

MINUTES

SUBJECT	LUTRA LIMITED BOARD MEETING
VENUE	Simpson Grierson, Level 27, 88 Shortland Street, Auckland Central
DATE	12 June 2020
TIME	10:00
STATUS	Public Session

	<p>Present: Rebecca Chenery (Chair) Shane Morgan Jason Colton (CE) Emma McBride – Head of Governance, Watercare Services Limited</p>
1.	<p>Apologies</p> <p>There were no apologies.</p> <ul style="list-style-type: none">- There were no members of the public.
2.	<p>Disclosures of interest</p> <ul style="list-style-type: none">- The Chair is no longer a director of Chenery Consulting Limited.
3.	<p>For approval</p> <p>Final draft of the Statement of Intent – 2020-2023</p> <p>The Board approved the SOI for submission to the Watercare Board, who will submit it to Council.</p>
4.	<p>For discussion</p> <p>CE's report for May 2020</p> <p>Jason Colton, CE, provided a summary of the report.</p> <p>Covid-19 response</p> <ul style="list-style-type: none">- The Lutra team worked well through crisis, and most people remain Working from Home. From 15 June 2020, all team members will be back in the office.- The company has introduced a Working from Home Policy allowing staff to work from home up to 3 days per week. Those staff will need to do a self-assessment of their workstation and send photographic evidence to the company. The company will supply staff with office chairs to use at home. <p>H&S training</p> <ul style="list-style-type: none">- Over lockdown, H&S training was below target as third parties were not able to provide training (e.g. first aid training). However, wellness training was provided, which has not yet been incorporated into the figures. Training is the best lead indicator for safety. Watercare will share some of its resources (especially in the wellness space), with Lutra. <p>Team Mood</p> <ul style="list-style-type: none">- The Team Mood score measures staff members' whole life, not just work. Participation in the weekly surveys are high (around 85-90%).

	<ul style="list-style-type: none"> - Staff have access to confidential counselling services. <p>CO2 footprint</p> <ul style="list-style-type: none"> - Lutra is working with a contractor to reduce the company's CO2 footprint. Lockdown has demonstrated that flying to some meetings is no longer necessary, as the same service can be provided online. <p>Ecolab opportunity</p> <ul style="list-style-type: none"> - Ecolab is a global chemical supply company. The opportunity for this company to use Lutra's COMPASS system on paper mills in the US arose around 3 years ago. The project has been on a hiatus for a year, but Lutra is working to recommence the project. <p>The Board noted the report.</p>
6.	<p>General Business</p> <p>Nil</p>
	<p>The meeting closed at 10.30am.</p> <p>Next meeting – Friday 17 July 2020</p>

CERTIFIED AS A TRUE AND CORRECT RECORD

Rebecca Chenery
Chair