



**MINUTES OF COMMITTEE MEETING FOR  
RAISE THE BAR HOSPITALITY UNION INCORPORATED (“RBHU”)  
Monday/Rāhina 1st November 2021, 7:00PM.**

**VENUE:** Online via Zoom

**Attending:** Chloe Ann-King, Alicia Lloyd-Jones, Toby Cooper, Bhupendra Bhattarai, Anna Krykunivsky.

**Absent:** D Saunders, Anne-Lise Mornard Stott.

Meeting commenced at 7:10PM.

1. **Welcome**
2. **Apologies:** D Saunders.
3. **Review of Previous Minutes and Next Steps**

Toby explained that it would be helpful for the Committee to take this opportunity to receive updates on the steps taken towards its goals, with a focus on steps which were expected to have been completed prior to the current Committee Meeting.

<b>Goal</b>	<b>Next Steps</b>	<b>Status</b>
Establish a bank account.	Bhupendra to follow up with banks and select a bank to use.	Step completed.

- Bhupendra indicated that he would discuss this as part of the Treasurer’s Update.

<b>Goal</b>	<b>Next Steps</b>	<b>Status</b>
Obtain a union management system.	Chloe and Toby to talk to union contacts about the options.	Step completed.

- Chloe reported that NationBuilder is not a great option and that other unions have expressed complaints about this. Chloe explained that a lot of unions are looking to transition their membership information to other databases which are easier to use. Chloe then mentioned that she had a meeting with accountant Sarah Burgess from Little Black Books NZ on 1 November 2021. Chloe explained that Sarah runs training workshops to not-for-profit groups and community organisations to understand how to use accounting software and databases, and has provided RBHU with other useful contacts, including Admin Angels. Chloe also stated that RBHU can apply for funding from Business New Zealand to cover the costs of these training workshops. Chloe also



raised the opportunity for RBHU to maintain a wellness fund to enable Committee Members to receive counselling, therapy, or other wellness support.

- Toby explained that most union membership platforms available are designed for clubs and societies, so have limited functionality and are not fit for our needs. Toby inquired with the Aotearoa Legal Workers' Union ("ALWU"), which has not obtained a system. Toby expressed that a union management platform will enable RBHU to securely retain membership details, as well as enabling RBHU to target campaigns to sub-groups of Members. Toby inquired with First Union and learned that First Union and E tū both use Stratum, which potentially is an expensive option.
- Toby indicated that he would obtain pricing details for Stratum, while Chloe expressed that she would check with Sarah Burgess to see if she had any recommendations for union membership platforms. Bhupendra supported further dialogue with Sarah on union membership platforms and funding application processes.

Goal	Next Steps	Status
Obtain signatures for application to incorporate.	Toby to obtain the necessary signatures.	Step completed.

- Toby indicated that he would discuss this as part of the Update on Incorporation and Registration as a Union.

Goal	Next Steps	Status
Comply with rules for incorporated societies.	Toby to confirm key dates for our obligations as an incorporated society.	Step completed.

- Toby provided an initial indication that the RBHU Annual General Meeting would be held in October each year, and confirmed that the end of the financial year for RBHU is 31 March each year.

Goal	Next Steps	Status
Increase Member engagement and awareness.	Alicia to consider opportunities for Member engagement in 2021.	Step completed.

- Toby initiated this discussion by informing the Committee that Chloe, Alicia, and himself held a meeting last week to explore potential opportunities to increase awareness of RBHU and provide social events to encourage Members to engage with the Union. Alicia expressed that she was keen to hold a sports day. Anna suggested a wine-tasting event and a Mōlkky / lawn games event. Chloe noted that hospitality workers also like opportunities for education, suggesting wine training.
- Chloe raised one option which was explored at last week's meeting: running a quiz night for hospitality workers. Anna and Bhupendra both put forward friends as possible



quiz hosts, and both indicated they would follow up with their friends to get an indication of their interest and availability for late-November or early-December. Anna indicated that their suggested quiz host has a background in mental health and Chloe signalled that it would be good to have their involvement, suggesting that a quiz with two hosts could be good. Toby told the Committee that this would need to be a low-cost event, providing a koha to any quiz hosts, as we are still in the process of setting up a bank account and finances. Chloe expressed that she would undertake additional work to obtain sponsored prizes for the quiz. The Committee discussed preparing the quiz. Toby offered to assist here and Anna said that she would check with her suggested quiz host to see if he could prepare a quiz.

The Committee reviewed the draft minutes of the previous Committee Meeting.

***Motion:*** *The Committee approves the Minutes of the previous Committee Meeting.*

***Moved:*** *Toby Cooper*

***Second:*** *Alicia Lloyd-Jones*

***All in favour:*** 5

***All opposed:*** 0

***Motion Passed***

#### 4. Leader's Update

Chloe updated the Committee on the advocacy work for RBHU. After a busy period, RBHU has worked through many worker claims, including filing quite a few personal grievances.

Chloe then provided an update on the media work for RBHU. Lately, RBHU has not been as involved with media as the Union has been in the past, because hospitality workers do not want to go on the record. Even though the hospitality industry has a labour shortage, workers are scared that they will get fired at will. Chloe informed the Committee that RBHU has recently been cited in some reporting with NewsHub, and that Toby and Chloe held a consultation meeting with Charlotte Muru of The Spinoff to discuss current concerns affecting the industry.

Chloe also reiterated that she met with Sarah Burgess from Little Black Books NZ and explained that she has been answering a lot of emails and direct messages with queries from hospitality workers.

Chloe informed the Committee that Toby and herself had met with Kate Collins from Community Law Wellington and Hutt Valley on 1 November 2021 to talk about the Community Law Alcohol Harm Reduction Project. Chloe expressed that this Project provided another tool to hold hospitality employers accountable for not keeping their workers safe. Toby explained the Project's aims, namely that the Project seeks to



empower members of the public to access challenges to applications for alcohol on-licences and off-licences. One recently recognised ground for challenging an application is on the grounds of worker exploitation, and so RBHU could serve as a bridge between Community Law Wellington and Hutt Valley and individual hospitality workers who might wish to challenge an application for an alcohol on-licence. Toby then expressed a high degree of excitement for this Project, while noting that RBHU will be in a greater position to work in partnership with the Community Law Wellington and Hutt Valley once the Union has increased membership and a strong membership platform/system.

## 5. Treasurer's Update

Bhupendra updated the Committee on the information learned from following up with ANZ bank and Westpac bank on opening a bank account. Both banks required similar processes to set up an account as an incorporated society. Both banks provided a free account with no joining fee, no specific balance requirement, and no minimum deposit amount. Bhupendra explained that we would need to provide to the chosen bank the certificate of incorporation, the certificate of registration, a statutory declaration of intention to operate as a non-profit organisation, and documentation as proof of a physical address for the account (where one of the signatories is residing).

Bhupendra told the Committee that an in-person meeting would be required to establish an account, and all signatories on the account need to visit their local branch in person. Bhupendra suggested that the Secretary and Treasurer could be appointed as signatories to the account and expresses that three signatories on the account could be preferable. Bhupendra explained that it could be easier to go with ANZ rather than Westpac, as the current Secretary and Treasurer both bank with ANZ personally.

**Motion:** *The Committee will take all steps necessary to open a bank account with ANZ on behalf of the Union.*

**Moved:** *Bhupendra Bhattarai*

**Second:** *Chloe Ann-King*

**All in favour:** 5

**All opposed:** 0

**Motion Passed**

Toby signalled that the Committee will need Bhupendra to find out the obligations for RBHU with regard to tax, IRD, and to secure returns of GST on purchases.

## 6. Update on Incorporation and Registration as a Union



Toby explained that the necessary signatures for the application to become an incorporated society were finally obtained on 27 October 2021 and that the application was submitted on 29 October 2021. On 1 November 2021, the application was returned by the Companies Office as additional steps were required before RBHU could become an incorporated society, including amendments to some signatures. Toby signalled that he paid the incorporation fee as an expense out of his personal account, to be reimbursed by RBHU once the Union has set up a bank account.

Toby suggested that Committee Members could each be introduced on RBHU social media with a photo and short introductory post written by each Member. Chloe offered to organise this and proposed that Committee Members' introductions should be included on the RBHU website too.

## **7. Strategy Hui**

Toby proposed the evening of 8 November 2021 as a strategy hui for Committee Members, to determine goals for RBHU to focus on over the next year. The Committee discussed that a 1-1.5 hour hui would be ideal in terms of ensuring that the session is productive and focussed.

## **8. General Business**

Toby noted that earlier on 1 November 2021, hospitality sector business owners were in the news media insisting on an allowance for customers to be served outdoors during Alert Level 3 in Auckland and Waikato.

Chloe commented that there were risks with greater al fresco dining which arise from the reality of workers serving on the roadside, including increased coronavirus risks, risks of sexual harm, and safety risks from pedestrians and vehicles. Bhupendra commented that the sector should wait to serve on the street until vaccine passes are in effect.

## **9. Adjournment**

Meeting adjourned at 8:25PM.



## NEXT STEPS

Goal	Next Steps	Suggested time frame for Next Steps
Establish a bank account.	Toby and Bhupendra to contact ANZ and provide necessary documents to open an account.	By December meeting.
Obtain a union membership platform.	Toby to obtain pricing details for Stratum. Chloe to check with Sarah Burgess to see if she recommends any union membership platforms.	By December meeting.
Obtain status as an incorporated society and union.	Toby to liaise with the Companies Office to complete this process.	By December meeting.
Hold strategy hui.	Committee to hold strategy hui on 8 November 2021 unless rescheduled to another date.	By December meeting.
Run an RBHU Quiz event.	Anna and Bhupendra to look into availability of potential quiz hosts and willingness to work on a koha basis. Chloe to follow up her contacts and arrange sponsored prizes. Toby and Alicia to prepare and promote this event.	By December meeting.
Increase engagement, awareness, and membership.	Each Member to provide to Chloe a bio consisting of a photo and short introductory post. Chloe to post introduction bio's on our website and social media.	By December meeting.
Pursue fundraising applications.	Chloe to continue looking into options and present these to the Committee.	By February meeting.
Manage financial and reporting obligations as an incorporated society and union.	Bhupendra to look into tax, IRD, and GST obligations of unions. Chloe to take initial steps to organise training/support from Little Black Books NZ or Admin Angels. Bhupendra to ensure Toby is reimbursed for incorporation application fee once bank account is established.	By February meeting.



Obtain a common seal.	Toby to confirm requirements so that we can design this. Chloe to design this.	By February meeting.
Run employment law advocacy training.	Toby and/or Chloe to run introductory sessions of employment law advocacy training with Anna and D Saunders.	By February meeting.
Undertake Constitution Review.	Toby and D Saunders to start preparing work for this.	By February meeting.
Undertake Personnel Review.	Toby and D Saunders to start preparing work for this.	By February meeting.
Establish a wellness fund for Committee Members and RBHU volunteers.	Chloe to provide a cost estimate and details of services which will be available.	By February meeting.
Run income support training.	Chloe and Anne-Lise to meet to discuss.	By March meeting.
Assist with the Community Law Alcohol Harm Reduction Project.	Toby and Chloe to restart dialogue with Community Law Wellington and Hutt Valley once we have a union membership platform.	By March meeting.
Provide advocacy services to hospitality workers.	Volunteer legal team to provide advocacy services. Chloe to provide an update on this at each Committee Meeting.	Ongoing.
Be a voice for hospitality workers in news media, social media, and the wider community.	Chloe to continue leading work in this area.	Ongoing.