



*Minutes of Manuel Jose Executive
Committee Meeting*

Date of Meeting: 14 January 2024

Venue: Zoom Session:

Chair: James Barnes:

Secretary/Scribe: Maria Viseur:

Karakia: Frances Rangihuna

Attendance: James Barnes, Frances Rangihuna, Maria and John Viseur, Bianca Fallon, Margaret Collier, and Doris Sadlier

Apologies: George Fox Clark, Jolene Proffit, Pam Keil and Anne Haenga

Minutes of last meeting distributed.

Last minutes moved as a true and a correct record approved with a correction for Doris removing the word "committee" off the 10 December 2023 Action plan

Moved by: Frances Rangihuna **Seconded by:** Bianca Fallon

Approved: Minutes approved

1. **Matter Arising:** Nil

2. **Correspondence:**

Outward: Nil

Inward: Nil

3. **Financial report:**

We are currently in the process of updating the banking access with the new Manuel Jose Executive Committee's signatories. More work to undertake before we can finalise the changes for the new members to have access to these accounts.

4. **Events:** Past: Nil

Upcoming: Nil

5. **General Business:**

Due to Technical issues with Zoom, some attendees were unable to connect to the meeting scheduled at 11 am this morning. We apologise for the delay and frustration caused by the issue. We are also aware that some attendees were lost due to this issue.

This meeting was called to discuss our priorities for this coming new year, and to focus on broadening the participation of the whānau. It was suggested that promoting the setting up of Regional Branches and getting whānau participation going at the grassroots level is one issue that we could further discussed. The process of setting up branches will be looked into by the Executive Committee.

The first Regional Representatives meeting is taking place on Tuesday 16 January 2024 for the Executive Committee to support the new Regional Representatives. Invitations to the Regional Representatives hui have been sent out via emails and Facebook messenger for next Tuesdays first Regional Representatives meeting. Some whānau have already approached a member regarding Regional Representative roles in Australia. An invitation message was also sent to these whānau inviting them to attend the Regional Representatives meeting on Tuesday. It is anticipated that we should all have a better idea from our Regional Representatives zoom Tuesday meeting where to go from there with our planning towards building Manuel Jose's whānau connections.

The hui minutes will be recorded and uploaded to the Manuel Jose website and perhaps the Facebook page. So, if whānau in the future want to inquire about being a regional representative, they can go to the files. A resource kit for Regional Representatives will also be constructed in time.

The Executive Committee would like the Reps to facilitate at least one event in their region this year, which could even be just extended whānau meeting at the beach, a home or a park to start off small and to network together.

If we are struggling to get Reps, a proposal may be considered to downsize the number of reps proposed for other areas, other than keeping Auckland, Tairāwhiti, the Manawatu/Taranaki area, Wellington, and perhaps to build one in the South Island. Any whānau interested in setting up their own Manuel Jose branch in their area should contact an Executive Committee member to be included and supported in the Regional Representatives roopu.

A suggestion was made that perhaps there could be a kaumatua for each of these branches when the new branches are set up. Thomas Rangihuna is the Executive Committee's whānau kaumatua and has asked if the role could be better defined for

him in terms of his liaising with all the proposed new kaumatua and giving them mentoring or just helping them out with whakapapa and cultural dimension.

It is appreciated that we may have a group of kaumatua to look after the cultural entity of our Ngāti Poroutanga, and our Paniora connection to Ngāti Porou. It is important to maintain this, alongside our Manuel Jose administrative stuff.

The Manuel Jose regional branches are anticipated to be a group of whānau (including the Regional Representatives who have access with the Executive Committee) who work together promoting Manuel Jose whānaungatanga events in their own rohe. It was also suggested that the Executive Manuel Jose Committee have got to be very careful about allowing new bank accounts in Manuel Jose's name to finance regional events. For there needs to be a proper accounting process in place first, for who are the treasurers and the signatories to those accounts. It is anticipated that there's got to be three signatories, and one of the signatories has to be the Executive Committee Treasurer as ex-officio. There has already been one case of missing funds, but the details of it, won't be mention. There is a need for whānau to have proper administration of these things and well-intentioned structures to support a good practice. The Executive Committee should be the first port of call for support by any of the new proposed branch/es.

The Manuel Jose branch in Brisbane, Australia has its own bank account and advised that everything is referenced and can be accessed using internet banking. We were further advised that it is a must to have a bank account as a lot of money is spent on the whānau events in Australia. There are raffles, so there is a need to fund it all.

Another suggestion was made to further explore putting structures in place to prevent fraudulent usage. Perhaps there should be no bank accounts to be in Manuel Jose's name for regions as it could lead to a lot of issues? If there are big hui, it's going to need more support to make it happen, so there is also a lot more to consider on this. There is also the whole merchandising and banking thing as well, to also further consider.

The proposed planned Auckland Regional Representatives whānau event requires no money as it will be meeting at the beach or in the park. It was advised that Australia is well ahead of New Zealand in organising events, as in New Zealand we are still at the meet and greet – whakawhanaungatanga stage.

A discussion is happening at the moment with a company in New Zealand about making some plaques for headstones. Other checks are being made on a website to see about getting a canvas flag, a new Jose flag, because we don't have one now.

If branches or even if whānau want a Manuel Jose flag, then they can all buy a flag, but it has to be on the standard Manuel Jose original flag that Vivianne designed if it is to represent Manuel Jose whānau events. Whānau could use the same organisation/s to have their flags made, as these places will have the design template for Vivianne's design. Whānau can access the retailer's details from the Executive Committee and are able to order and pay directly to the retailer.

A conversation was in hand about the regularity of our Executive Committee meetings, to not be monthly meetings. If there are issues that arise, then a meeting could be called for, otherwise, we should touch base every three months.

There was an appeal that the Executive Committee meetings not make meetings on a Sunday morning as it interfered with church morning meetings. It was noted, however no motion was put forward to accept or reject this notion.

Questions were asked, who is on the Executive Committee? Why would we have such a big Executive group? Also, we should all know our purpose, the role, and function of an Executive Committee members. Doris would also like to know her role within the Executive Committee.

Another question was asked, "Are we going to put the Regional Representatives on the list of Executive Committee as well? Or maybe have a subgroup for the Regional Representatives?"

It is envisaged that the Executive Committee have their own group, and an Executive Committee list will be written by the chair to clarify roles. This information will also be put on the Manuel Jose website for public access once completed.

Another question was asked where to find the minutes of the last Executive Committee meeting and the Facebook invite?

We were advised that a Manuel Jose page has been set up as a special group on Facebook, although three meeting-attendees advised that they have not seen the page or the invitation which were apparently sent to the individuals.

The minutes of the meetings will be posted on the Manuel Jose website. Under Resources on the top right-hand side the top buttons that says Minutes (<https://www.manueljose.org.nz/resources/minutes-of-meetings/>).

The Chair thanked the committee saying they appreciated everyone's efforts and everything that we are doing for our whānau. It was said that the whānau are growing bigger and they really appreciated all our whānaungatanga here on this group and being able to guide our whānau to where we're going to be supportive because there's lots of opportunities for our whānau.

A question was made about where too for the future for Manuel Jose? Such as setting up a Rongoā Social Services to look after our whānau, unemployment, mental health, and all those sorts of issues that a big whānau like that will have in its ranks and just being able to awhi those that are needing that sort of support. There are huge opportunities because of our size to be able to make a difference. It was advised that it appeared to be a great vision to set up a charitable trust.

Bianca is working towards gaining her PhD to help in setting up her Rongoā Social Services across Aotearoa. It was stated that some Iwi originations are showing very good examples and we don't need to reinvent the wheel. It's about looking after our kaumātua, ensuring their health needs are met, for example do they have glasses? Have they got hearing aids? Do they have access to doctors, dentistry, also our

tamariki needs to be met as well? Then is also our housing. And so that whole BNZ conversation is a great conversation. Is it worth it? Are our kaumātua going to want to be heading back to live on the whenua? Do we have the tiny housing in place or the container housing? That sort of stuff. Also, with whānau as big as ours, approaching suppliers like telecommunications, electricity companies, and saying to them, we want a whānau discount. We've got X amount of whānau. We want 10-15% off if our family joins your services. But that then reflects to our website and our whakapapa website and being able to show that we actually have this number of members. We have to quantify it.

In the last year, we have had 400 whānau join our main New Zealand Manuel Jose Facebook page, increasing our whānau numbers significantly.

It was mentioned that this model of wholistic services is already in use by Ngāti Porou. It is about networking with a 10-year vision. Whānau our age group have to step up and start being proactive and start doing things to better enhance whānau and wellbeing.

It was also stated that when it comes to kaumātua, there are not many kaumātua left to share their Te Ao Māori knowledge and skills. If we looked at the East Coast, there are very few and we are the pākeke now, our generation. Whether we like it or not, we have become pākeke before our time.

Frances advised that she had been nurtured and grown-up in Te Ao Māori with pākeke. It was not from a university that she learnt, but the training came from home and in the community.

What's even more important is identifying those kaumātua, so that we can go and sit beside them and spend that time and have that support there. We want to hand the knowledge on to our coming generation, but we have to create the space to be able to spend the time beside them to learn. Not all our whānau in their 70s have the knowledge of Te Ao Māori. Particularly when they have grown up in the metro centres and were programmed into losing te reo and tikanga. There is lots to do, but we think that's a wonderful vision.

Closing Karakia: Frances Rangihuna

Next Meeting: Date and Time -TBA

Meeting closure 12.30 pm

Manuel Jose Committee Action Plan - Dated 14 January 2024

Date	Action To Be Taken	Who	Date by
10/12/2023	Tasked with initiating a preliminary discussion with IT whānau member	Bianca	
10/12/2023	James proposes that both John and him be involved in a meeting once Bianca has gauged the whānau member's skills, abilities, and commitment	John and James	When advised by Bianca
10/12/2023	Manuel Jose whānau flag replacement to be sourced and bought for whānau hui	James	Completed
10/12/2023	Further efforts will be directed toward supporting Regional Representatives in forming new committees for each area	All Committee members	Meeting to be held 16/01/2024
10/12/2023	Plans for trips to Brazil in May and November are currently being discussed by the Manuel Lima whānau	Doris	
10/12/2023	Creation of a video featuring discussions with whānau who have previously hosted Manuel Jose events to share with reps and new committees	Bianca	
10/12/2023	Three committee members are tasked with visiting their respective Westpac Banks in their local area to sign the necessary documentation, accompanied by the latest Manuel Jose Minutes.	Jolene Proffit (Treasurer), Maria Viseur (secretary) James Barnes (Chair)	Working on it as of 12 January 2024
10/12/2023	The establishment of branches to maintain consistency in whakapapa, principles, and tikanga to be written	Input from Committee	

		Members and whānau Maria to write up	
10/12/2023	Financial Report	Jolene	When Access is available to banking records
10/12/2023	Invite all committee members and Regional Representatives to the next Manuel Jose hui	Maria	Completed for 16/1/2024
10/12/2023	Send out Manuel Jose Committee Minutes Send out Manuel Jose Committee Minutes	Maria Maria	13/12/2023 15/1/2024
10/12/2023	Posting of Minutes on Manuel Jose website under Resources –Last minutes 12 Nov, 2023 approved are already posted for all whānau to access Posting of Minutes on Manuel Jose 14/01/2024 website	Maria /John Maria/John	First lot completed Every meeting
14/01/2024	Tuesday 16/01/2024 Regional Representatives' meeting is recorded and put on Manuel Jose website	Maria /John	17/01/2024
14/01/2024	Tuesday 16/01/2024 Regional Representatives' meeting is recorded and put on Facebook	Doris/ Maria /John	17/01/2007

14/01/2024	Minutes to be emailed to Committee members	Maria	15/01/2024
14/01/2024	Write up Kaumatua Description for Thomas	James	As soon as possible
14/01/2024	Write up Executive Committee members list with roles	James	As soon as possible
14/01/2024	Executive Committee meetings to be held three months approximately	James and Committee Maria to work out dates and send out meeting invitations	