



Avon - Heathcote Estuary Ihutai Trust

established 2002

Why me?

- 15 years with Trust
- Seen board members come and go.....
- Seen many accountability/ funding application requirement changes
- We made lots of mistakes and learned lots of lessons
- Share documents preventing duplication and time



‘Working together to work smarter and achieve more’

STEP ONE

What are we hoping to achieve?

A Constitution

A comprehensive and detailed
Management Plan Defining our 5 Goals
into 36 action Plans.

STEP TWO

What do we want to do

- Advocate (comments, endorse – encourage - submissions)
- Commission and support research
- Monitor changes including EQ impact– birdlife – insects – pests – plants – recreation – development
- Engage community through events – education – print materials – restoration projects

Awareness + Education = Protection

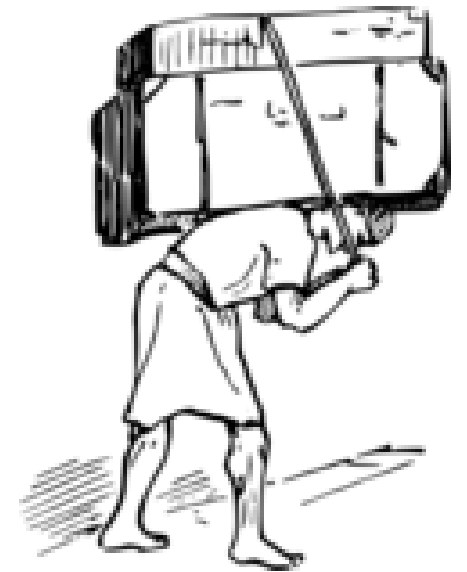
STEP THREE

Board members and a minute taker

Chair – Vice Chair – Secretary – Treasurer – Submissions – Funding -
H & S Officer - Research - Community Engagement –
Spokes person – special project committees

- ✓ Position Descriptions with clear expectations for each role
- ✓ Representing wide range of relevant background and expertise
- ✓ Have TIME to complete tasks in timely manner
- ✓ Approachable by phone and email
- ✓ Approachable in evenings and weekends

SPREAD THE WORK LOAD to prevent ‘Burn out’



STEP FOUR

BE SEEN!!

Annual events, special projects and working with other groups.

- Gain Trust from members, like minded organisations, funders, public, supporters, councils.
- Shows commitment
- Shows that you are here to stay

‘Farewell to the Godwits’ event 19 years



annual “Mother of All Clean Ups”



Annual Charlesworth Wetland Reserve Planting



Charlesworth Planting GALA

- ▶ FREE RIDES ON THE CHARLESWORTH TRAIN
- ▶ FREE SAUSAGE SIZZLE
- ▶ NATURAL MAGIC ENTERTAINMENT
- ▶ BOOK STALL
- ▶ NATIVE SEEDLINGS PLANT STALL
- ▶ LOLLY SCRAMBLE
- ▶ COFFEE CART

▶ PLEASE: NO DOGS AND ALL CHILDREN UNDER 16 MUST BE ACCOMPANIED BY AN ADULT

▶ BRING OWN GLOVES AND WEAR SENSIBLE SHOES OR GUMBOOTS

▶ IN ASSOCIATION WITH TREES FOR CANTERBURY AND THE CCC PARK RANGERS

SUNDAY 18 MAY, 2014 | 10AM - 12PM

CHARLESWORTH RESERVE
CHARLESWORTH STREET, OFF FERRY ROAD



Public meetings/newspaper articles

PUBLIC MEETING

Saturday, 25 June 2016



SAVING THE GODWITS by Keith Woodley



Keith is the Manager of Pukorokoro Miranda Shorebird Centre, in the Firth of Thames

Godwit birds directly connect habitats found on the Avon-Heathcote Estuary and other sites around New Zealand with sites in China and the Korean Peninsula, and with the Alaskan tundra. Keith will cover the above topic and others in his address.

The team at Miranda have been pivotal in the achievement announced in March 2016 of a Memorandum of Agreement with China to establish safe havens for godwits and other migratory birds.

ONCE ONLY — NOT TO BE MISSED

Entry gold coin donation towards Godwits artwork to be placed on Bridge Street

South New Brighton Community Centre

Beatty Street (turn right off Estuary Road) Ample parking

1:30—3pm

Venue open from 1pm for refreshments



FREE PUBLIC MEETING

Tuesday, 21 July 2015 at 7pm till 8pm

Christchurch Yacht Club, 243 Main Road, Moncks Bay



Student research results presentations by:

Emma Hunt

Following the 2010/2011 earthquakes, a significant amount of vertical deformation within and around the Avon-Heathcote Estuary/Ihutai changed tidal inundation levels within the saltmarshes. Both this factor and salinity are the main drivers of saltmarsh plant distribution and *Sarcocornia quinqueflora*, a particularly sensitive plant was selected to show these changes.



Ani Kainamu

Taua ki uta, taua ki tai: the cultural, recreational and ecological values of shellfisheries in New Zealand. Ani's research looks at shellfisheries as indicators of the state of their environment.

For further information email info@estuary.org.nz

www.estuary.org.nz

We gratefully acknowledge the support of
Environment Canterbury and the Canterbury Community Trust



Involving students of all ages



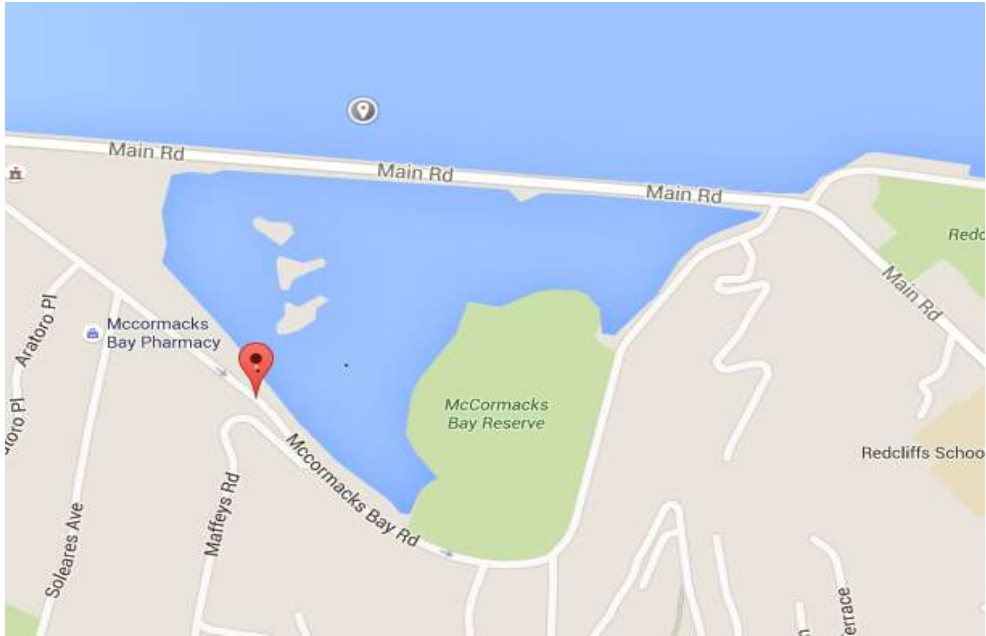
Guided walks



Charlesworth Wetland Reserve since 2004



McCormack's Bay 2014 - 2016



Thistledown Wetland Reserve



South New Brighton Park 2016 - 2018



Communications - “ it takes all sorts”

Website

Radio

Face book

Whatsapp

Posters

Instagram

Emails *Text*

Twitter

Tweeting

cell phone

Linked in

News print

Leaflets

Banners

Phone

Brochures



“Health & Safety” and the 2015 updated national policy

You NEED;

- H & S Policy
- H & S Officer
- H & S as an agenda item
- First Kit at events
- First Aid qualified person at events
- Incident or near miss report forms
- Provide equipment at event/working bees at least gloves and briefing



Finance

Nobody wants to be the treasurer!!!!

- Bank accounts @\$%**
- Signatories
- We still get cheques and cash!!!
- Receipts for EVERYTHING
- ChCh Community Accounting to the rescue!



Monthly report to board in simple word format

Income and Expenditure Report		
01/08/2016 - 31/08/2016		AUGUST 2016
FUNDS IN		
511	Membership	125.00
512	Donations	25.00
513	Field Guide Sales	50.00
521	RATA Foundation annual Grant	5,000.00
	Environment Canterbury annual grant	
	Christchurch City Council annual grant	
514	Interest earned	5.00
312	IRD - GST refund	200.00
Total Funds In		\$5,405.00
FUNDS OUT		
411	Accountancy & Audit	300.00
412	Advertising	1,000.00
414	Events/Public Meetings	
415	Contractors; Coordinator	500.00
415	Other Contractors;	
426	Non GST contractors	200.00
416	General Expenses; ie Tools restoration projects	
418	Office Expenses ie stamps/office and venue hire	
419	Student Research	1,000.00
421	Printing	
422	Insurance – Public liability	50.00
423	Koha -	
	Plants for restoration projects	200.00
428	Website, Publication & Information Management	
	IRD – GST paid	
Total Funds Out		\$3,250.00
Opening Balance 31 July 2016		10,000.00
Cash movement during August		+ 2,155.00
Closing Balance 31 August 2016		\$12,155.00
Note; Unpresented Cheques at 31 August 2016 \$500.00		

Accountability

- To your members
 - To your funders
 - To the public
 - To the councils
 - To the Charities Commission
-
- Detailed reports for each project.
 - Detailed spending of funds received for reporting
 - Detailed record of volunteer hours



Record Keeping; events plus attendance

MAY					
Sundays	Volunteer working bee	2 -4pm	Charlesworth Reserve	Supervised by Andrew Crossland	24
Sat,7	Annual 'Mother of All Clean Ups" event	10am – 3pm	Avon/Heathcote/Estuary	47 community groups	1,295
Sun,8	Sth NB Park Volunteer working bee	2-4pm	Sth New Brighton Park	Supervised by Pieter Borcherd	1
Sun, 15	11 th Annual planting gala day	10 – 12 noon	Charlesworth Reserve	With CCC/Trees for Canterbury (1300)	90
Fri,20	Planting event	10-1230	Charlesworth Reserve	Tanya with CPIT students (140 trees)	6
Sun, 22	McCormacks Bay Volunteer working bee	2-4pm	McCormacks Bay	Supervised by Matt Rose (360 trees)	11
Sun,22	Sth NB Park working bee	2-4pm	Sth New Brighton Park	Supervised by Pieter Borcherd	1
Wed,25	Board meeting	7pm	MtPleasant Comm Centre		10
Sat, 28	Thistledown Volunteer working bee	10 – 12 noon	Thistledown Reserve	Supervised by Kerry-Ann Smith	4
JUNE					
Sundays	Volunteer working bee	2 -4pm	Charlesworth Reserve	Supervised by Andrew Crossland	24
Fri,3	Planting/weeding	1:30 – 3pm	Charlesworth Reserve	Tanya with CPIT students	6
Sun,5	Volunteer working bee	2-4pm	Sth New Brighton park	Supervised by Pieter Borcherd	5
Fri, 10	MOU signing	10am 1130	CHCH Yacht Club	Ecan/CCC/Estuary Trust	25
Wed, 15	Planting event	9:30 – 1:30	Sth New Brighton Park	Tanya/ Conservation Volunteers NZ	8
Sun,19	Sth NB Park Volunteer working bee	2-4pm	Sth New Brighton park	Supervised by Pieter Borcherd	8
Sat, 25	Public Meeting	1:30 – 3 pm	Sth NB Community Centre	Guest speaker; Keith Woodley	70
Sat, 25	Thistledown working bee - Planting	10 – 12 noon	Thistledown Reserve	Supervised by Kerri Yates	12
Sun, 26	McCormacks Bay Volunteer working bee	2 - 4pm	McCormacks Bay	Supervised by Matt Rose	13
Wed,29	Board meeting	7pm	MtPleasant Comm Centre	Speaker; Denise Ford – monitoring	12

Templates are brilliant

Event appraisal format

DURING the event - Talk to people!!!

- Are they enjoying the event?
- How did they find out about the event?

AFTER the event

- Debrief meeting. Discuss 'what went well, what did not go so well.
- How we can improve next time (save time , finance)
- Take minutes of the de-brief meeting

Volunteers

- How to get them
- How to look after them
- How to keep them



South New Brighton Park Enhancement Working sessions 2017

The Estuary Trust is excited to support the Christchurch City Council to enhance the area between Ebbtide and Bridge Streets. During the year we will be conducting regular working sessions where we will carry out tasks such as planting, weeding, watering, mulching, and litter collection.

Tools are provided, but bring gardening gloves, a water bottle, wear closed footwear and dress according to weather conditions.

For more information and/or to be added to our regular mail out updates contact; info@estuary.org.nz or phone the project coordinator Scott Butcher on 022 343 9069



South New Brighton Park working sessions Calendar 2017

MONTH	DATES		TIME
February	Sunday,	Meet at South Brighton Domain Playground.	2 – 4pm
March	Sunday,	Meet at South Brighton Domain Playground.	2 – 4pm
April	Sunday ,	Meet at Ebbtide Street Entrance to the reserve.	2 – 4pm
May	Sunday,	Meet at South Brighton Domain Playground.	2 – 4pm
June	Sunday,	Meet at South Brighton Domain Playground.	2 – 4pm
July	Sunday,	Meet at South Brighton Domain Playground.	2 - 4pm
August	Sunday,	Meet at Ebbtide Street Entrance to the reserve.	2 – 4pm
September	Sunday,	Meet at South Brighton Domain Playground.	2 – 4pm
October	Sunday,	Meet at South Brighton Domain Playground.	2 – 4pm
November	Sunday,	Meet at Ebbtide Street Entrance to the reserve.	2 – 4pm
December	Sunday,	Final for year; Meet at South Brighton Domain Playground for a BBQ sausage	2 – 4pm
"Together we CAN make a difference"			

Questions?



**Rātā
Foundation**

