

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

1.30pm Wednesday 31 October 2018, Auckland

**Present**: Chris Martin, Linda Coulston, Raewyn Paapu, Dianne Saunders, Robyn Kippenberger

**Apologies**: Marie Sutherland

Welcome to Dianne who joined us via the internet from Gisborne;

Welcome to our new independent board members: Robyn Kippenberger and Marie Sutherland - who now joins us an independent member having retired from her Dunedin Managers role.

Congratulations to you both and thank you for accepting the nominations.

**Decisions:**

**March seminar agenda:**

Thank you to Martha for putting the draft agenda together.

The following was agreed:

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| Day 1 |
| * AGM as per draft |
| * 10.15 – SuperGran agency’s to present as per ‘chosen topics’ from the October Seminar |
| * 1200 Lunch |
| * Continue with SuperGran stories and general agency sharing |
| * Guest speaker - 1.5hrs – Iria Pene (topic of interest) or on day 2 |
| * 4.30 end of day 1 |
| * 5.30-7pm Sponsor Event: Chloe Wright – patron event (needs confirmation from Chloe as to availability) |
| * 7.15 Dinner (? depending of funding with the patron group) |
| Day 2 |
| * 0900 – KYND App – Wellness (presented by Linda Coulston TBC |
| * 0930 - Dr Tom – re KYND App TBC |
| * 1100 - Mark Boyce – re health and safety (1 hr presentation allow 1.1/4 hrs) |
| * 12.15 Lunch |
| * For 1.5hrs Cultural competency – Linda/Martha to find suitable presenter |
| * Fit afternoon tea in |
| * Last hour for S/G reflection |

**Patron Plan:**

* Sponsored event
* Look at funding opportunities, who to invite
* Discuss with Skylight manager for ideas how they did theirs
* Consider Norm Hewitt as a guest speaker

Dianne/Linda - moved

**Funding Strategy:**

* Martha to work with Chris and Robyn on this concept and report back to the board.

**Name change and brand:**

* Request for Martha to seek funds and/or consider tagging existing funds to professional assistance.
* Costing concept is between $8K and $10K.
* Hope to have this ready to present to the March Seminar.
* To discuss at the next Board meeting the current possibility on professional advice or by email prior to the board meeting if funding is available.
* Any outcome suggestions to be presented at March Hui

Linda/Chris – moved

**Red Cross National level partnership concept:**

* concept put on hold till after the March Seminar

**Operating Procedure ratification:**

Discussion resulted as follows:

* Chris put a motion to the meeting that the operating policies and procedures provided to the meeting remain in draft as the current policies until the rebranding concept is sorted.

Chris/Linda – moved

* This is likely to occur at the March 2019 seminar

**Volunteer Supports Club:**

All present agreed to put this concept on hold to discuss at the next meeting

**Reports:**

**Creditors Report**

**Correspondence Report**

**Risk Report**

Linda moved that the above three reports be accepted and payments are made

Linda/Raewyn – moved

**Financial reports:**

* **Monthly reporting**

All monthly utility payments are authorised for payment until further notice including:

* Rent $290.00 + gst
* Phone $43.43 + gst
* Xero @ $41.25 + gst
* Wages and IRD

Chris/Robyn - Moved

**Lotteries Grant allocation**

Following a discussion, the following was decided:

Chris put a motion to the meeting that further work be done on the report presentation to ensure all members had the opportunity to understand the content.

Chris/Robyn – moved

Linda was asked as the acting treasurer if she would make her accounts person available to support Martha to simplify the reporting tool.

Chris/Robyn – moved

Linda agreed to support this work. Once this is completed the board can reassess the allocation and may want to consider the rebranding funding as part of this work.

**National Coordinator Report:**

Accepted and a vote of thanks to Martha for preparing the reports for the meeting.

Linda/Dianne - moved

**General Business:**

**National Coordinator Employment Agreement** and Job Description signed off by Chris 11/09/2018 and Martha 23/10/18

* A copy of the employment agreement and job description to be sent to all board members
* A copy of the Job description to be sent to all manager to share with their board

**National Coordinator performance appraisal** will be due in the New Year.

Following a discussion, it was agreed that the appraisal process should be more reflective and strength based. The following was agreed:

* Chris to obtain a copy of the previous appraisal
* Chris and Dianne to update the template
* All agencies will be provided with an assessment template seeking their consideration
* Chris will commence the process with Martha in view of sign off no later than the March Seminar

Robyn/Linda - move

**Social Service Providers Aotearoa Conference**

This motion was put to the meeting after considering the feedback from all agency Managers that attended the SSPA conference (Monday 29 & Tuesday 30 October 2018 at the Pullman Hotel, Auckland). The exposure and outcomes, including but not limited to; areas wanting to discuss operating SG agencies in their area, research reports offered to assist our work, invitation to attend discussion groups and mentoring support, it was unanimously agreed that through SGA, SuperGrans endeavour to attend the SSPA conference next year (2019) and that funding should be sought to achieve this goal.

Chris/Dianne - moved

**SuperGran Agency Development**

Due to the interest other areas showed in developing the SuperGran brand in their area, following our exposure at the SSPA conference, that our current strategy to develop new agencies is changed to work on promoting our concept at collaborative conferences and follow-up with interested parties that approach SGA. A discussion will be needed with our current funder, Tindalls, to ensure our strategy plan will meet their criteria for the current funding agreement.

Martha will be asked to put a concept paper together so we have a clear view of our intention re development of other SuperGrans branches.

**Minutes of last meeting**:

Moved as read and accepted as a true copy of the meeting

Linda/Raewyn - moved

**Meeting closed 3.15 pm**

**Next meeting:** date to be agreed by video conference

**Action List for board members**

|  |  |  |
| --- | --- | --- |
| **Who** | **Action** | **Required by** |
| Chris/Robyn | Work with Martha to develop a funding strategy | No later than March Seminar/ asap |
| Linda | Work with Martha and SGT to modify the report presentation for the Lotteries fund allocation | ASAP for sign off |
| Chris/Dianne | To work on the Coordinator performance appraisal report form | End of 2018 for early 2019 review |

**Action List for National Coordinator**

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| --- | --- |
| **Action** | **Required by** |
| March seminar Agenda | Ongoing |
| Chloe Wright – Patrol function | March Seminar evening |
| SuperGran Agency Development   * to develop the new concept * to consult with Funder to ensure the strategy will meet the criteria for current funding | Asap and ongoing |
| Funding Strategy – in consultation with Chris and Robyn | On going |
| Financial Reporting – lotteries allocation report – in consultation with Linda and her accounts person | Asap |
| Branding   * explore funding possibilities and check in with Chris re opportunities * consider reallocation of existing funds if branding was an accepted option (Chris/Linda to check in with) | Asap |
| Pay creditors | 20th June |

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

Signed:………………………………………………………..

Name: Date: