**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 - Karakia  Once 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](diligent-boards://link/6h6tIdR7GKnFIYGYeJSfPSm9huI9IMpo93ECcbLGWZuNjKY%2boGQV330hPnGyyON%2fZmPqzqUTpblqoqE3vIzORg%3d%3d) 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 - Progress  Slide 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 Update  Hand 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 Letts  Gareth 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 comments Remind 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** | |  |  |