

## Manuel Jose Executive Management Committee Hui Minutes

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**Date:** Wednesday, 17 December 2025

**Time:** 7:00pm

**Venue:** Zoom (online meeting)

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**Welcome:** Chairman James Barnes

**Karakia:** Whaea Frances Rangihuna

### **Present**

Margaret Collier, Frances Rangihuna, Doris Sadlier, John Viseur, Thomas Rangihuna, James Barnes (Chairperson), Bianca Fallon (Media Liaison), Solitaire Mahmoud (Secretary), Ellyn Proffit (Merchandise Lead) (joined at 7:30pm)

### **Apologies**

Jolene Proffit (Treasurer), George Clarke, Ellyn Proffit

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### **Agenda**

- Minutes of previous meeting - 16.03.2025
  - Regional Committee Development
  - Whānau Cohesion Challenges
  - Merchandising – Ordering Process and Financial Management
  - Treasury, Delegated Signatories, and Account Updates
  - Media Management
  - Whakapapa Website
  - General Business
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### **Previous Minutes - 16.03.2025**

Matua James confirmed previous minutes and that these have been uploaded to the Manuel Jose website

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### **Regional Committee Development & Whānau Cohesion - Bianca**

- South Island Manuel Jose Branch - Website

- Bianca reported that a whānau member in the South Island is interested in establishing a private website page for communication. Guidance was provided on how to set this up securely.
- Tamaki Makaurau Manuel Jose Branch
  - Bianca advised that Shannon Logeson (Ngāti Whātua) has expressed interest in joining the rōpū and meeting informally.
- Te Tairāwhiti Manuel Jose Branch - name correction
  - Matua James updated the committee on discussions with Teia and Roberta (Gisborne branch) regarding concerns about the branch being referred to as *Tūranganui-a-Kiwa* rather than *Te Tairāwhiti*, which more accurately reflects the rōpū and whenua.
  - Matua James proposed a meeting with Doris, Teia, and Roberta to encourage an event before Christmas and to consider organising a birthday event for Jose Manuel in January for the Gisborne region.
- Regional connections and gatherings
  - The committee emphasised the importance of maintaining strong connections and encouraging regional gatherings. Whaea Doris recommended keeping regional groups small and advertising events 1–2 weeks in advance to improve attendance.
  - Bianca noted that new regional representatives often begin with large ideas that may lose momentum. She recommended keeping activities simple and suggested pairing a kaumātua with a younger person to combine historical knowledge with social media capability.

## **Action**

### **Committee Consensus:**

1. The Executive Committee acknowledged the South Island Branch wanting to set up its own website. Guidance is to be provided by Bianca
2. Shannon to be supported to connect with Tamaki Makaurau Manuel Jose Branch by Bianca
3. Matua James to support meeting with Doris, Teia and Roberta:
  - Confirm name of Branch
  - Organise a pre-Christmas event
  - Regional representatives encouraged to begin with small, informal activities such as coffee catchups and social media engagement, gradually building participation.

NB: Executive Committee members acknowledged the need for increased support and encouragement for regional initiatives as they are able to attend

## **Merchandising – Ordering Process & Financial Management - Ellyn**

### **Update from Ellyn:**

- **Merchandise supplier:** The current New Zealand merchandise supplier is willing to continue providing services/merchandise -
- **Tāmaki Makaurau Manuel Jose Branch:**
  - Has expressed interest in personalised merchandise i.e. colours, new designs - overall branding. Keith (Tāmaki Makaurau member) has created a unique design incorporating the bowl and matador imagery from the 1980 reunion.
  - Concerns were raised by the Executive Committee regarding desire for individualised merchandise. The committee reaffirmed that merchandising must reflect whakapapa rather than commercial interests, and that tikanga must guide all decisions.
- **Manuel Jose Crest:** The Executive Committee agreed that the crest itself will remain unchanged. Consideration was given as to including the wives on merchandise, such as having their names on the sleeve, regional identifiers, and specific colours associated with each wife.
- **Allocation of proceeds from the sale of merchandise:**
  - Regional:
    - The Executive Committee agreed that the proceeds from the sale of regional merchandise belong to the regional rōpū who sold the merchandise - to support regional activities.
    - A standardised mark-up rate will be set and applied consistently across all regions. This is to be tabled in proposal to be developed by Ellyn and presented to the Executive Committee at the next hui
  - National: Profits from standard merchandise (e.g., shirts with crest only) and additional items such as masks and Manuel Jose flags will go to the Manuel Jose Executive Management Committee accounts. Ellyn will include this in her proposal, along with options for incorporating wives' names and modern colour palettes that complement the existing crest.

**Action:**

Ellyn to circulate a formal proposal outlining National and Regional processes, inclusive of merchandise designs, colour alignment for wives, available merchandise options, and a standardised mark-up structure.

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**Treasury & Accounts Update** - provided by Jolene - please see Appendix 1

Manuel Jose Descendants Society - Non-Profit Organisation - Westpac Bank

Current Account Balances:

1. **Main Account:** \$2,218.95
2. **Valverde Fiesta Account:** \$1,943.21
3. **Website Account:** \$733.60

**Account use:**

1. The Executive Committee agreed that the funds in the Valverde Fiesta account to be saved for a future visit from Spanish whānau in approximately three years. Whaea Frances recommended exploring long-term investment options.

#### **Reimbursement of funds to Jolene Proffit:**

- The Executive Committee approved the reimbursement to Jolene Proffit for the following expenses:
- \$65.30 – Web domain renewal
- \$530.00 – Hosting renewal fee

#### **Confirmation of Treasurer:**

- The Executive Committee formally confirmed **Jolene Proffit** as the official Treasurer, succeeding the previous treasurer, Steve McKay
- The Executive Committee confirmed the following delegated signatories moving forward:
  1. **Chairman:** James Barnes
  2. **Treasurer:** Jolene Proffit
  3. **Secretary:** Solitaire Mahmoud

#### **Westpac Bank Account - Update beneficial owners details**

- As advised to the Chairman and Secretary following recent guidance from Westpac, in order to have Jolene Proffit added to the Westpac Account the committee needs to be made AML (Anti Money Laundering) compliant by supplying the following information:
  - Copy of Rules or a Constitution
  - The Group's latest Minutes signed and dated by two beneficial owners (authorised on the committee) stating who the authorised people were and their roles, the date they were removed and who replaced them.
  - A letter outlining where funds will come from and how you raise them, and anticipated income, and if there are any lump sums coming in.
  - Advised that the reason Westpac require this information is due to inaction on the accounts over a period of years.

#### **Actions:**

1. Solitaire to contact Jolene to work with Chairman to provide the following to Westpac:
  - Copy of Rules or a Constitution
  - The Group's latest Minutes signed and dated by two beneficial owners (authorised on the committee) stating who the authorised people were and their roles, the date they were removed and who replaced them.

- A letter outlining where funds will come from and how these will be raised, and anticipated income, and if there are any lump sums coming in.
2. Once the above has been completed the following delegated signatories are to be added to the Manuel Jose Descendants Society - Non-Profit Organisation Westpac Accounts
    - Chairman: James Barnes
    - Treasurer: Jolene Proffit
    - Secretary: Solitaire Mahmoud
  3. Jolene to explore long-term investment options for the Valverde Fiesta Account and provide update to Executive Committee at next hui
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#### **4. Media Management**

- Bianca confirmed she is willing to continue as Media Liaison
- A formal media protocol will be developed requiring all public statements to be reviewed by Bianca to ensure accuracy and consistency. Statements will then be shared with the committee for approval.
- The committee discussed the need for rapid communication in urgent situations. WhatsApp and Messenger were discussed. The Manuel Jose Exec Management Committee Facebook Group will remain the primary communication platform.

#### **Actions:**

1. Bianca to draft up media protocol - Protocol to then be reviewed and approved by Executive Committee and implemented immediately following approval
  2. Solitaire to ensure all Executive Committee members are included in the Manuel Jose Exec Management Committee Facebook Group to support effective and timely communication
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#### **5. Whakapapa Website**

- Matua John expressed his desire to resign from the role of Webmaster, which was first raised last year. Matua John was acknowledged for the support and guidance he has provided in overseeing the website.
- Bianca proposed exploring a potential partnership with another entity, which may provide database support at no cost while retaining access to all personal data.
- Matua Thomas expressed caution
- Matua James agreed to investigate the proposal further and report back at the next hui.

- Discussion also arose regarding whether the Manuel Jose whānau constitutes a hapū. Matua Thomas clarified that Manuel Jose descendants are not a hapū; hapū affiliations derive from the five wives.

**Actions:**

1. To find a replacement to fill Matua John's role of overseeing the Manuel Jose website.
  2. Matua James to investigate the database proposal and present findings at the next hui.
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**6. General Business****Items raised by Whaea Doris:**

1. Concerns regarding Facebook group membership rules, particularly political and religious posts. The Executive Committee agreed not to approve new members who are unknown or who do not answer entry questions. Stricter adherence to group rules is required.
2. Difficulty accessing the Whakapapa tree document for printing; a format change was suggested.
3. Tiles have been sold and profits need to be transferred to the Manuel Jose bank account; account details are required.
4. Whaea Doris holds the Manuel Jose family tree poster. Printed copies are available at cost for \$5 each.

**Item raised by Whaea Frances:**

1. Proposed selling the 12 taonga gifted to the Executive Committee, with proceeds to be deposited into the main Manuel Jose account. The committee approved this; account details are required.

**Item raised by Matua Thomas:**

1. Raised the need for new flags for Manuel Jose whānau tangihanga, as the original flag has not been returned. The committee agreed that Ellyn will arrange for two sets each of the Painora and Manuel Jose flags to be produced.

**Actions:**

1. Stricter adherence to group rules is required for people asking to be added as new members of the Manuel Jose website. People who are unknown or who do not answer entry questions to access the Manuel Jose website are not to be approved and given access to the website.
2. Solitaire to obtain bank account details from Jolene and forward them to Whaea Doris and Whaea Frances to deposit funds into

3. Ellyn to arrange printing of two sets of each flag and provide invoice to Jolene for payment
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### **Closing Karakia Whaea Frances Rangihuna**

**Next Hui** – To be held in the first quarter of 2026

### **Meeting Closed**

The hui concluded at approximately **8:44pm**, with a total meeting duration of **1 hour, 44 minutes, and 56 seconds**.

## **Appendix 1:**

### Financial Report

Manuel Jose Descendants Society - Non-Profit Organisation as of 17 December 2025

### **Overview**

This financial report provides an overview of the organisation's financial performance for the reporting period 16.03.25 to 17.12.25.

### **1. Current balances**

2. There has been no change in accounts since last hui, balances are as follows:

3.	00	Main account	\$2,218.95
4.	01	Valverde Fiesta	\$1,943.21
5.	02	Website account	\$733.60

### **2. Expenditure**

No expenditure since last hui.

Note that at the last hui (16 March 2025) confirmed payments for website hosting and domain renewal (total of \$595.30) were outlined and confirmation provided that these costs were paid by Jolene Proffit out of her personal finances

- \$65.30 – Web domain renewal
- \$530.00 – Hosting renewal fee

The action from the March meeting was for Jolene to be reimbursed for these costs from the Manuel Jose accounts. Reimbursement of these funds has not been actioned as the following needs to occur:

1. Minutes need to clearly state and evidence approval from the committee that Jolene Proffit is to be reimbursed for the above costs – totalling \$595.30. This was not clearly articulated in the prior minutes.
2. As advised to the Chairman and Secretary following recent guidance from Westpac, in order to have Jolene Proffit added to the Westpac Account the following information needs to be provided:
  - Copy of Rules or a Constitution
  - The Group's latest Minutes signed and dated by two beneficial owners (authorised on the committee) stating who the authorised people were and their roles, the date they were removed and who replaced them.
  - A letter outlining where funds will come from and how you raise them, and anticipated income, and if there are any lump sums coming in.

3. The reason Westpac require this information is due to inaction on the accounts over a period of years.
4. Once they have all this information, they will send to their specialised team to update and if they require any further information, they will make further contact.
5. Once the information has been updated, their team will then be able to action the making changes from and update the account accordingly.
6. This level of detail is in accordance with their requirements around Anti Money Laundering rules.

### **3. Income**

Note that there are incoming funds to be transferred into the Manuel Jose account from previous merchandise sales. Total yet to be confirmed.

### **4. Recommendations/Actions**

1. Jolene Proffit to be added to the Manuel Jose Descendants Society Westpac accounts as treasurer, with the following actions:
  - a. clearly outline in the minutes of today's hui who the previous treasurer was (stating their full name) and that they were replaced by Jolene Proffit.
  - b. Jolene Proffit work with James Barnes - Chairman to provide the following to Westpac:
    - Copy of Rules or a Constitution
    - The Group's latest Minutes signed and dated by two beneficial owners (authorised on the committee) stating who the authorised people were and their roles, the date they were removed and who replaced them.
    - A letter outlining where funds will come from and how you raise them, and anticipated income, and if there are any lump sums coming in.
2. Jolene Proffit be reimbursed total costs \$595.30 for
  - \$65.30 – Web domain renewal
  - \$530.00 – Hosting renewal fee

### **5. Conclusion**

The organisation remains financially stable. Note the need to update Banking arrangements with updated information to comply with in accordance with their requirements around Anti Money Laundering rules and include updated information as to beneficial owners and treasurer details.

Jolene Proffit – Treasurer – Manuel Jose Descendants Society (aka Manuel Jose Executive Committee)