

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

Tuesday 12th March, 2019, Wellington, 3pm

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

**Apologies**: None

**Decisions:**

a. Discussion and planning regarding passive income from businesses:

* Chris has a relationship with the Petone manager who is keen for to sell items for SuperGrans. Linda has a relationship with Gisborne manager. PAKnSAVE is to be included in list of businesses to approach. Other businesses to consider for this list are Bunnings,, Mitre 10 Mega, The Warehouse (at National level) and a food outlet contact which Chris has. The Warehouse is to be the first business to approach. Linda will forward the contact details.
* Martha is to develop a template of a presentation, initially on paper with a view to developing over time to a video so that we have something to leave with them.

b. SSPA Conference 2019:

* This is to be held in Dunedin on Monday 21st and Tuesday 22nd October. It was decided that any SuperGrans interested should attend at SGA expense and this should be followed by a one day SuperGrans seminar.

c. National Coordinator travel:

* Time visits around member AGM’s if possible
* Prioritise smaller SuperGrans and any requesting assistance or support.
* Martha is to submit outline plan for approval in concept
* When travel is required which is approved in concept, the board is to be advised of whereabouts, timing and cost so that they remain informed.

d. SuperGrans promotion in media

* SuperGrans is to have a presence in the media in relation to key, relevant matters arising. The articles

should be factual and hard-hitting.

* Robyn suggested that Glenda Hughes would be an appropriate person for a presentation at the March

seminar regarding media training.

* A bullet point template is to be created for use so that the National Coordinator can respond to arising matters in a timely manner and can then do press releases and social commentary without major consultation prior.

e. Affiliation fee:

* Affiliation fee to remain the same, being $300 plus GST pa. Cases of hardship will be considered.
* No affiliation fee is required until new members have been affiliated for 12 months. The following 12 months would then be on a pro-rata basis. Moved Raewyn/Seconded Marie

f. Salvation Army:

* Martha to arrange a meeting with the Salvation Army at national level with a view to them

providing funds to provide Life Skills services. We would like to partner with them (bearing in mind

that some already collaborate).

d. Corrections: Martha to follow up with the connection made with corrections in Dunedin.

e. Martha to explore the suggestion made from the Dunedin board member regarding disability funding and

consider suitability in relation to SuperGrans.

f. Air Ticket purchase policy:

* Martha advised there is no advantage in price or flexibility in purchasing through a travel agent.
* Cheaper tickets are to be purchased, with travel insurance. Grabaseat tickets can be used.
* All members to be notified that once a commitment is made if plans change which are not covered by insurance, SGA is to be reimbursed for the cost of the ticket.

g. SGA Board:

* It was agreed that a discussion should be held at the AGM regarding the proportions of SuperGran and Independent members with a view to increasing the proportion of independent members.
* A Treasurer is to be co-opted to the board. Chris will ask Volunteer Hutt.

h. Rebranding:

* Rebranding is no longer being considered at the present time.
* Agencies can have whatever name they wish as long as the national message is unified.
* Key messages and tagline to be considered.
* The funds allocated in the budget to rebranding are to be reallocated to the costs in developing the presentation and other costs in developing sponsorship.

i. Patron event:

* SGA is to reimburse SuperGrans Tairawhiti for the pounamu that has been purchased for

Chloe Wright. SuperGrans Tairawhiti will contribute $50 as will Good Seed SuperGrans.

* Martha to liaise with Chloe regarding ways to promote her patronage

j. Community of Year:

* Participation in 2020 is to be discussed at the seminar.
* Martha to send a card to ‘Pillars’ on behalf of the board congratulating them as winners this year.

**Reports:**

* The National Coordinator report, Correspondence, Risk and Financial reports and 219 budget were accepted. It was noted that amounts allocated to seminars and National Coordinator travel in the Tindall’s funding can be modified in consultation with Tindall’s if required. Moved Chris Martin/Seconded: Dianne Saunders.

**Approval of previous minutes:** Moved: Chris Martin/Seconded: Robyn Kippenberger

**Meeting closed: 5.30pm**

**Action List for board members**

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| **Who** | **Action** | **Required by** |

**Action List for National Coordinator**

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| **Action** | **Required by** |
| Presentation template and then approach to Warehouse and other businesses | Asap |
| SSPA Conference bookings: Travel and Accommodation | As attendees confirmed |
| National Coordinator Travel outline plan | Asap |
| Bullet Point Template for media releases | Asap |
| Glenda Hughes for proposed agenda March seminar | Record |
| Meet with Salvation Army | Asap |
| Follow up on Corrections Dept contact - Dunedin | Asap |
| Dunedin Board member Disability funding concept – Follow up | Asap |
| Advise all members of new air ticket policy | When able |
| Re-allocate rebranding funds in budget | Asap |
| Key messages and tagline for use at national level - proposal | Asap |
| Pounamu reimbursement to SGT | Asap |
| Contact Chloe Wright regarding patron promotion | Asap |
| Community of the Year – discuss 2020 application with members, determine timelines | Asap |
| Send card to Pillars | Asap |
| Advise new members and potential members of affiliation fee changes | Asap |

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

Signed:………………………………………………………..

Name: Robyn Kippenberger Date: