

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE
SELWYN DISTRICT COUNCIL SISTER CITIES COMMITTEE
HELD IN THE COUNCIL CHAMBER, ROLLESTON
ON TUESDAY 20 AUGUST 2024 COMMENCING AT 4.30PM**

PRESENT

Mesdames Rosanowski (Chairperson), Pascoe & Meares; Messrs Konijn and Coe;
Councillor Mugford (online via Teams).

IN ATTENDANCE

Ms T Davel (Senior Governance Advisor)

APOLOGIES

Apologies were received in respect of Mayor Broughton, Messrs. Russell, Payne, Woods,
and Bigsby and Mesdames Walters and Hayakawa-Buist; and Councillor Gliddon.

Moved – Mrs Meares / **Seconded** – Mrs Pascoe

‘That the Selwyn District Council Sister Cities Committee receives the apologies as notified.’

CARRIED

CONFIRMATION OF MINUTES

1. Minutes of the annual general meeting of the Selwyn District Council Sister Cities Committee held at Rolleston HQ on 31 July 2023

Moved – Mrs Pascoe / **Seconded** – Mr Coe

‘That the Sister Cities Committee confirms the minutes of the annual general meeting of the Selwyn District Council Sister Cities Committee held on 31 July 2023.’

CARRIED

ELECTION OF OFFICERS AND REPRESENTATIVES

The Committee Chairperson stepped aside for the first part of the elections, with the Deputy Chair presiding. Each recommendation was taken separately.

‘That the Selwyn Sister Cities Committee resolve as follows in respect of each officer and representative:

Moved – Mr Coe / **Seconded** – Mrs Meares

Mrs Allison Rosanowski be declared elected as the Chairperson of the Selwyn Sister Cities Committee;

Mrs Rosanowski stepped back to the table and presided for the remainder of the meeting.

Moved – Mrs Meares / **Seconded** – Mr Konijn

Councillor Bob Mugford be declared elected as a Deputy Chairperson of the Selwyn Sister Cities Committee; and

Moved – Mrs Meares / **Seconded** – Mr Coe

Mrs Judith Pascoe be declared elected as a Deputy Chairperson of the Selwyn Sister Cities Committee;

Moved – Mrs Rosanowski / **Seconded** – Mr Coe

Mrs Sumi Hayakaswa-Buist be declared elected as representative to the Japanese Sister City;

Moved – Mr Coe / **Seconded** – Mrs Meares

Mrs Allison Rosanowski be declared elected as representative to the Christchurch China Committee; and

Moved – Mrs Meares / **Seconded** – Mrs Pascoe

Mr Kelvin Coe be declared elected as second representative to the Christchurch China Committee;

Moved – Mrs Rosanowski / **Seconded** – Mr Coe

Councillor Bob Mugford be declared elected as Council representative noting that Council will be duly notified at the next Council meeting; and

The Sister Cities Committee unanimously agreed to:

Accept the nominations of Messrs Bruce Russell and Calvin Payne as the Malvern Community Board representatives, noting that the Malvern Community Board will be duly notified at its next Board meeting;

Accept Mr Hugh Bigsby as the Lincoln University representative; and

Welcomes representatives from local school communities.'

CARRIED

COMMITTEE MEMBERSHIP

The Chairperson noted that Mr Bill Woods had resigned. The Committee agreed that the Chairperson should write to him to thank him for his inputs over many years. The letter should also thank Mr Woods for his contribution to New Zealand Sister Cities overall.

Moved – Mrs Pascoe / **Seconded** – Mr Coe

'That the Selwyn Sister Cities Committee resolves that the Selwyn Sister Cities Committee (the committee) will consist of all those present including apologies.'

CARRIED

FINANCIAL REPORT

Moved – Councillor Mugford / **Seconded** – Mr Konijn

'That the Selwyn Sister Cities Committee confirms the Annual Financial Report, as circulated.'

CARRIED

ANNUAL PLAN OUTCOMES 2023 - 2024

The Committee agreed the plan was thorough and that the Chairperson has put a lot of work into it. This is the plan that will go before Council later in the year. Mrs Pascoe suggested the plan for the next year should be set up now, and then added to as things happen.

Moved – Councillor Mugford / **Seconded** – Mrs Pascoe

'That the Selwyn Sister Cities Committee:

- a) confirms the Annual Plan Outcomes for 2023 - 2024, as circulated; and*
- b) agrees that the Chairperson would present the Annual Plan at a future Council meeting.'*

CARRIED

CHAIRPERSON'S ANNUAL REPORT

The Chairperson noted the committee would not be able to function if not for the members. She said Mrs Bernadette Ryan had been a faithful secretary over many years and will write her a thank you note from the Committee. Mrs Rosanowski also said she would find a date for the committee members to have a lunch in Springfield with Mr Woods, late September and it would be good if as many members as possible could attend.

Mrs Rosanowski also noted the committee needs to become a committee of council to have the standing required for overseas relationships.

Mrs Pascoe thanked the Chairperson for her hard work and said she continues to establish strong relationships within diverse communities.

Moved – Mrs Rosanowski / **Seconded** – Mrs Meares

'That the Selwyn Sister Cities Committee:

- a) receives the Chairperson's Annual Report for the 2023 – 2024 period;*
- b) agrees that the Chairperson would present the Annual Report at a future Council meeting; and*
- c) agrees that the Chairperson will write a formal letter of gratitude to Bernadette Ryan.'*

CARRIED

DRAFT ANNUAL PLAN 2024 - 2025

Mr Coe said the rural Toraja Trust has been inactive and is being phased out. He was not sure the committee had contact with them any longer, but it does not stop the committee from keeping in contact.

Moved – Mr Coe / **Seconded** – Mr Konijn

'That the Selwyn Sister Cities Committee:


- a) receives the Draft Annual Plan for the 2024 – 2025 period; and*
- b) agrees that the Chairperson and Deputy Chairperson would present the Annual Plan at a future Council meeting.'*

CARRIED

With no further business being discussed, the meeting closed at 5.05pm.

11 Sept. 2025

DATED this day of 2025



CHAIRPERSON