

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

1pm Thursday 13th December 2018, Auckland

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

**Apologies**: Dianne Saunders

**Decisions:**

a. Name change and Brand: The quotes received for rebranding are beyond our financial means. As an alternative Martha is to approach the universities, starting with the Auckland Business School to secure SG as a rebranding business case for students. If nothing available at Auckland universities, all other universities to be approached similarly. Robyn, Linda and Marie will forward any relevant contact details they may have. This is to be actioned so that something is secured before the start of the academic year in March.

Moved: Linda/Seconded: Chris

b. Funding:

The concept of working with a business who is prepared to support SuperGrans by doing whatever they do is to be explored – as an example, selling something and SG get a percentage.

Linda discussed that the PaknSave/SG Tairawhiti food box collaboration may be extended to include a ‘Cooking box’ from which SG Tairawhiti may get a % of sales so that it is an income producing venture rather than just promotional.

Robyn discussed that the concept fits well with SG and that it could be expanded to include planting boxes (with PaknSave or Garden Centre).

Discussion that this could be developed nationally and managed regionally. To consider taking this concept further Martha in consultation with Linda is to talk to Ewan at Gisborne PaknSave with a view to taking the conversation to national level with Foodstuffs. Chris mentioned that Leo from PaknSave in Lower Hutt could be a part of the pathway to achieving this.

Linda also discussed her idea regarding creating free flow frozen stuffing balls from Food Rescue bread oversupply.

Marie mentioned that Bunnings are very supportive in Dunedin and may be worth talking to.

Martha, Chris and Robyn to have a discussion regarding funding strategy and actions for discussion at the next meeting.

c. March Seminar Agenda

Martha noted that there are now gaps in the agenda on both days. Martha to organise and report to board.

d. Patron plan

The board agreed that the Birthing Centre would be a good venue for the patron event for Chloe Wright. Chris highlighted that departure from Wellington by 3.30 is required if travelling by car. Otherwise Martha to explore train options. Chris discussed that an anonymous donor may fund the event. Chris and Martha to discuss before actioning.

e. National Coordinator travel

Travel as outlined in request is approved in principle but to be approved by board prior in each instance.

f. National Coordinator Annual Leave

The board agreed that 9 days unpaid leave may be taken. Annual leave (including unpaid) approved from 20.12.18 to 11.01.18 (incl).

g. Vision West Community Centre

Martha highlighted that this is a Christian organisation although it doesn’t appear overtly. Requested to meet in Auckland when next there with view to establishing SG. Discussion that they may be operating in the same area as Raewyn. Martha to check this out and communicate with Raewyn but in principle as long as not in Mangere, Raewyn finds this acceptable. Martha to proceed with meeting.

h. National Oranga Tamariki application

Martha to consult with all members and ascertain who is interested in a national application to Oranga Tamariki for life skills services and proceed with development of formal proposal for consideration. To ensure nothing is forwarded without all participants sighting and agreement.

g. National Coordinator Hours

It was agreed that the National Coordinator regular hours from hereon would be 30 per week with agreement that they are to increase as necessary, travel and conferences being examples. The Employment Agreement will be amended accordingly.

h. Diabetes NZ: Martha to research their services and how they could relate to SuperGrans and also inform Diabetes NZ of our services, remembering that we are not experts in any field.

g. Martha to proceed with mentor in Auckland with fundraising background for 3 months, Jan to March at $50 per month.

**Reports:**

**a.** Creditors payments approved, including the subsequently submitted SuperGrans Charitable Trust invoice for $83.94. Moved: Marie/Seconded: Linda

b. Financial Reports: Accepted. Moved: Robyn/Seconded: Linda

c. Lotteries allocation: Approved without adjustments for rebranding. Further adjustments to be made in relation to the wages change an requirement for SSPA Conference funds. Martha to make recommendations for consideration.

d. Martha to explore the use of a travel agent for air ticket bookings on the basis that they have more flexibility.

e. National Coordinator Report: Accepted. Moved: Chris/Seconded: Linda

**Meeting closed:** 2.36pm. (Raewyn left meeting at 2.10pm and was not present for approval of reports, discussion re.Diabetes NZ or approval of mentor).

**Next meeting:** March 12th, 3pm at Brentwood Hotel, Kilbirnie, Wellington

**Action List for board members**

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| --- | --- | --- |
| **Who** | **Action** | **Required by** |
| Robyn, Linda, Marie | Provide University contacts to Martha | By mid-Jan |
| Chris, Robyn | Discuss funding strategy and actions with Martha | Before March meeting |
| Chris | Discuss patron plan actions with Martha | By mid-Jan |

**Action List for National Coordinator**

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| **Action** | **Required by** |
| Approach universities for SG rebranding case study | End Feb |
| Complete March seminar agenda and advise board | Asap |
| Patron plan actions | When clarified with Chris |
| Funding strategy | With Chris and Robyn |
| Vision West Community Trust: Research, consult, contact | 2019 |
| Travel Agent enquires | Asap |
| PaknSave discussion after consulting with Linda | Jan |

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

Signed:………………………………………………………..

Name: Robyn Kippenberger Date:………….