



GLENFIELD Community Centre

Ko te Hapori tō mātou Pokapū
Community is at our Centre

ANNUAL GENERAL MEETING
27 SEPTEMBER 2016



AGENDA

**ANNUAL GENERAL MEETING
Of the Glenfield Community Centre Incorporated
To be held 7.00 pm, 27 September 2016
Glenfield Community Centre**

1. Introduction

- a. Welcome (please remember to sign-in)
- b. Acknowledgement of Special Guests
- c. Apologies

2. Approval of Previous Minutes:

- a. Approval of Minutes from 29th September 2015 (refer AGM#1)

Motion 1: *That the Minutes of the Meeting of 29 September 2015 be accepted as a true and accurate record.*

Chair

3. Reports:

- a. Chairman's Report (refer AGM#2)
- b. Centre Manager's Report (refer AGM#3)
- c. Early Learning Centre Manager's Report (AGM#4)

Motion 2: *That the Chairman's, Centre Manager's, and Early Learning Centre Manager's 2015 – 2016 reports are approved.*

Chair

4. Financials:

- a. Receipt of Annual Audited Accounts for period July 2015 – June 2016 (AGM#5)

Motion 3: *That the Audited Accounts for the period July 2015 – June 2016 are approved.*

Chair

- b. 2016 – 2017 Budget (AGM#6)

Motion 4: *That the 2016 – 2017 Budget be accepted.*

Chair

5. Election of Members to the Governance Group for 2016 - 2017:

Applications to join the 2016 – 2017 Governance Group have been received from the following persons:

- Michael Chin, Frankie Godfrey-Robson, Sarah Nilson, Stephanie Oh, Raj Singh, Gary Thornton, and Chris Wargent.

Reception of the other members of the Governance Group:

- Two Methodist Church NZ Appointees: Brian Ellis and Jan Tasker
- One Auckland Council Appointee: to be advised in December 2016

6. Appointment of Auditor:

Motion 5: *That D’Mello Chartered Accountants Ltd be appointed as the auditor for 2016/2017.*

Chair

Light refreshments are available at the end of the meeting.

AGENDA SUPPORT DOCUMENTS

Ref. No.	Document Name	Page No.
AGM #1	Annual General Meeting Minutes September 2015	5
AGM #2	Chair’s Report 2016	8
AGM #3	Manager’s Report 2016	9
AGM #4	Early Learning Centre Manager’s Report 2016	11
AGM #5	Audited Financial Statements for the period ending 30 June 2015	13
AGM #6	2016 - 2017 Budget	20



MINUTES

ANNUAL GENERAL MEETING

Of the Glenfield Community Centre Incorporated

Held 7.30 pm, 29 September 2015

Glenfield Community Centre, Mission Hall

Meeting Opened 7.35pm

Present: David Thornton (Chairman), Frankie Godfrey-Robson (Treasurer/ Secretary), Jan Tasker (Governance Group), Gary Thornton (Governance Group), John Gillon (Kaipātiki Local Board), Lorene Pigg (Kaipātiki Local Board). Lisa Ducat, Stephanie Oh, Lynn Dawson, Adair Endy, Darryn Aitchison, Ritesh Lal, Laura Ophuis, Richard Kowalski, Paddy Thornton, Nigel Green (Centre Manager, Minutes).

1. Introduction

1.1 Welcome

The Chairman welcomed everyone to the meeting and encouraged them to sign-in to the meeting register and sign-up for membership.

1.2 Acknowledgements

There was acknowledgement given to Kaipātiki Local Board Members, Lorene Pigg and John Gillon and those members of the Governance Group present.

1.3 Apologies

Apologies were received from: Michael Chin (Governance Group), Brian Ellis (Governance Group), Raj Singh (Governance Group), Richard Hill (Kaipātiki Local Board), and Sandie Gorst.

Motion 1: *That the Apologies be received.*

Chair/Frankie Godfrey-Robson/Unanimous

2. Approval of Previous Minutes:

The Chairman noted that the Minutes from the previous Annual General Meeting had been reviewed by the Governance Group at its first meeting and at a time when persons' recollections of the meeting were fresh and any discrepancies could be corrected. He asked for any person who had been present at the previous meeting to second the motion.

Motion 2: *That the Minutes of the Meeting of 25 September 2014 be accepted as a true and accurate record.*

Chair/Gary Thornton/Unanimous

3. Reports:

The Chair noted the order of the reports as they appeared in the attachments to the Agenda: Chairman's Report, Centre Manager's Report, and Early Learning Centre Manager's Report, and that these were normally accepted together.

He explained that the Centre had experienced a good year with the only hiccup being the period when the Mission Hall was out of commission while the restoration took place. The restoration and subsequent centennial celebrations in September were noted as the main events of the year. The recladding project to address the weather-tightness issues was scheduled to begin in the next week with Cove Kinloch Engineering to undertake a detailed external analysis of the building in order to produce a comprehensive plan for the recladding, which is anticipated to take around five years. A meeting had been held with the Council around the resource consent for this process and they were in principle in favour of this approach. It was noted that the Centre Manager, Nigel Green's role would be to secure external grant funding for the project to proceed once a detailed plan had been accepted.

The Chair said that the Manager's Report only covered the period April to June 2015, as this was when Nigel Green had been appointed Centre Manager as a replacement for Christine Somervell and Margaret Cross, both of whom had left the Centre over the period March to May. This had had a large impact on the Centre due to their length of service, and so the focus of Nigel's report was towards the future of the Centre's activities over the course of the next year.

It was noted that Jenny Boyd, the Early Learning Centre Manager was currently away on holiday and unable to attend the meeting. The Chair noted that she had raised an area of legitimate criticism in her report concerning the reallocation of space on the perimeter of the Early Learning Centre that was required due to the Mission Hall restoration. There were future plans to look to redevelop the Early Learning Centre playground. Otherwise the Early Learning Centre was fine and contributing well to the overall finances of the Centre.

Motion 3: *That the Chairman's, Centre Manager's, and Early Learning Centre Manager's 2014 – 2015 reports are approved.*

Chair/Gary Thornton/Unanimous

4. Financials:

4.1 Receipt of Annual Audited Accounts for period July 2014 – June 2015

The Chairman noted that the Auditor's Report, which accompanies the set of Financial Statements for 2014 – 2015, was qualified and drew attention to two items. One concerned fundraising income at the Early Learning Centre where adequate cash-handling processes were not followed as two persons were not present at all times that money was collected. The Chair considered this criticism 'nit-picking of the highest order' due to the significance of the amounts concerned, and noted that otherwise there was a clean bill of health for the Centre.

The Chairman stated that the Centre had made a loss over the financial year and that this was mainly attributable to cost overruns associated with the Mission Hall restoration. However, he further noted that over the 2015-2016 period, there was a forecast profit as the Centre seeks to rebuild its reserves in order to address the cost of the recladding project.

The Chair asked if there were any questions from the floor.

Lorene Pigg: Why were costs associated with the Mission Hall restoration expensed as opposed to being capitalised?

Chair: Because the Centre is a not-for-profit entity there were no tax implications or benefits and any money raised from grants towards the restoration were held as liabilities and were raised above the line as those funds were expensed.

Motion 4: *That the Audited Accounts for the period July 2014 – June 2015 are approved.*

Chair/Frankie Godfrey-Robson/Unanimous

4.2 2015 – 2016 Budget

The Chairman noted that this was largely an information document that set limits on projected income and expenditure that would be monitored by the Centre Manager and Governance Group over the year.

Motion 5: *That the 2015 – 2016 Budget be accepted.*

**Chair/Frankie Godfrey-Robson/Accepted
Abstention: Gary Thornton**

5. Election of Members to the Governance Group for 2015 - 2016:

The Chairman noted that applications to join the 2015 – 2016 Governance Group had been received from the following persons: Michael Chin, Frankie Godfrey-Robson, Stephanie Oh, Raj Singh, David Thornton, and Gary Thornton.

All but Stephanie Oh were noted as current serving members. The Chairman further stated that Stephanie was currently undertaking volunteer work alongside the Centre Manager as part of her Bachelor of Health Science degree third-year placement through the Auckland University of Technology.

In addition, the Chair also noted that there were two Constitutional appointments; two persons from the Methodist Church of New Zealand (Brian Ellis and Jan Tasker), and one from the Auckland Council through the Kaipātiki Local Board (John Gillon), who was appointed for the duration of the current Board (three years).

As there were fewer nominees than positions available on the Governance Board, the Chair proposed:

Motion 6: *That the nominees for the 2015-2016 Governance Group be accepted.*

Chair/Frankie Godfrey-Robson

Lisa Ducat: Raised the procedural point of order that a nominee should not second this motion and so proposed that she second the motion instead.

Chair: This was accepted and the motion was put again.

Motion 6: *That the nominees for the 2015-2016 Governance Group be accepted.*

Chair/Lisa Ducat/ Unanimous

6. Appointment of Auditor:

The Chairman noted his dissatisfaction with the audit process for the year, particularly around delays that he believed were attributable to the distance between the Centre's accountant (Glenfield) and Auditor (Botany). He believed this may have contributed to some communication issues and as such proposed the following:

Motion 7: *That Peter Conaglan of Integrity Audit Ltd be reappointed as auditor subject to a review at the first meeting of the 2015-2016 Governance Group.*

Chair/Frankie Godfrey-Robson/Unanimous

With that, the meeting concluded. The Chairman thanked all those present for their support and encouraged all to partake of the light refreshments available.

Meeting Closed: 7.55pm

Signed as a true and accurate record:

27 September 2016:

Frankie Godfrey-Robson, Chair

CHAIR'S REPORT

It is difficult to believe a year has passed; and my first as Chair. It has been a big learning curve for me; but I have enjoyed the challenge and acknowledge the support of my Executive team: Michael Chin, and Raj Singh, our Governance Group: Brian Ellis, Jan Tasker, Gary Thornton, and John Gillon, and welcome aboard our new members: Sarah Nilson and Chris Wargent.

I would like to thank my predecessor, David Thornton; a very good and knowledgeable Chair, who stepped down from the Board at the beginning of the year. He has always been a repository of wisdom and institutional knowledge; a great anchor and continues to assist the Centre as we are still coming to terms with the Centre's weather-tightening issue.

I would also like to extend my thanks to Jenny Boyd who retired as the Centre's Early Learning Centre Manager in November. Jenny was a great steward and was responsible for creating a fantastic team of enthusiastic teachers. I am sure that she will be remembered fondly by the many families and staff that she helped guide and nurture, and wish her all the best in her retirement.

Jenny's departure gave the Centre an opportunity to restructure the Early Learning Centre as part of a wide-ranging strategic review. Her second-in-charge, Paula Tra accepted the challenge to step-up to the role of ELC Manager and has continued to improve delivery of the service to the seventy-plus families that use it every year. A recent grant from the Lion Foundation has allowed us to replace an ageing heat pump, install new shade sails in the courtyard, and recover the much-loved squab cushions for the benefit of the children. The newly-formed Glenfield Rotary club have also taken the ELC on as their first project and will be sprucing up the exterior in the term break, for which I thank them in advance.

While the organisation continues to go from strength-to-strength, we still face the long-standing, complicated, and expensive issue of recladding the building. We have written to candidates standing for election to the Kaipātiki Local Board and Council seeking their support and political leadership as the society is limited in terms of available finance. We thank the Kaipātiki Local Board and Auckland Council for their ongoing assistance by way of our annual operating grant, and look forwards to strengthening our relationship with the new Board when they begin their term in December.

The Centre sees around 30,000 visitors a year with 40 regular groups providing over 600 hours of classes, courses and support for our local community. We continue to foster and develop partnerships with other external service providers that share our values including our tenants: Alzheimers Auckland, Literacy Auckland North, Plunket NZ and the Beneficiaries Advocacy Information Service, and look to partner with other groups in the future.

Finally, I wish to thank all our Staff: Centre Manager Nigel Green, Office Administrator Sandie Gorst and Accounts Clerk Carol Young who keep me in the loop with everyday goings on, the ELC teachers: Paula Tra, Stacey McIntosh, Joanne Cass, Jessie Liu, Almira Martinez, Verneese Ioane for their continuing great efforts, and members of the Governance Group for their work and support throughout the year.

Frankie Godfrey-Robson

Chair

September 2016

MANAGER'S REPORT

It has been a busy and productive year; my first full year as Manager for the Centre. What follows is a summary of the most significant work to date.

The Mission Hall restoration project was completed in September in time for a centennial celebration, where we reopened the Hall for the use by the Community. An evening event featuring Governance Members, invited guests, members of the Kaipātiki Local Board (KLB), representatives from the Methodist and Anglican churches, local Scout group, our local MP, and descendants of the original builders, all came together for speeches, presentations, unveiling of a plaque and the cutting of a cake. The next day, over 40 stall holders helped provide a Market Day, attended by 300-plus visitors, to give the public a chance to visit and view the Hall on the anniversary of its completion.

Work continues towards the re-cladding of the Centre, but has slowed while we explore all available options for funding. We are hoping with the election of a new KLB, that there will be acknowledgement of the scope of the problem and genuine financial assistance to redress it as part of the new KLB's three-year plan and priorities.

A complete audit of the Centre's processes and policy led to the identification of multiple areas requiring attention. The new Health and Safety in the Workplace Act and Vulnerable Children Act meant particular attention has been required to ensure that the Centre and our Early Learning Centre are completely compliant and have good processes in place. A review of the society's Constitution has been completed in readiness for proposed changes by the Law Commission to the Incorporated Societies Act that is flagged for 2017.

A full schedule of policy and standard operating procedure has been compiled and gaps are slowly being plugged. A comprehensive budget with support documentation has been completed in order to provide a better understanding to Governance around the Centre's income and expenditure, and regular meetings with staff has improved the overall culture and communication within the organisation. Finally, the 2016 – 2019 Strategic Plan is underway and submissions have been asked from stakeholder groups.

Extensive repairs and maintenance have been undertaken to redress issues that have been around for quite some time, and funding grants for various areas of capital expenditure have led to some significant improvements that have had a flow-on benefit to stakeholders, user groups and staff. For example, a grant from the KLB has allowed us to replace our ageing computer equipment, while better internet has made the workflow easier as we begin to migrate data onto Cloud storage.

A new website, regular monthly electronic newsletters, better way-finder signage and, finally, an exterior sign on the corner of Glenfield Road and Bentley Avenue, have meant there has been better communication and a higher awareness of the Centre and the services we provide to our community.

Our Early Learning Centre (ELC) Manager, Jenny Boyd retired in November and was replaced by Paula Tra. Two weeks later the Education Review Office completed its review of the ELC and we maintained our three-year review status which is a credit to Jenny, Paula and the rest of her team.

We took the opportunity over January to restructure the ELC, provide better scheduled professional development, took on more qualified staff in order to increase the contact hours available for children, and now operate at the Ministry of Education's highest ratio of teachers to children. We are looking at ways to further reduce our costs by integrating volunteer and teacher aide supports to reduce our reliance on contractors when our staff are away on leave.

As part of a review of operational funding for the Kaipātiki Community Centres/ Houses, the KLB decided to fund a pilot Professional Development programme for the Kaipātiki Managers. This has led to a real sense of collaboration between the groups, and a healthy exchange of information as we all face similar challenges. The eventual aim is to produce a suite of resources (for example, policy templates) that can be extended to Centre/ House Managers all over Auckland, and for this to remain a fully-funded programme.

Over the course of the year, we ran various events as part of our continuing focus on community development. Besides the Centennial Celebration and Market Day, we participated in the Glenfield Lions' annual Santa Parade, partnered with Plunket and our ELC to provide a Health & Wellness Expo for parents and caregivers of children from neo-natal to five years. We supported Neighbours' Day by distributing gifted food and information to our users. We supplied space for the Auckland Community Law Centre to run information seminars for the public. We are planning to develop a demonstration Community Garden in our courtyard, music performances in our Hall, a rededication ceremony for the WW1 and WW2 memorial stone, and we are currently working with a AUT placement student volunteer, Cherie McAlister to design a sustainable annual event calendar that meets the needs and wants of our stakeholders and community partners.

Our thanks to the Auckland Council staff: Lois Hannah, Marilyn Kelly, and Zella Morrison, the Kaipātiki Local Board staff and members, and the Kaipātiki Community Facilities Trust's Jill and Michelle for all your support. Thanks also to our sponsors: The Lottery Grants Board, Z-Service Station's 'Good in the Hood' campaign, The Warehouse, and NZ Post. And thanks also to the Auckland North Community House/ Centre Managers for their wisdom and support and for welcoming me into their group.

Finally, I would like to extend my personal thanks to my Staff for their continuing hard work and dedication: Sandie, Carol, Paula, Jessie, Stacey, Verneese, Joanne, and Almira, you are the heart of the Centre and it really shows.

Nigel Green
Manager

September 2016

GLENFIELD EARLY LEARNING CENTRE (GELC) MANAGER'S REPORT

It has been an exciting year for the teaching team at GELC with a few changes since the report last September. On the 6th of November our dedicated leader Jenny Boyd left for a very well-deserved retirement after 22 years of commitment and loyalty to the GELC. While the teaching team were sad to say goodbye, we are grateful that her legacy is a Centre that is loved and respected by the local community.

Jenny's leaving created other changes within the team too. Our previous student teacher Almira Martinez became first a reliever and then a permanent member of our teaching team as a Newly Qualified Teacher. Stacey McIntosh moved from the role of Qualified Teacher to the role of Lead Teacher, and I (Paula Tra) moved from the position of Head Teacher into the position of GELC Manager. At the end of 2015, we restructured both session times and the role of Centre Manager. As a result of this we said goodbye to our regular reliever Teresa Williams.

In early December, shortly after Jenny left, the Education Review Office (auditors for education providers) came for their scheduled visit. We were very pleased to get a rating of being "Well placed" to promote positive learning outcomes for children and have our next visit scheduled for three years' time (the same as our previous rating).

The start of 2016 saw the team begin to settle together and adjust to their new roles. This year we have had a big focus on professional development in various areas of development for the whole team. Verneese Ioane (Vee) and Almira have both started the process of teacher registration and are now both provisionally registered. This has a positive effect both on the quality of their teaching and on the income our Centre earns from the Ministry of Education.

In May, we had some items stolen from our playground. While this was disappointing, we were very pleased at the positive response from the wider community that resulted in the prompt return of our items. We now also have security lights outside.

We have celebrated a few firsts this year with our first bus trip out of the centre (which was a huge hit with families, children and the teaching team), our first (to our knowledge) GELC disco, having our Living Eggs hatch into chicks (something we will repeat every couple of years). As part of our community values and identity, we, fundraise for the community, and raised money for the Mental Health Foundation through 'Pink Shirt Day', for the Heart Foundation through 'Jump Rope for Heart', and for the Cancer Society through 'Daffodil Day'. Support for these causes from our families has been pleasing.

Another first for us was the Health and Wellness Expo we hosted at the community centre in partnership with Plunket. Despite torrential rain and very chilly temperatures on the day, the advertising must have worked as we did get some brave souls through to check it out and get some freebies! We will repeat the Expo in March 2017, with a few changes to attract more punters.

This has also been a year of upgrading some of our tired (or dead!) resources. Thanks to the Lion Foundation we now have a new working heat pump, the new shade sails will go up in the September holidays, and we have funding to re-cover the large outside squabs the children use for physical play. In our efforts to spruce up the centre we have made many improvements including new desks in the office, improved lighting, general repairs and improvements. We are grateful to our Centre Manager, Nigel Green, who has been working hard in this area, and for our working bee with parents early in the year achieved lots too.

We are still a very culturally-diverse centre in a culturally-diverse suburb. We are fortunate that our teaching team reflects this with Mandarin, Cantonese, Samoan and Tagalog being the extra languages they are happy to converse in. We are proud of the fact that we attract most of our children by recommendations from other families, and that the main reasons for children leaving GELC are to go to school, or are moving out of Auckland.

Once again this year there was no increase in government funding for our centre. This represents a significant loss of approximately \$3,400 each year. We see this as an opportunity to get creative. We aim to cut our reliever teacher cost by training selected parents to fulfil this role, and are looking at partnerships with businesses and other ways to fund-raise. We have also been selected by Rotary Glenfield as an organisation they would like to help, and work is due to start on the first project in the September school holidays.

Since the last AGM, we have made some changes to processes and practices ensuring we comply with the new challenges brought on by the Vulnerable Children's Act as well as the new Health and Safety Act.

Finally, I would like to thank both the GCC team for their support, the teaching team and especially their leader Stacey for their energy, loyalty, dedication and commitment this year.

It is amazing what we can achieve together, thank you.

Paula Tra
GELC Manager

September 2016