**Accessibility Housing Symposium – 29th July 2020 2:30 – 3:30**

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| **Time**  | **Item** | **Matter** | **Visitors Present**  | **Slide on Screen**  |
| **1:59** |  | Start Zoom- Update participant settings as per instructions - No unmuting themselves Sign in to zoom on Cisco in board room (Muted / No Video)  | Cara Butler Cara & IT Support  | Display holding Slide  |
| **2:00** |  | Start admitting participants  | Karen Davidson |  |
| **2:15** |  | Start Recording | Cara Butler |  |
| **2:30** |  | Close off chat function  | Cara Butler  |  |
| **2:30**  | **1-0** | **Kick Off will start by TURNING ON BOARD ROOM VIDEO AND MIC (Cara will do this)**  |  |  |
| ***1 Minute total***  | 1.1 | - Confirm session has started (video of board room) / Introduce team at table - Introduce Corrina McGregor, Te Kamaka Māori network Chair, who will open with Karakia  | Gareth Stiven  | Slide 2 – Welcome  |
| 1.2 | Opening Karakia  | Corrina McGregor **via Zoom**  | Cara will turn on Corrina Video and Mic Slide 3 - KarakiaOnce complete; turn off Corrina video and Mic  |
|  | 1.3 | Confirm agenda for the meeting and **hand over to Vui for welcoming** remarks (This is NOT housekeeping section)  | Gareth Stiven | Slide 4 – Agenda  |
| **2:31 am**  | **2-0** | **Welcome from Board Chair**  |  |  |
|  **10 Mins** | 2.1 | Welcome and opening remarks from board chair - Talking notes printed and in room  | Vui Mark Gosche  | Slide 5 – Welcome from Board Chair  |
| **2:40 am** | **3-0** | **Virtual Meeting House Keeping**  |  |  |
| **5 Mins**  | 3.1 | House Keeping - Zoom meeting etiquette- IT Support- Q&A Session next week / Feedback to be sent through to accessibility inbox  | Gareth Stiven  | Slide 6 – House Keeping  |
|  |  | Hand over to David Clelland, National Relationship Manager for Operating Principles and the Partnership and Engagement Framework  | Gareth Stiven  | Slide 7 |
| **2:45** | **4-0** | **Operating Principles ad the Partnership and Engagement Framework**  |  |  |
| **10 Mins** | 4.1 | Slides narrated by David Clelland  | David Clelland | 8 - 15(Request slide change)  |
|  | 4.2 | Thanks and hand over to next item on agenda: Accessibility Policy – Progress Initiatives  | Gareth Stiven | 16 |
| **2:55 pm** | **5.0** | **Accessibility Policy – Progress Initiatives** |  |  |
| **30 Min total for section** | **5.1** | New Build Target - Progress update **slide 17**- Examples of Universal Design **slide 18****Hand over to Matt Maule and Matt Hosler for Retrofit & Accessibility Update**  | Gareth Stiven  | Slide 17 - ProgressSlide 18 – Universal Design |
|  | **5.2** | Retrofit and Accessibility Update **Hand over to Stacey Marsh – New Performance Standards Update**  | Matt Maule | 19 - Retrofit and accessibility update  |
|  | **5.3** | New performance Standards UpdateHand over to Mike Letts - Customer Programme Update  | Stacey Marsh  | 20 |
|  | **5.4**  | Customer Programme Update Thanks to presenters, and close agenda item. Open next agenda item – Lessons Learned and the next 12 months  | Mike LettsGareth Stiven  | 21 – 25 (request slide change)  |
| **3:25 pm** | **6.0** | **Lessons Learned and the next 12 Months** |  |  |
| **5 Min**  | **6.1** | – Overview of the lessons learned over the past 12months– Key questions to take away– Next steps**Hand over for Vui for final comments and remarks**  | Gareth Stiven  | Slide 27 - Lessons Learned in LAST 12 Months Slide 28 – The next 12 months Slide 29 - Cover Page Slide 30 – Next Steps  |
| **3:29 pm** | **7.0** | **Closing**  |  |  |
|  |  | Thank attendees and presenters, offer any final commentsRemind attendees to submit questions and feedback through the accessibility email **Hand over to Corrina for closing Karakia** | Vui Mark Gosche |  |
| **3:30** |  | Closing Karakia  | Corrina McGregor (via Zoom)  | Slide 31 – Closing Karakia Cara will Unmute / Unvideo lock Corrina for closing Karakia |
|  |  | Closing Slide  |  | Slide 32 Cara willMute Corrina AND Board room  |
|  | **Cara stop recording and end meeting for all**  |  |  |