Multicultural Collective - Founding Meeting Minutes

Date: Monday, September 14, 2026, 10:00AM

Location: BizHub, 7 Hartham Place South, Porirua City Centre

Attendees:

Patricia Anne Riggs (Co-lead) - Tricia

Andrés Proaño Valencia (Co-lead) - Andrés

Yezsa Pagtolon-an (Operations support) - Yezsa

Meeting Notes:

Organisation Name

The group has agreed to name the organisation **Multicultural Collective**. Our office address is at BizHub, 7 Hartham Place South, Porirua City Centre

About Multicultural Collective

We are a non-profit group that organises projects and events that foster multicultural and intersectional solidarity, increase social cohesion, honour Te Tiriti o Waitangi and make a positive impact. We serve the Tawa and Porirua communities and support folks from different ethnic and cultural backgrounds. We collaborate with multiple groups that align with our values.

Our values

- **Curiosity:** we are interested in different cultures and ways of doing things and want to break out of our own cultural and contextual bubbles.
- **Intersectionality:** we acknowledge a person is not unidimensional but a combination of many contexts like culture, ethnicity, gender identity, neurodiversity, family, personality, etc.
- **Integrity:** we honour our commitments, follow through with our promises and respect group rules.
- **Action-oriented:** we give our time and effort to carrying out a successful event or project that makes an impact.
- **Mana-enhancing:** we behave in words and actions in a way that cares for others' entire dimensions.

Roles & Governance

- **Co-leads:** Andrés and Tricia. Co-leads coordinate how the funding is used, what events are run and to what funding is applied; day-to-day delivery sits with the operational side. Any important organisational decisions must be signed off by both.
- **Signatories:** Andrés and Tricia (as co-leads).
- **Operational side:** Kept between Andrés and Yezsa.
- Patricia will be provided with links via email to access funding information and proof of her role, ensuring she has everything needed as co-lead.

Political stance: The organisation is non-partisan.

- Anyone representing the Multicultural Collective must stay non partisan while performing their duties in representation of the organisation.
- Politicians must not be platformed or promoted by the organisation.
- Elected officials may be invited at events acting in an official role.
- The organisation may support or collaborate with initiatives that involve political parties, as long as at least two parties are involved and the initiative aligns with our values.

Meeting Schedule

- **Frequency:** Every two months, at BizHub Porirua.
- **Next meeting:** Monday, 16 November 2026, 1:00 PM at BizHub Porirua. A calendar invite will be sent.
- **Availability note:** Meetings should be organised with the co-leads so they both can attend.

Pay & Compensation

- Yezsa is paid **5 hours per week at $30/hour** for operations support.
- Anyone engaged to work for the organisation will be paid the **living wage** — the organisation will pay no more and no less than this rate.

Funding & Banking

- Andrés is authorised to open a bank account, preferably with BNZ **(Bank of New Zealand)**.
- **Current fundholder:** Gift Collective, a service operated by The Gift Trust (registered charity CC40774), which provides financial administration for charitable initiatives. Grants are received and held by The Gift Trust; project team members submit invoices/expenses to Gift Collective for compliance review before payment.
- Current funding details are publicly viewable via the Open Collective website: opencollective.com/multiculturalcollectivenz/transactions
- Once the bank account is open, the organisation will transition from the fundholder arrangement to the new account.
- Andrés is authorised to begin the process of making **Multicultural Collective a charitable trust**. Once ready to process, Andrés and Patricia will sign off, and Andrés will complete the registration.
- Andrés is authorised to apply for funding from the **Hutt Mana Trust** and the **Ethnic Communities Development Fund (ECDF)**.

Upcoming Events

- **Women's wellbeing (mental wellbeing focus):** Patricia will attend as co-lead this Saturday, 19 September.

Next Steps

A. Summarise and share these meeting minutes with the co-leads (this document).

B. Signatories (Andrés and Patricia) will meet again to sign off on the minutes in person, witnessed by a Justice of the Peace (JP).

Minutes recorded by Yezsa Pagtolon-an

Signatory - Patricia Anne Riggs

Signature _____

Signatory - Andrés Proaño Valencia

Signature _____

Signatures witnessed by me on 21st September 2026 at Porirua

KIM ALEXANDER 14022
21/09/2026
PORIRUA
JUSTICE OF THE PEACE