

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

Thursday 14th March, 2019, Wellington, 5pm

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

**Apologies**: None

**Decisions:**

1. Appointment of officers:

* Chairperson: Chris Martin. Nominated by Dianne Saunders/Seconded by Robyn Kippenberger. Accepted.
* Vice Chairperson: Raewyn Paapu. Nominated by Chris Martin/Seconded by Dianne Saunders. Accepted.
* Treasurer (Temporary for a maximum of 8 weeks): Linda Coulston. Nominated by Chris Martin/Seconded by Raewyn Paapu. Accepted.
* Secretary: Robyn Kippenberger. Nominated by Chris Martin/Seconded by Linda Coulston. Accepted.

1. Martha approved to take annual leave somewhere around August up to 5- 6 weeks. Dates to be confirmed.
2. Remit for next AGM: Balance of board Independent/SG member proportions.
3. Martha to send constitution to all members.
4. All attendees agreed to make allowance for longer meetings when face to face rather than on Zoom.
5. Martha is to resend the annual audit to Linda.
6. It was noted that Robyn is away from 30.04.19 to 22.05.19.
7. Next meeting: By Zoom at 1pm on Tuesday 28th May.

**Meeting closed: 5.40pm**

**Action List for board members**

|  |  |  |
| --- | --- | --- |
| **Who** | **Action** | **Required by** |
| All | Locate Treasurer | Urgent |

**Action List for National Coordinator**

|  |  |
| --- | --- |
| **Action** | **Required by** |
| Locate Treasurer | Urgent |
| Confirm annual leave dates | When determined |
| Record remit for next AGM | For AGM 2020 |
| Distribute constitution to all board members | Asap |
| Send audit report to Linda | Asap |

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

Signed:………………………………………………………..

Name: Robyn Kippenberger Date: