



GLENFIELD
Community Centre

Ko te Hapori tō mātou Pokapū
Community is at our Centre

ANNUAL GENERAL MEETING
26 NOVEMBER 2019

AGENDA

ANNUAL GENERAL MEETING Of the Glenfield Community Centre Incorporated To be held 7.00 pm, 26th November 2019 Glenfield Community Centre

1. Introduction

- a. Welcome and karakia;
- b. Acknowledgement of Special Guests, Governance and Management to introduce themselves;
- c. Apologies.

2. Guest Speaker: Lisa Ducat — Health Promotor/ Community Engagement Mental Health Foundation: “Mental Health in Community”

3. Approval of Previous Minutes:

- a. Approval of Minutes from 27th November 2018 (*refer AGM#1*)

Motion 1: *That the Minutes of the Meeting of 27 November 2018 be accepted as a true and accurate record.*

Chair

[Note: Voting is only by members' show of hands. This motion should only be seconded by someone who was present at the previous meeting.]

4. Reports:

- a. Chair's Report (*refer Annual Report*)
- b. Centre Manager's Report (*refer Annual Report*)
- c. Early Learning Centre Manager's Report (*refer Annual Report*)

Motion 2: *That the Chair's, Centre Manager's, and Early Learning Centre Manager's 2018 – 2019 reports be accepted.*

Chair

5. Financials:

- a. Receipt of Annual Audited Accounts for period July 2018 – June 2019 (*see Performance Report for the year to 30 June 2019*)

Motion 3: *That the Audited Accounts for the period July 2017 – June 2018 be accepted.*

Chair

b. 2019 – 2020 Budget (AGM#2)

Motion 4: *That the 2019 – 2020 Budget be accepted.*

Chair

6. Election of Members to the Governance Group for 2018 - 2019:

Applications to join the 2018 – 2019 Governance Group have been completed and received from the following persons:

- Michael Chin, Gary Thornton, Craig Pettit, Frankie Godfrey-Robson, and Sarah Nilson
(Note Governance can decide to co-opt other members on at a later stage [Constitution 10.6].)

Reception of the other members of the Governance Group:

- Methodist Church NZ Appointee: Brian Ellis
- One Auckland Council Appointee via the Kaipātiki Local Board (to be confirmed)

7. Appointment of Auditor:

Motion 5: *That William Buck Chartered Accountants & Advisors Ltd be appointed as the auditor for 2019/2020.*

Chair

8. Honorary Life Membership:

Motion 6: *That Brian Ellis, Jan Tasker and Frankie Godfrey-Robson be awarded honorary life membership to the Glenfield Community Centre for their service and commitment to the Society.*

Chair

Light refreshments are available at the end of the meeting.

AGENDA SUPPORT DOCUMENTS

Ref. No.	Document Name	Page No.
	Note: Ref. No format: Month/Year/Agenda Item Number	
AGM#1	Annual General Meeting Minutes - 27th September 2018	5
AGM#2	2019/2020 Budget (projected Profit and Loss)	8



MINUTES

**ANNUAL GENERAL MEETING
of the Glenfield Community Centre Incorporated
Held 7.00 pm, 27 November 2018
Room 2, Glenfield Community Centre**

Meeting Opened 7.05pm

Present: Frankie Godfrey-Robson (Chair) (FGR), Sarah Nilson (Deputy Chair) (SN), Michael Chin (Treasurer/ Secretary) (MC), Gary Thornton (Governance Group) (GT), Jan Tasker (Methodist Church Board Appointee) (JT), Ann Hartley (Kaipātiki Local Board Appointee), Lisa Ducat (Member) (LD), Alihyder Khondaker (Member) (AK).

In attendance: Nigel Green (Centre Manager, Minutes) (NG), Paula Tra (Glenfield Early Centre Manager) (PT), John Gillon (Chair—Kaipātiki Local Board), Anne-Elise Smithson (Kaipātiki Local Board), Marilyn Kelly (Auckland Council), Kath Downie (Glenfield Citizen’s Advice Bureau), and Carol Herbert (Safer Homes in NZ Every-day: SHINE).

1. Introduction

1.1 Welcome

The Chair welcomed everyone to the meeting.

1.2 Acknowledgements

The Chair acknowledged all the Centre’s special guests who were in attendance — representatives of our Kaipātiki Local Board, Governance Group members, representatives from Council, community agencies, tenant groups, hire groups, and members.

1.3 Apologies

Apologies were received from: Brian Ellis (Governance Group), Christine Wargent (Governance Group), Auckland City Councillors Chris Darby and Richard Hills, Anil Nathoo, (President of Glenfield Rotary), Edna Mackie (Glenfield Citizen's Advice), and Craig Pettit and Kim Bulluss (Governance Group nominees).

2. Guest Speaker: Carol Herbert, SHINE

The Chair welcomed Carol Herbert and invited her to give a presentation about her role and that of SHINE, the national charity that runs a helpline to help keep people safe from domestic abuse and family violence. In this lead-up to Christmas, she wanted to remind those present of families in our community who will be doing it tough, who need a hand up, and how we can support them in seeking to reduce the incidence of domestic violence in NZ. At the conclusion of her presentation, the Chair thanked Carol and reminded persons SHINE is a social profit charitable organisation that relies on donations.

3. 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 1: *That the Minutes of the Meeting of 26 September 2017 be accepted as a true and accurate record.*

Chair/ Sarah Nilson / Unanimous

4. Reports:

The Chair read her report for the year and noted those of the Centre Manager and Early Learning Centre Manager appear within the body of the Annual Report. She noted the Centre continues to improve and asked if anyone had any questions relating to the information; there were none.

Motion 2: *That the Chair's, Centre Manager's, and Early Learning Centre Manager's 2017 – 2018 reports be accepted.*

Chair/ Jan Tasker/ Unanimous

5. Financials:

5.1 Receipt of Annual Audited Accounts for period July 2017— June 2018

The 2017-2018 Performance Report was tabled. The Chair invited the Treasurer/Secretary, Michael Chin (MC) to speak to the accounts and answer any questions.

MC directed those present to the copies of the Performance Report and 2018/2019 Budget. He went through the Statement of Financial Performance (Profit and Loss) noting the turnaround from the previous year, the Statement of Cash Flows noting the improvement in the area of Donations collected by the ELC and increased short-term investments. He noted the Statement of Financial Position (Balance Sheet) had improved due to the small post-adjustment profit and directed those present to read the detail in the Notes provided. He asked for questions from the floor.

The Chair congratulated the GELC Manager for increasing donations to the Early Learning Centre noted under “Donations, fundraising and other similar receipts”.

The Chair recognised Alihyder Khondaker who asked how the Volunteer and Employee related costs had decreased. NG explained this was mainly due to two factors—an increase in the number of Casual Relievers we now have, which decreased the GELC reliance on external contractors, who are more expensive. Also, with the loss of one Staff member, the salary of the person who had replaced them was slightly lower.

Motion 3: *That the Audited Accounts for the period July 2017 – July 2018 are approved.*

**Michael Chin/ Sarah Nilson/
Unanimous**

5.2 2018 — 2019 Budget

The 2018-2019 Budget was tabled. MC noted that with continued fiscal prudence, the projection was for a small loss in the GCC Division that would be balanced by the income received in the ELC Division, leaving a pre-End of Year adjustment (i.e. depreciation on the building) operating profit. The Chair asked for questions from the floor, there were none. The Chair asked the Treasurer to put the motion.

Motion 4: *That the 2018 – 2019 Budget be accepted.*

**Michael Chin/ Jan Tasker/
Unanimous**

6. Election of Members to the Governance Group for 2018 - 2019:

The Chair noted applications to join the 2018 – 2019 Governance Group were received from the following persons:

Michael Chin, Frankie Godfrey-Robson, Sarah Nilson, Gary Thornton, Chris Wargent, Craig Pettit, and Kim Bulluss.

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 – September 2019.

Finally, she said that the selection of persons for Executive positions would be determined at the first meeting of the new group.

As there were fewer nominees than positions available the Chair proposed the following motion, noting that no sitting member could second the nominations due to vested interest:

Motion 5: *That the nominees for the 2018—2019 Governance Group be accepted.*

Chair/ Lisa Ducat/ Unanimous

7. Appointment of Auditor:

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

Motion 6: *That D’Mello Chartered Accountants Ltd be appointed as the auditor for 2018/2019.*

Jan Tasker/ Gary Thornton/ Unanimous

8. Constitution Update:

Motion 7: *That the Constitution dated 27 November 2018 including all remits be accepted.*

Sarah Nilson/ Michael Chin/ Unanimous

That concluded the formal portion of the meeting. Once again the Chair thanked all those present as well as the evening’s guest speaker and invited those present to join Centre Governance and Staff in enjoying the light refreshments provided.

Meeting Closed 7.55pm

Budget				
Glenfield Community Centre				
1 Jul 2019 to 30 Jun 2020				
		2019/2020	Division	Division
		Budget	GCC	ELC
		\$	\$	\$
Code	Income			
200	ELC Fees	28,373	0	28,373
201	ELC Fundraising	2,000	0	2,000
204	ELC Student Placements	0	0	0
205	MOE Funding	267,902	0	267,902
206	ELC Portfolio Income	1,420	0	1,420
207	ELC Rental Income	25,884	25,884	0
208	Room Hire	86,216	86,216	0
209	Tenancy Income	24,583	24,583	0
210	Event Income	0	0	0
212	Mission Hall Rental income	27,099	27,099	0
240	Auckland Council Contract	49,454	49,454	0
259	GCC Donations and Bequests	0	0	0
260	ELC Donations	20,000	0	20,000
261	Grants	4,493	4,493	0
	Total Income	537,424	217,729	319,695
	Gross Profit	537,424	217,729	319,695
	Plus Other Income			
270	Interest Income	1,800	1,800	0
280	Other Income	1,500	1,500	0
285	Bad Debts Recovered	0	0	0
	Total Other Income	3,300	3,300	0
	Less Operating Expenses			
400	Advertising	1,150	1,150	0
401	ACC Levy	1,918	480	1,439
402	Loss on Disposal of Asset	1,770	1,770	0
404	Bank Fees	0	0	0
408	Cleaning Contractors	27,216	21,773	5,443
409	Cleaning Consumables	4,500	2,250	2,250
412	Accounting and Audit Fees	5,248	1,312	3,936
413	Consultancy	0	0	0
415	Recladding Project	11,400	11,400	0
417	Eftpos Rental	624	312	312
418	Donations Paid	0	0	0
425	Postage	0	0	0
433	Insurance	13,457	11,573	1,884
445	Light, Power, Heating	6,500	5,200	1,300
449	Rates and Water Rates	7,320	3,660	3,660
450	Gifts and Meeting Expenses	835	209	626
452	Waste Disposal	3,844	3,075	769
453	Staff Amenities	762	381	381
454	Educational Consumables	1,750	0	1,750
455	Educational Resources	1,050	0	1,050
456	Professional Development	2,543	0	2,543
457	Small Equipment	500	0	500
458	Uniforms & Immunisation	1,850	140	1,710
459	ELC Fundraising Expenses	1,000	0	1,000
460	Bad Debts	0	0	0
461	Printing & Stationery	6,118	4,183	1,935
469	ELC Rental Expense	25,884	0	25,884
471	Child Consumables	565	0	565
472	Security	4,452	2,226	2,226
473	Repairs and Maintenance	9,866	9,866	0
474	Grounds Maintenance	1,248	624	624
475	Maintenance Contracts	9,096	9,096	0
477	Wages	361,904	109,992	251,912
478	KiwiSaver Employer Contributions	10,118	3,373	6,745
479	Payroll Charges	3,188	1,063	2,125
484	Subs & Membership	1,034	345	689
485	Sundries/General	0	0	0
489	Communication Expenses	2,420	1,210	1,210
490	Computer Expenses	3,170	1,585	1,585
492	Hall Hire Expenses	12,500	12,500	0
494	Community Hospitality	100	100	0
495	Events	500	0	500
	Total Expenses relating to provision of Services	547,400	220,848	326,553
	Other Expenses			
416	Depreciation	0	0	0
441	Legal expenses	0	0	0
	Total Other Expenses	0	0	0
	Net Profit/(Loss)	(6,676)	182	(6,858)