



## MINUTES

### ANNUAL GENERAL MEETING of the Glenfield Community Centre Incorporated Held 7.00 pm, 26 September 2017 Glenfield Community Centre

#### Meeting Opened 7.05pm

**Present:** Frankie Godfrey-Robson (Chair), Sarah Nilson (Deputy Chair, Minutes), Michael Chin (Treasurer/ Secretary), Gary Thornton (Governance Group), Stephanie Oh (Governance Group), Christine Wargent (Governance Group), John Gillon (Kaipātiki Local Board), Jan Tasker (Governance Group), Paula Tra (Early Learning Centre Manager), Richard Kowalski (User Group), Ann Hartley (Kaipātiki Local Board Representative).

#### 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 opened with a minute silence for David Thornton our past President and acknowledged Kaipātiki Local Board members, Ann Hartley and John 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: Raj Singh (Governance Group), and Nigel Green (Centre Manager).

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

**Chair/ Christine Wargent/ 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 27 September 2016 be accepted as a true and accurate record.*

**Chair/ Sarah Nilson / 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 2017 – 2018 reports are approved.*

**Chair/ Ann Hartley/ Unanimous**

Ann Hartley noted the appreciation of the Chair (Frankie Godfrey-Robson) and the Manager (Nigel Green) for their positive contribution to the Community Centre, and mentioned that the handling of the leaky building issue had been outstanding.

This was seconded by the Chair and Richard Kowalski; Richard Kowalski mentioned that the centre was running much more smoothly and was much more relaxed, the Chair brought up the excellence of the Early Learning Centre (ELC).

Paula Tra mentioned the numerous changes and sense of community in the Early Learning Centre (Parent Support Group and new budgie donated by Chair). Jan Tasker brought to the groups' attention that she had received parent feedback to indicate that this was the case.

## **4. Financials:**

### **4.1 Receipt of Annual Audited Accounts for period July 2017— June 2018**

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 but that the Auditor had not been able to do the Audit due to the Manager's absence and time constraints. She invited the Treasurer, Michael Chin to speak to the accounts and answer any questions.

Michael noted the 40% reduction by the Ministry of Education, room hire increase of 76%, and the need to reduce expenses.

Paula explained that the reduction in the MoE funding was due to there being more funding for children under two years old; she explained that the children are generally aging and that there are thus fewer new spaces for under twos. Paula also mentioned that there was a casual rental space for children if there were any sicknesses and that this helps to fill any holes in income as well. Jan noted that it requires more staff resources to care for under twos and it is difficult when children are not leaving.

Michael proposed that as the accounts had been put on hold due to the Manager's absence, approval of the accounts should be subject to audit.

7.30pm Stephanie Oh arrived.

**Motion 4:** *That approval of the Accounts for the period July 2017 – July 2018 be put on hold subject to the Audit*

**Chair/ Michael Chin/ Unanimous**

#### **4.2 2017 — 2018 Budget**

The Chair directed the meeting to the projected Income and Expenditure Budget for July 2017 to June 2018. 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 the Treasurer, Michael Chin to also speak to the budget and answer any questions.

It was agreed upon that the budget would be put on hold subject to the Audit as well.

Ann Hartley suggested that the Governance Group would need to have a concrete proposal for getting more funding as she noted the recommendation on page 10 of the presentation to get more funding from the Kaipātiki Local Board.

**Motion 5:** *That the 2017 – 2018 Budget be put on hold until the Audit has been completed*

**Chair/ Gary Thornton / Unanimous**

**5. Election of Members to the Governance Group for 2017 - 2018:**

The Chair noted that applications to join the 2017 – 2018 Governance Group have been received from the following persons:

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

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: Ann Hartley appointed December 2016.

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 October.

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 2017—2018 Governance Group be accepted.*

**Chair/ Jan Tasker/ 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 2017/2018.*

**Chair/ Gary Thornton/ Unanimous**

That concluded the formal portion of the meeting. Gary Thornton suggested that the Governance Group consider monthly meetings so that everyone is more proactive. Chris Wargent suggested they be more frequent at certain times, for example, when a budget is due.

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

**Meeting Closed 7.45pm**