

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

8th November, 2017, Zoom and Gisborne, 1 p.m.

**Present**: Chris Martin, Raewyn Paapu, Marie Sutherland, Dianne Saunders, Martha Kelly

**Apologies**: Jim Corder, Frank Ball, Linda Coulston

Approval of minutes dated 12th September, 2017: Moved: Chris Martin/Seconded: Dianne Saunders

**Decisions:**

1. Not For Profit Conference: Martha and Raewyn to attend – unless reworked budget demonstrates that funding is not available. Moved: Chris Martin/Seconded: Dianne Saunders
2. MOU Plunket: A Plunket Business Development manager has recommended that Plunket and SuperGrans develop an MOU regarding collaborative services. The board agrees that this should be pursued.
3. STAND: The Business Development Manager has requested all SuperGrans contacts so that she can promote SuperGrans services at the regional meetings. It was discussed that GoodSeed SuperGrans is developing an MOU with STAND and that this could be used as the basis for a nation MOU between the organisations. Martha is to discuss this with STAND after consulting all SuperGrans managers.
4. Policy and procedure ratification: The Financial Policy was scheduled for ratification. Given that the organisation is considering using Xero for financial management, ratification has been deferred to accommodate relevant changes. It was noted that $300 limit for M. Kelly unapproved expenditure may need to be reviewed.
5. The next policy to be reviewed is the Risk policy. Martha to distribute to all.
6. Cyber Insurance: This is not required for SGA. Moved: Marie Sutherland/Seconded: Chris Martin. This decision is to be reviewed in 6 months time. Board members to notify others as known risks arise.
7. Xero for financial processes: Agreed to proceed. Moved: Chris Martin/Seconded: Raewyn Paapu. December End of Year to remain as is. Martha to rework the budget to allow for the set up costs and 2 hours Xero time per month.
8. Thank You Payroll: Free if on the 2 day plan. Funds transfer to their bank, they pay to M. Kelly account and also manage leave calculations and IRD payments. Agreement to proceed: Moved Dianne Saunders/Seconded: Marie Sutherland.
9. Refugee contract- AUT: It was discussed that SG could position ourselves for the AUT refugee placement 3 year contract if we got Hamilton and Invercargill Supergrans established in time and partnered with Te Korowai Trust in Nelson. The board does not wish to pursue this contract.
10. SuperGrans Evaluation model: Raewyn provided feedback on use: a) Good concept b) Provides good data c) Is a significant amount of time for a half hour session d) Is helpful having immediate feedback so that matters can be amended for the next session. Martha mentioned that SGWBOP are also trialling it. Martha to keep working on improvements and present at the seminar. Software to be considered at a later date.
11. National Coordinator travel: To contact board and obtain approval as need arises.
12. 2018 meeting dates: Planner presented to board accepted.
13. Scheduling of funding meeting deferred.
14. National Coordinator annual leave approved: 15th December to 12th January inclusive.
15. Plan regarding establishment of new SuperGrans: Martha to submit plan to board for consideration.
16. Oranga Tamariki national application for SuperGrans: A plan to be developed for best approach. Work in progress. Discuss at seminar in March.
17. Lobby New Government: It was agreed that multi-levels of government should be lobbied and a plan of action developed.
18. Social Worker for SuperGrans: It was discussed that SGA could access funds for an on-line social worker available for SuperGrans clients and use one of Tairawhiti SuperGrans social workers. The board elected to not proceed with this.
19. Independent members for board: The Institute of Directors website is not to be used as a tool for seeking independent nominations.
20. Speakers agreed to for the March seminar: a) Leadership topic b) Traumu informed services (so that it is identified when to refer a client) c) Social Enterprise expert d) IT (See Chris for recommended speaker).
21. Money Mates: Martha discussed that when speaking with the CE of Building Financial Capability Trust, he proposed that SuperGrans should submit an innovative Money Mates proposal. The board declined this.
22. ASB Letter confirming no personal liability for credit card. Martha advised that ASB will not provide such a letter but did provide assurance that there is no personal liability.
23. Martha advised that the venue for the March seminar has had to change to the Brentwood Hotel, Kilbirnie.

**Reports**

Creditors: As submitted 03.11.17 approved. In addition: Lime Red $1002.54. Approval for payment: Raewyn Paapu, Dianne Saunders, Marie Sutherland. The Lime Red payment is subject to Dianne Saunders sighting and approving the invoice and texting confirmation of this. Chris will approve the creditors when she has read creditors report. Payment can then be made.

Martha pointed out that the Lime Red invoice could have been included in the Lotteries 2016-17 grant but wasn’t due to the invoice not being received. Lotteries have approved in writing that this can be used in the 2017-18 grant.

Financial reports (October and November): presented. Budget for 2018 to be amended for Xero costs and Lime Red payment and re-submitted for approval.

National Coordinator report: It was discussed that Chris will contact Glenda Lewis in relation to progress with Kids Kai Ka Pai project.

Next meeting 2pm, Thursday December 14th.

Meeting closed: 2.30pm

**Action List for board members**

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| **Who** | **Action** | **Required by** |
| Raewyn | Attend Not For Profit Conference, Parnell. | Feb 19 – 20th, 2018 |
| All | Risk Policy and Procedure review | Prior to 14/12 meeting |
| Chris | Approve creditors for payment | Asap |
| Chris | Contact Glenda Lewis re. Kids Kai Ka Pai project | Asap |

**Action List for National Coordinator**

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| **Action** | **Required by** |
| NFP Conference bookings (After 2018 budget signed off by board) | Early bird asap |
| MOU Plunket | Asap |
| STAND MOU | Within 6 months |
| Distribute Risk Policy | Asap |
| Arrange Xero set up | Asap |
| Arrange Thankyou Payroll set up | Asap |
| SuperGrans Evaluation Model evaluation | By March Seminar |
| New SuperGrans establishment plan – forward to board | Asap |
| Oranga Tamariki national application plan | For next meeting |
| New Government lobby plan | For next meeting |
| March Seminar agenda and speakers | For next meeting |
| Amend 2018 budget and re-submit to board for approval | Asap |

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| **Carry forward to next meeting (Unless resolved prior)** |  |
| Calling cards |  |
| Cyber Insurance review | May 2018 meeting |
| Funding meeting to be scheduled |  |

Confirmed as being a true and accurate record of this meeting:

Signed:………………………………………………………..

Name: Dianne Saunders (Secretary)