



MINUTES

**SPECIAL GENERAL MEETING
Of the Glenfield Community Centre Incorporated
Held 7.00 pm, Room 1, 24th July 2018
Glenfield Community Centre**

Meeting Opened 7:00pm

1. Introductions:

The Chair welcomed everyone to the meeting and reminded them to sign the register. The Chair acknowledged new members to the meeting and thanked them for coming.

2. Present and Apologies:

Present: Frankie Godfrey-Robson, Chair (FGR), Sarah Nilson (SN) Deputy Chair, Michael Chin Treasurer/ Secretary (MC), Jan Tasker (JT), Brian Ellis (BE), Chris Wargent (CW), Alihyder Khondaker (AK), Magdalene Chin (MaC), Kim Bullus (KB), Jane Marzan (JM), Nigel Green (NG).

Apologies: Kaipātiki Local Board Members Ann Hartley and John Gillon (Chair).

Apologies were accepted

3. Amendment to the Constitution

The Chair asked the Centre Manager, Nigel Green to provide a brief explanation for the recommended amendment. NG said the reason for this change is to allow sufficient time for completion of the audited financial statements and for Governance to review and ratify them in committee prior to presentation to the membership at the Annual General Meeting as part of their collective fiduciary duty of care.

NG confirmed the previous period related to a statutory reporting requirement under the old Charities Act. He had contacted Charities Services to confirm this no longer applied, so it made sense to amend the Constitution to allow Governance more flexibility to ensure they had an opportunity to review the audited financial statements and Auditor's management letter and recommendations prior to the Annual General Meeting.

GT asked whether this would affect the timing of the preparation of the accounts. NG said no, that preparation for the 2017/2018 audit was underway, but it would avoid a situation such as in 2017 when the accounts were not complete in time for the AGM and Governance had no ability to shift the meeting to accommodate this.

The Chair thanked NG for this explanation and put the motion to the floor:

Motion 1: *That Section 7 of the Constitution be amended*

From:

"7. GENERAL MEETINGS

a. Annual General Meetings

The Annual General Meeting of the Society shall be held at a time and place to be determined by the Governance Group but no more than three months after the close of the financial year."

To:

"7. GENERAL MEETINGS

a. Annual General Meetings

The Annual General Meeting of the Society shall be held at a time and place to be determined by the Governance Group but no more than six months after the close of the financial year.

Chair/CW
Carried Unanimously (CU)

NG asked the leave of the Chair to address the meeting. This was granted.

NG said he had an urgent grant application for which he would need approval by Governance, but that the application date fell before the next meeting date in August. Consequently, he asked that since there would be quorum, would the Governance members present agree to an urgent Governance meeting to begin at the conclusion of this Special General meeting so that a motion to approve the funding application could occur.

JT put the following motion:

Motion 2: *That a Governance Meeting be called at the conclusion of this Special General Meeting to consider the funding application to the Four Winds Foundation.*

JT/CW
CU

The Chair thanked everyone for their attendance and brought the meeting to a close.

Meeting closed 7.10pm

Signed as a true and accurate record: