



*** Manuel Jose Whānau ***

Minutes for the Executive Meeting Minutes **10 December, 2023** - Meeting opened at **10.50 am**

Venue: Zoom Session: **Chair:** James Barnes
Scribe: Maria Viseur **Karakia:** Frances Rangihuna

1. **Attendance:**

James Barnes, Maria and John Viseur, Jolene Proffit, Frances Rangihuna, Bianca Fallon, Margaret Collier, Doris Sadlier-Horomia, and Moana Manuel

2. **Apologies:**

Ellyn Proffit, Reginald Proffit, and George Fox Clarke

Moved by: Maria Seconded by: Jolene Approved

3. **Minutes of Meeting 12 November 2023.**

Correction – of who attended the 10 December Manuel Jose meeting

Moved by: Jolene Seconded by: John Approved

4. **Correspondence:**

Outward: Nil

Inward: Nil

5. **Actions: Matters Arising from previous meeting**

This will be discussed in General business

6. **Financial report:**

Financial Report provided by Jolene (accessed only two bank balances in last six days)
Two Bank Accounts – 00 and 25

03-0749-0072954-00

Closing Balance is 17 October 2023 - \$2,218.55

03-0749-0072954-25

Closing Balance is 17 October 2023 - \$426.20

7. **Events:** Brisbane Committee Christmas Brunch took place after this meeting – same day

8. **General Business:**

- Mihi Ashwood has tendered her resignation for the Secretary position, as announced by James. The committee expressed gratitude to Mihi for her early contributions and assistance. Maria agreed to take the Secretary position.

- **Confirmation of New Secretary Appointed**

Maria Viseur appointed as Secretary

Moved by: Chair James Barnes Seconded by: John Viseur Approved

- **Signatories of Committee Members for NZ Manuel Jose Bank Accounts**

President: James Barnes

Treasurer: Jolene Proffit

Secretary: Maria Viseur

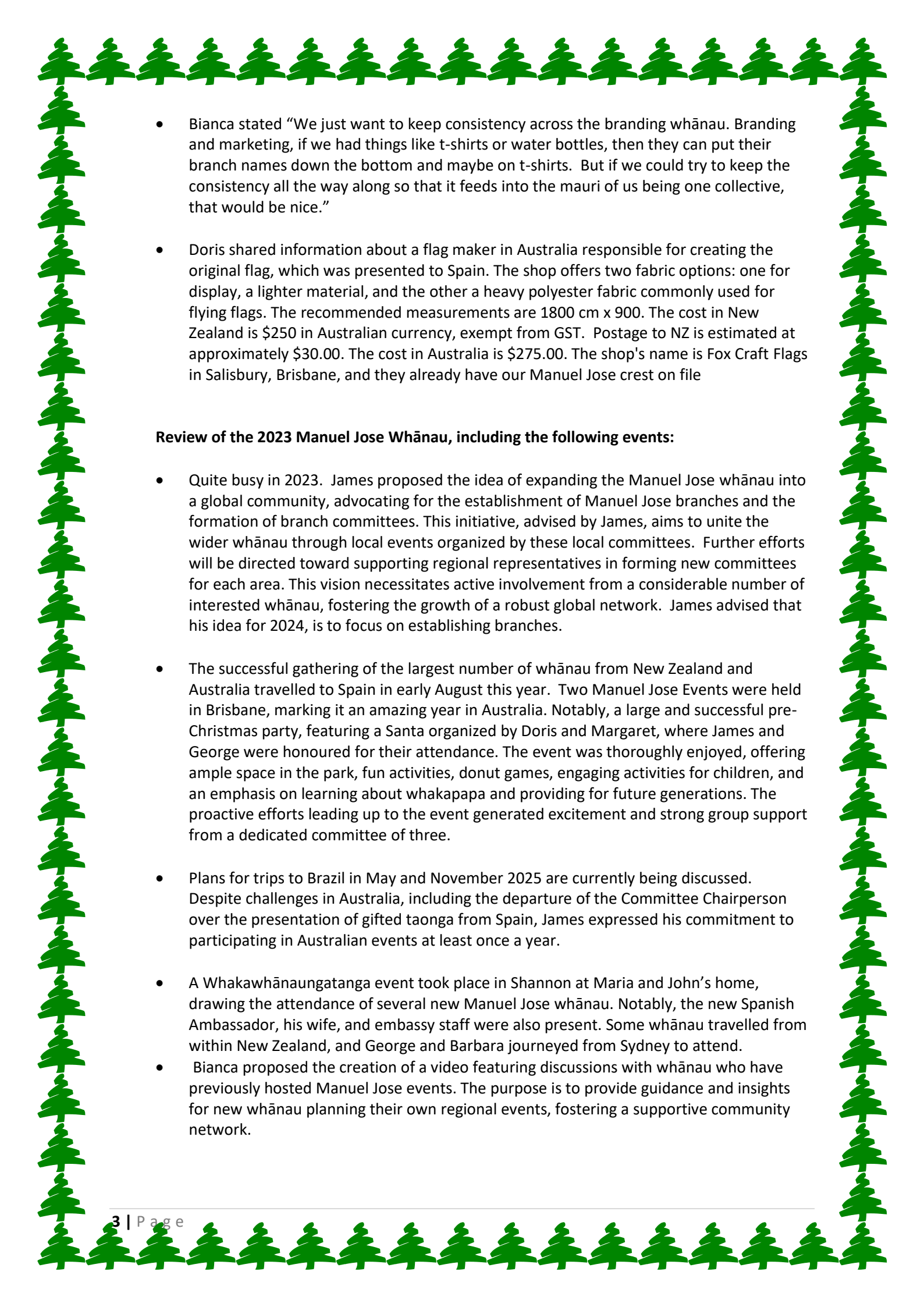
Vise Chair: Bianca Fallon

Moved by: Chair James Barnes Seconded by: John Viseur Approved

- Any Actions to come from previous meeting dated 12 November 2013 – asked by Jolene. John suggested that this comes under “Matters Arising from pervious Minutes”. James would like to see “Actions” added into a template
- Bianca provided updates on her “two actions taken” from last meeting- she has included the Manuel Jose Whakapapa website address for new membership’s application on the Manuel Jose Facebook page. The Facebook page has seen substantial growth, with an increase of approximately 1,000 members in the last few months.
- Second Action - Bianca has reached out to a willing whānau member with website building skills who may be able to assist in updating and working alongside John on the Manuel Jose Whakapapa website. James proposes that both he and John be involved in a meeting once Bianca has gauged the whānau member’s skills, abilities, and commitment. Bianca is tasked with initiating a preliminary discussion. Following this, everyone can contribute ideas on the website's appearance, font changes, and how it can be integrated into the Facebook introduction.
- Discussion on the new replacement Manuel Jose whānau flag continues, focusing on preserving the ethos of Vivienne McConell's unique and distinguished flag design. Hui was held in Australia at Doris’ place with Doris, Margaret and their tane, to talk about Vivienne McConell's flag and “the whole nature of how we treat this flag”. James, wants it recorded in the minutes that the original flag had the logo that Vivienne designed with “Te Whānau A Manuera O Waiapu” on the sash that is to be the standing flag of all flags for Manuel Jose whānau, and all branches or whoever will be fly this flag! It has to be all the same throughout the regions! Members can have their own Manuel Jose flag but not if it is to be flown on behalf of the Manuel Jose whānau because of the Manuel Jose branding. If regions want their own Te Whānau A Manuera O Waiapu flag, they can have that. A proposal is made to “Retain Vivienne McConell's original flag design and proceed with the new replacement of that flag (the original is with the Rangitukia Manuel whānau). There will not be any definitions between the branches. Branding to be used with consistency throughout regions. “The Mana of the flag is in the name.” Resolution to be made: “The original flag design stays as it is for all occasions and to be used by all branches!”
Motion to accept the above is moved by Bianca and seconded by Doris.

To give you an idea of Vivienne’s flag and what James is speaking about with the logo on the sash. The left image is a copy of Vivienne’s flag design from John and Maria’s Manuel Jose photo album. The middle image is a large poster made for Shannon’s regional Manuel Jose events and the right image using Vivienne’s Manuel Jose crest is a ceramic tile gifted from our Spain primos on John and Maria’s wedding in Valverde del Majano.



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- Bianca stated “We just want to keep consistency across the branding whānau. Branding and marketing, if we had things like t-shirts or water bottles, then they can put their branch names down the bottom and maybe on t-shirts. But if we could try to keep the consistency all the way along so that it feeds into the mauri of us being one collective, that would be nice.”
 - Doris shared information about a flag maker in Australia responsible for creating the original flag, which was presented to Spain. The shop offers two fabric options: one for display, a lighter material, and the other a heavy polyester fabric commonly used for flying flags. The recommended measurements are 1800 cm x 900. The cost in New Zealand is \$250 in Australian currency, exempt from GST. Postage to NZ is estimated at approximately \$30.00. The cost in Australia is \$275.00. The shop's name is Fox Craft Flags in Salisbury, Brisbane, and they already have our Manuel Jose crest on file

Review of the 2023 Manuel Jose Whānau, including the following events:

- Quite busy in 2023. James proposed the idea of expanding the Manuel Jose whānau into a global community, advocating for the establishment of Manuel Jose branches and the formation of branch committees. This initiative, advised by James, aims to unite the wider whānau through local events organized by these local committees. Further efforts will be directed toward supporting regional representatives in forming new committees for each area. This vision necessitates active involvement from a considerable number of interested whānau, fostering the growth of a robust global network. James advised that his idea for 2024, is to focus on establishing branches.
- The successful gathering of the largest number of whānau from New Zealand and Australia travelled to Spain in early August this year. Two Manuel Jose Events were held in Brisbane, marking it an amazing year in Australia. Notably, a large and successful pre-Christmas party, featuring a Santa organized by Doris and Margaret, where James and George were honoured for their attendance. The event was thoroughly enjoyed, offering ample space in the park, fun activities, donut games, engaging activities for children, and an emphasis on learning about whakapapa and providing for future generations. The proactive efforts leading up to the event generated excitement and strong group support from a dedicated committee of three.
- Plans for trips to Brazil in May and November 2025 are currently being discussed. Despite challenges in Australia, including the departure of the Committee Chairperson over the presentation of gifted taonga from Spain, James expressed his commitment to participating in Australian events at least once a year.
- A Whakawhānaungatanga event took place in Shannon at Maria and John’s home, drawing the attendance of several new Manuel Jose whānau. Notably, the new Spanish Ambassador, his wife, and embassy staff were also present. Some whānau travelled from within New Zealand, and George and Barbara journeyed from Sydney to attend.
- Bianca proposed the creation of a video featuring discussions with whānau who have previously hosted Manuel Jose events. The purpose is to provide guidance and insights for new whānau planning their own regional events, fostering a supportive community network.

- Questions around Bank account deposits and banking of recent raffle money – tracking of paperwork/banking can be located from 16 September 2023 with Maria which went into the bank account 03-0749-0072954-001
- Jolene Proffit (Treasurer), Maria Viseur (Secretary), and Bianca Fallon (Vice-Chair) have been appointed as signatories for the Manuel Jose bank accounts. It is the responsibility of each committee member to visit their local Westpac Bank, provide the latest Manuel Jose Minutes to the bank and sign the required documentation. Special thanks to former Treasurer and Signatory, Steve McCabe, and Marylyn Nalder for their past contributions.
- James suggested the establishment of branches to maintain consistency in whakapapa, principles, and tikanga. This could involve the uniform use of certain terms, such as adopting the word 'family' instead of 'whānau,' to uphold a cohesive identity across Manuel Jose branches.
- James expressed his appreciation for the past contributions and efforts of Doris, John, Maria, and Bianca
- James nominated Frances Rangihuna for a new role as Koka (support), where she was able to illuminate her background in mentoring young people. Frances successfully aligned her knowledge, skills, and learned experiences with the requirements of this role. Moved by Maria and seconded by Bianca Approved

9. Next Meeting: Date and Time: To be further advised for 2024

10. Meeting closed at **11:50 am** with **Karakia** by Frances Rangihuna



Bank Requirement: New Signatories to provide Signatures and date to these minutes

Name	Signature	Date
James Barnes		
Jolene Proffit		
Bianca Fallon		
Maria Viseur		



Merry Christmas and

Happy New Year

to Whānau

far and wide



Manuel Jose Committee Action Plan - Dated 10 December 2023

Action To Be Taken	Who	Date by
Tasked with initiating a preliminary discussion with IT whānau member	Bianca	
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
Manuel Jose whānau flag replacement to be sourced and bought for whānau hui	James	As soon as Possible
Further efforts will be directed toward supporting regional representatives in forming new committees for each area	All Committee members	
Plans for trips to Brazil in May and November are currently being discussed by the Manuel Lima whānau	Doris and her committee	
Creation of a video featuring discussions with whānau who have previously hosted Manuel Jose events to share with reps and new committees	Bianca	
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), Bianca Fallon (Vice-Chair)	As soon as Possible
The establishment of branches to maintain consistency in whakapapa, principles, and tikanga to be written	Input from Committee Members and whanau Maria to write up	
Financial Report	Jolene	Next meeting
Invite all committee members and regional reps to the next Manuel Jose hui	Maria	Next meeting when known
Send out Manuel Jose Committee Minutes	Maria	13/12/2023
Posting of Minutes on Manuel Jose website under Resources –Last minutes 12 Nov, 2023 approved are already posted for all whānau to access	Maria /John	Every meeting