doc (Janie)
 - Three Waters Hui - email drafted and sent (Sharon, Janie)
 - Start documenting Heritage Trail (Jenny, Gael).
 - Website publish and update process (Kate)
 - Update signatories (Brenna)
 - Update Companies office registration (Brenna)
 - Agreement to transfer beach funds agreed in writing by Dave Brett. Awaiting signatory change to transfer funds to TBCG events account (Kate)

Communication update (Email, Social Media, Noticeboard)

Financial update (balance, commitments)

(See email 7/4/26 for detail)

Activity

- Porirua Kai Hui update (Kate)

Events

- May Community Connect (Zac)
- Confirm Three Waters Hui event (Sharon).
- Confirm Meet the Candidates event (Zac).

General Business

- Update on Community Connect resources (Sharon)
- Set AGM date.
- Bank account reconciliation (Kate)



MINUTES

Minutes from previous meeting

- Approve Minutes 11/3/26. Moved KM, seconded GM.
- Outstanding Actions
 - Committee reimbursement process to be implemented (Brenna) - no action
 - Finalise Committee Induction (Janie) - no action
 - Finalise Community Connect doc. Committee agree document. Distribute as final (Kate)
 - Three Waters Hui - email to be drafted this week (Sharon) see below
 - Start documenting Heritage Trail - working with PCC to document and finalise. Will ask PCC about printing map. (Jenny, Gael).
 - Website publish and update process (Kate) - No feedback from committee. Working with Kirsten to finalise in May. Gael suggested more information on businesses. More tidy up work to be done once process is clarified and more efficient.
 - Update signatories - paperwork emailed to bank, awaiting reply (Brenna)
 - Update Companies office registration- some trouble completing online update. Uploaded with a note. (Brenna)
 - Agreement to transfer beach funds agreed in writing by Dave Brett. Awaiting signatory change to transfer funds to TBCG events account (Kate)

Communication update (Email, Social Media, Noticeboard)

- Email:
 - IN: Invitation to attend Anzac Celebration (noone able to attend, to be declined). Kate
 - IN: Jess Lemieux - offer as casual volunteer for events. Responded, offer recorded and linked to Holly Morton-Chong re veggie beds and veggie coop.
 - IN: Kirsten Giebel (Silver Web) Invoice for website hosting and domain names. (Kate to clarify and get approval)
 - IN: Reminder from companies office to file return by September 30.
 - IN: KC Lee requesting assistance finding successors for veggie coop run out of St Matthews. Janie responded and linked to Kai in the Bay.
 - IN : PCC New online booking system - notification, access instructions to come.
 - OUT: Janie to Jodi Watene - sharing Community Mapping info.
 - OUT: Kate to Kai in the Bay group sharing update on Porirua Kai Hui Mar.
 - OUT: Janie to Dave Brett - thank you for long and significant service for TBay.
- Facebook Nil
- Noticeboard Nil

Finance update (balance, commitments)

- Refer to agenda email for update from Brenna.
 - Letter sent to ASB requesting signatory changes.
 - Signed copy of constitution not found. A new copy is be signed by TBCG officers. (Brenna)
 - Backup email for TBCG email to be changed to Secretary's email (Brenna)

Activity

- Porirua Kai Hui - deferred to next meeting.

Events

- May Community Connect - topic to be determined. Zac to look into climate update hui.
- Update on Community Connect resources (Sharon) - defer to next meeting.



- Three Waters Public Information Meeting - Sharon still keen to coordinate this for the community. Yet to be clarified who should be invited to speak. Draft email by end of this week (Sharon). Look at dates available in Tireti Hall at end of May. (Kate)

General Business

- Issue with Community Connect booking, said 7pm start so committee meeting start was delayed. New PCC asset booking system is being implemented. Hopefully sends confirmation that can be checked. Set up TBCG registration (Kate)
- AGM date set to align with Community Connect 9 September.
- Bank account reconciliation - to be completed by 30 June (Kate).

Actions (in addition to ongoing role)

Activity	Description
Finance	<ul style="list-style-type: none"> • Clarify Silver Web invoice (Kate) • Copy of constitution to be signed by two TBCG officers (Brenna). • Update back up TBCG email (Brenna)
Events	<ul style="list-style-type: none"> • Three Waters: Draft email and find who to send it to (Sharon) • Three Waters: Set up booking system registration and check dates (Kate) • Three Waters: Post Three Waters event on FB (Janie/Sharon)
Activity	Ask PCC about printing map (Gael, Jenny)

Deferred to another meeting

- Porirua Kai Hui.
- Update on Community Connect resources (Sharon).
- Google Docs info session for committee
- Committee event - Heritage Trail (Jenny/Gael)
- Becoming a Te Tiriti-based community group (Janie)

Event Calendar

Date	Event and description	Lead
13 May	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	Janie Sharon
late May	<i>Three Waters Hui TBC</i>	Sharon
10 June	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
8 July	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
1 Aug 12 Aug	<i>Porirua Community Leaders Forum</i> Committee hui (6-7pm) Tireti Hall	Janie/Zac



Date	Event and description	Lead
	Community Connect (7-8pm).	
9 Sep	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm). <i>Annual General Meeting</i>	Janie
9 Sep	Annual General Meeting	Janie
Oct	<i>Meet the Candidates (MPs) TBC</i>	<i>Zac and Sharon</i>
14 Oct	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
11 Nov	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
9 Dec	Community Connect (6-7pm). Committee hui (7-8.30pm) Tireti Hall	
2026		
March	<i>Community event and fundraising</i>	

The purpose of Titahi Bay Community Group Incorporated (2611311) is to connect our community: by serving, informing, engaging and activating the community for a stronger, brighter future together.	
Committee Members (quorum - 4)	
Office holders	Janie Walker (Co-chair); Kate Misa (Secretary); Brenna Tume (Treasurer)
Members	Jenny Jakobs (History and heritage); Gael McRoberts (History and Heritage); Sharon Hilling (Social Media, Community Connect coordination and resources), Zac Painting (stakeholder engagement; Community Connect events).
Support	Leanne Tavo (Noticeboard for Titahi Bay Administrator); Noticeboard Moderators (Sharon Hilling, Ro Na, Abbe Holmes; Natalie Bowie (Website); Kirsten Giebel (Silverstripe); TB Pharmacy (noticeboard keyholder), Robyn Smith (noticeboard keyholder).
Sponsors and contributors	PCC for Tireti Hall access 2 x 2hrs/month. Kirsten Giebel (Silverstripe) TBC;

