



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. These 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 collecting. 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