

MINUTES

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

Meeting Opened 7.03pm

Present: Sarah Nilson, Chair (SN), Frankie Godfrey-Robson, Deputy Chair, Secretary (FGR), Craig Pettit, Treasurer/ Secretary) Michael Chin, Governance Group Member (MC), Gary Thornton, Governance Group Member (GT), Lisa Ducat, Member (LD), Alihyder Khondaker, Member, Cleressa van Niekerk, Nicholas Batley, Member, Alex Croft, Member.

In attendance: Nigel Green, Centre Manager, Minutes (NG), Paula Tra, Glenfield Early Centre Manager (PT), John Gillon, Chair—Kaipātiki Local Board), Danielle Grant, Deputy Chair — Kaipātiki Local Board, Paula Gillon, Kaipātiki Local Board Member, Dan Bidois, Member of Parliament for Northcote Electorate, Edna Mackie, Manager Glenfield Citizen's Advice Bureau.

1. Introduction

1.1 Welcome and Karakia

The Chair welcomed everyone to the meeting and led the karakia.

1.2 Acknowledgements

The Chair acknowledged all the Centre's special guests who were in attendance — our Northcote Electorate Member of Parliament, representatives of our Kaipātiki Local Board, Governance Group members, Staff, community agencies and members.

1.3 Apologies

Apologies were received from: Brian Ellis (Governance Group).

Gary Thornton entered 7.08pm

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

The Chair introduced the evening’s Guest Speaker, Lisa Ducat. Lisa introduced herself and her role and spoke about the 5 Ways to Wellbeing and how they impact on the work done through community agencies including Community Centres, Houses, Hubs, Places and Halls throughout the country. She led a hands-on discussion that included participation and discussion around the five ways: Connect, Be Active Give, Take Notice, and Keep Learning and talked about ways to inculcate organisation culture through integrating Wellbeing into the workplace. At the end, the Chair thanked Lisa for leading a great discussion, then moved on to the formal proceedings.

Danielle Grant entered 7.20pm

Michael Chin entered 7.27pm

3. Approval of Previous Minutes:

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

Note: The Minutes from the previous Annual General Meeting were reviewed by the Governance Group at their first meeting in case any corrections were required.

The Chair 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 27 November 2018 be accepted as a true and accurate record.*

**Chair/Frankie Godfrey-Robson/Michael Chin
Carried Unanimously (CU)**

4. Reports:

The Chair noted her report and those from the Centre Manager and Early Learning Centre Manager were incorporated into the bound copies of the Annual Report that had been circulated to those present. She spoke briefly to her report, noted the recruitments of new Governance members, resignation of three past members and welcomed the new staff members. She thanked the Local Board for their previous appointment and looked forward to welcoming the new appointee in December.

The Centre Manager did not have anything to add. The Early Learning Centre Manager said the biggest news was the appointment of Nicholas Batley as Head Teacher and invited everyone present to come and visit them.

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

Chair/Frankie Godfrey-Robson
CU

5. Financials:

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

The Chair invited the Treasurer to speak to the accounts. CP noted that due to a series of circumstances noted in the Annual Report, the society is operating on a paper deficit but overall the financials are fairly strong and put together by a professional accountant and auditor which gives confidence in the organisation continuing as a going concern. He asked for any questions, there were none.

Motion 3: *That the Audited Accounts for the period July 2018 – June 2019 be accepted.*

Chair/Craig Pettit
CU

- a. 2019 – 2020 Budget (AGM#2)

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

The 2019—2020 Budget was tabled. The Treasurer noted the increase in room rates will help offset the posted budget deficit.

Chair/Craig Pettit
CU

6. Election of Members to the Governance Group for 2019 - 2020:

The Chair noted that applications to join the 2019 – 2020 Governance Group have been completed and received from the following persons: Michael Chin, Gary Thornton, Craig Pettit, Frankie Godfrey-Robson, and herself. She further noted Alex Croft has put his name forward for Governance who will seek to co-opt him onto the Board at their next meeting. This still leaves three vacant positions, not counting those appointments from the Methodist Church and the Local Board.

NG noted that all nominees had completed the appropriate form which includes a proposer and seconder and tabled the copies for the record.

Motion 5: *That Michael Chin, Gary Thornton, Craig Pettit, Frankie Godfrey-Robson, and Sarah Nilson be elected as the Governance Group of the Glenfield Community Centre for 2019/2020.*

Lisa Ducat/ Alihyder Khondaker
CU

The Chair also received the constitutional members of the Governance Group:

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

7. Appointment of Auditor:

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

Motion 6: *That William Buck Chartered Accountants & Advisors Ltd be appointed as the auditor for 2019/2020.*

Chair/Frankie Godfrey-Robson
CU

8. Honorary Life Membership:

NG said the Society had been well-served over the years by various members of Governance and so this year was formally recognising the contributions of some of these persons.

Motion 7: *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/Lisa Ducat
CU

The Chair noted that unfortunately Brian Ellis and Jan Tasker were unavailable, but invited Frankie Godfrey-Robson to accept her Honorary Life Membership certificate and flowers. Lisa went on to formally recognise Frankie's contributions to the Centre and local community as a steadfast volunteer with a huge heart. Frankie said she felt she got more than she gave, and thanked everyone for the honour.

That concluded the formal portion of the meeting. Once again the Chair thanked all those present, particularly the evening's guest speaker Lisa Ducat, and invited those present to join Centre Governance and Staff in enjoying the light refreshments provided.

Meeting Closed 8:12 pm

Signed as a true and accurate copy:

Date: