



## MINUTES

### ANNUAL GENERAL MEETING Of the Glenfield Community Centre Incorporated Held 7.00 pm, 27 September 2016 Glenfield Community Centre

#### Meeting Opened 7.05pm

**Present:** Frankie Godfrey-Robson (Chair), Raj Singh (Deputy Chair), Michael Chin (Treasurer/ Secretary), Gary Thornton (Governance Group), Sarah Nilson (Governance Group), Stephanie Oh (Governance Group), Christine Wargent (Governance Group), Grant Gillon (Kaipātiki Local Board), Kath Downie, George Misa, L. S. Joyce, Treza Mekhaiel, Joel Cortez, Leslie Haines, Gurpreet Kaur, Eva Scherer, Jojo Aji, Jaiyoun Lee, Mabel Msopero, Nigel Green (Centre Manager, Minutes).

#### 1. Introduction

##### 1.1 Welcome

The Chair welcomed everyone to the meeting and reminded them to sign-in on the attendance register.

##### 1.2 Acknowledgements

The Chair acknowledged Kaipātiki Local Board member, Grant Gillon, her Executive and Governance Group members, Staff, Members of the Society, and thanked the Representatives of User Groups in attendance.

##### 1.3 Apologies

Apologies were received from: Brian Ellis (Governance Group), Jan Tasker (Governance Group), and John Gillon (Kaipatiki Local Board Representative).

**Motion 1:** *That the Apologies be received.*

**Chair/ Michael Chin/ Unanimous**

## **2. Approval of Previous Minutes:**

The Chair noted that the Minutes from the previous Annual General Meeting were reviewed by the Governance Group at their first meeting in case any corrections were required. She asked that any person who had been present at the previous meeting to second the motion.

**Motion 2:** *That the Minutes of the Meeting of 29 September 2015 be accepted as a true and accurate record.*

**Chair/ Raj Singh/ Unanimous**

## **3. Reports:**

The Chair noted that these are available as attachments in the Agenda and that these had been distributed and reviewed by the Governance and were normally tabled at the meeting and passed collectively. She asked if anyone had any questions relating to the information; there were none.

**Motion 3:** *That the Chairman's, Centre Manager's, and Early Learning Centre Manager's 2015 – 2016 reports are approved.*

**Chair/ Gary Thornton/ Unanimous**

## **4. Financials:**

### **4.1 Receipt of Annual Audited Accounts for period July 2015 — June 2016**

The Chair directed those present to the Financial Reports in the Agenda. She noted that there had been no issues raised in relation to the accounts by the Accountant or Auditor, and that a separate note to the financials had been prepared and distributed for those present to read. She invited the Treasurer, Michael Chin to speak to the accounts and answer any questions.

Michael explained that the set of accounts had been prepared under the new Tier-3 reporting requirements set down by Charities Services. This meant that some of the accounting terminology used was new and that a direct comparison between the previous year's information and that tabled was difficult in some areas for reasons covered in the notes.

He drew attention to the Statement of Financial Performance and some of the points of significance including the cost of the Mission Hall restoration, the surplus resulting from the timing of the payment of the Ministry of Education to the Early Learning Centre, and asked if there were any questions.

Treza Mekhaiei asked what constituted 'Accumulated Funds' and why they appeared in the in the Non-Current Liabilities. Michael explained that Non-Current Liabilities are liabilities that extend beyond the 12-month reporting period.

Accumulated Funds are, in the case of a charitable group such as the Society, the equivalent of 'capital accounts' in a profit-making business, and represent contributions by members at the time of formation and form part of changes in equity over the life of the organisation. In the case of the society, these funds represent money set aside for the purchase of capital or fixed assets and together with Liabilities equal the total Assets of the organisation. There were no other questions.

**Motion 4:** *That the Audited Accounts for the period July 2015 – June 2016 are approved.*

**Chair/ Michael Chin/ Unanimous**

#### **4.2 2016 – 2017 Budget**

The Chair directed the meeting to the last two pages of the Agenda, where the projected Income and Expenditure Budget for July 2016 to June 2017 was presented. She noted that this is a policy document produced for information purposes and would be monitored over the course of the year by the Centre Manager and Governance. She asked Centre Manager, Nigel Green to present the information and answer any questions.

Nigel outlined the new format for the budget and that it was designed to fit with the new reporting requirements including separation into the two divisions. He said that some areas had been simplified and noted that this information would be required when reporting to the Ministry of Education around the Early Learning Centre. He explained that a conservative approach had been taken in terms of income and expenditure, but that it was expected that a small profit would result at the end of the next financial period. There were no questions around the budget.

**Motion 5:** *That the 2016 – 2017 Budget be accepted.*

**Chair/ Raj Singh/ Unanimous**

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

The Chair noted that applications to join the 2016 – 2017 Governance Group have been received from the following persons:

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*For the Annual General Meeting of the Glenfield Community Centre Incorporated  
Held 7.00 pm, 27 September 2016, Room 1, Glenfield Community Centre*

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

She also noted the following constitutional appointments:

- Two Methodist Church NZ Appointees: (Brian Ellis and Jan Tasker); and
- One Auckland Council Appointee from the Kaipātiki Local Board: (to be advised in December 2016 after the completion of the Local Board Elections).

Finally, she said that the selection of persons for Executive positions (Chair, Deputy Chair, Secretary, and Treasurer) would be determined at the first meeting of the new group in November.

As there were fewer nominees than positions available on the Governance Group, the Chair proposed the following motion, noting that no sitting member could second the nominations:

**Motion 6:**        *That the nominees for the 2016—2017 Governance Group be accepted.*

**Chair/ Eva Scherer/ Unanimous**

**6. Appointment of Auditor:**

The Chair noted that this was a procedural requirement for the next financial year.

**Motion 7:**        *That D’Mello Chartered Accountants Ltd be appointed as the auditor for 2016/2017.*

**Chair/ Sarah Nilson/ Unanimous**

That concluded the formal portion of the meeting. Lisa Ducat asked if those members of Governance present would rise and introduce themselves to the meeting, and also whether each of the various persons representing User Groups would explain who they were and what their group’s connection was to the Centre. Each of the participants then took the opportunity to introduce themselves and their group and were thanked for their attendance and contribution by the Chair and Governance.

The meeting concluded with an invitation to enjoy the light refreshments provided.

**Meeting Closed 7.40pm**