

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

14th June, 2018, Wellington

**Present**: Chris Martin, Marie Sutherland, Linda Coulston, Raewyn Paapu, Martha Kelly

**Apologies**: Dianne Saunders

Meeting started 14.15.

**Decisions:**

**Board vacancies:**

* Frank Ball resigned from the board. Martha to arrange letter of thanks.
* Shona Geary is tentatively interested in being on the SGA board. The board would like to proceed with this appointment. Martha to proceed with invitation and if successful, follow the required process in accordance with the rules to arrange appointment.
* Vacant Treasurer position: Discussion that the financial risk concern between SGA and members may be because of shared governance. This is to be confirmed and the board advised. Once this is done, if there is no enhanced risk in doing so, Linda will contact Gwen Bush, the treasurer for SuperGrans Tairawhiti and invite her to be Treasurer for SGA.

**Hon Tracey Martin meeting:**

* Martha could not attend due to a cancelled flight
* Chris and Linda attended.
* Gave good overview of SuperGrans to Minister.
* Martha to write letter to Minister to thank for her time, reiterate the message and point out that sustainable funding is required to achieve the outcomes for clients. Moved: Linda/Seconded: Marie. All agreed.

**Wairarapa SuperGrans situation:**

* Wairarapa SuperGrans Trust is to be disestablished and Connecting Communities will deliver life skill services in their name. Martha to obtain the view of all members on whether Connecting Communities Wairarapa should be invited to be a member of SGA. This requires consideration of the criteria for membership, in particular: is the SuperGrans name a critical requirement (either in the operating name or service name)? If the name is not a critical requirement, is providing life skills services an adequate criteria?
* Martha has consulted lawyer to advise on legalities on a non-SuperGrans organisation being a member and to advise what changes to the rules would enable this if the current rules do not enable.
* Martha to keep in touch with Connecting Communities Wairarapa while decisions are being made to maintain the relationship.

**Promotional Items:**

* Purchase of promotional items may proceed with remaining Lotteries funds prior to the reporting date. The amount indicated. The board acknowledged that this may vary at the time. Items to be purchased are:
  + Pens, Peelers, Measuring cups and Measuring Spoons with the same quantity of measuring cups and measuring spoons and any additional funds to spent on peelers.

**March Seminar Date:**

* This 2 day seminar is tentatively set for Wednesday 13th and Thursday 14th March, 2019.
  + To be confirmed with members and venue bookings made accordingly.

**Chloe Wright as patron:**

* The board decided that a September event was too early for a patron event and Chloe Wright is to be advised we will hold an event regarding her patronage on 13th or 14th March 2019 at a time suitable with her. Martha to confirm with Chloe.

**Waipukarau SuperGrans:**

* Martha to pursue options for getting a SuperGrans going in Waipukarau.
* To consider the possibility of a SuperGrans in the area acting as an umbrella trust but also explore other possibilities.

**Cyber Insurance**: Cost $500 pa per organisation for $1M cover. SGA not to purchase. Martha to inform all members and provide option.

**Community Leadership Fund:**

* Interest from board members in developing capability regarding management of volunteers and building volunteer capability. Martha to consult with members regarding wider interest and progress from there.

**Infoodle:**

* Some members expressed an interest in SGA providing infoodle as a CRM system. This is not available as a national module with member users because of our differences services and would be individual users. There may be some price advantage in group purchasing if enough interest. Martha to consult and progress accordingly. This is in the budgets through to 2021 and the board agreed to leave this item in.

**Creditors for payment as reported:** Moved accepted for payment: Linda/Seconded: Marie.   
All agreed. Chris noted a conflict of interest in payment of the Olive account as she was present at this board dinner.

**Financial Reporting:**

* Moved that reports as at 31 May be accepted: Moved Linda/Seconded: Chris
  + All to consider the reporting style and confirm suitability
* Budgets for Oct-Dec 2018 (updated), 2019, 2020 and 2021 submitted for approval.
  + It was noted that IT consultancy and Rebranding costs are included.
  + Moved that all budgets be accepted: Moved Marie/Seconded: Raewyn

**Resolution regarding Lotteries Grants Board application 20 October 2018 to 15th October 2021:** The board approved an application to be made in June 2018 for $349693.00 over 3 years as per the approved budgets. Resolution to be signed by Linda and Chris.

National Coordinator updated Employment Agreement: Chris will arrange for this to be finalised in the next week so that it can be included with the Lotteries application.

**National Coordinator report**: Moved accepted: Raewyn/ Seconded:Marie

**Minutes of last meeting**: Moved accepted: Chris/Seconded: Raewyn

**Discussions:**

* The way forward in expanding SuperGrans is umbrella trusts such as Good Seed Trust.
* SGA is not a suitable umbrella trust for new SuperGrans operations, even on an interim basis.

**Meeting closed 3.15**

**Post meeting discussions (non-quorum) – Marie Sutherland not present**

**Funding strategy**

* Martha to contact Philanthropy NZ and ask for guidance in approaching philanthropists
* ‘Friends of SuperGrans’ club: Martha to explore how this might work and discuss further with board
* Martha to identify potential large organisations who may be sponsors to SGA

**Other matters**

* Next meeting to include board only time
* Martha to find notes regarding why SGA changed to an incorporated society
* Chris proposed that the board should meet face to face every 3 months if funds which include a pre-audit meeting. It was suggested that Wellington remains the most appropriate place to meet.

**Reports**

**Action List for board members**

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| **Who** | **Action** | **Required by** |
| Chris/Linda | National Coordinator Employment Agreement | Fri 22/6 |
| Linda | Gwen Bush as SGA Treasurer? | When financial liability risk clarified |

**Action List for National Coordinator**

|  |  |
| --- | --- |
| **Action** | **Required by** |
| Waipukarau SG development | Ongoing |
| Consult Chloe Wright re. March Date, then consult members | Asap |
| Purchase promo items | By end Aug |
| Legal issues re. affiliation of non-SG organisation | Asap |
| Consult members re. affiliation criteria/rules change – as appropriate | Asap |
| Keep in touch with Connecting Communities Wairarapa | Ongoing |
| Letter to Minister Martin | Asap |
| Financial liability risk – continue research with Rothbury | Asap |
| Letter of thanks to Frank Ball | Asap |
| Cyber Insurance – advise members | Asap |
| Community Leadership Fund – Volunteer management and capability building. Consult members | Asap |
| Pay creditors | 20th June |
| Lotteries Application | By 25th June |
| Lotteries resolution | Asap |
| Contact Philanthropy NZ | Soon |
| Friends of SGA plan | Soon |
| Potential sponsor organisations list | Soon |
| Incorporated Society – Why did SGA change? | Asap |

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| --- | --- |
| **Carry forward to next meeting (Unless resolved prior)** |  |
| Calling cards |  |
| Sponsors discussion |  |
| Risk Policy sign off |  |
| Owen Glenn and Mark Dunajtschik as funders |  |
| Pak n Save collaboration concept re. supermarket bags |  |

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

Signed:………………………………………………………..

Name: Chris Martin (Chairperson)