

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

Tuesday 28th May, 2019 – Zoom and Gisborne, 1pm

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

**Apologies**: Robyn Kippenberger

**Decisions:**

1. Board members to advise by 5pm Monday 3rd June regarding any proposed amendments to the following documents submitted for consideration by the National Coordinator.
   1. All responses are to include the full board.
   2. Any documents not amended by this time will be considered ratified by the board as at that date.
   3. The remaining documents will be considered ratified when all amendments have made and agreed by the board via email.

* Communications Procedure (Including media and presentation templates)
* Key Messages
* Financial Procedures
  1. Agreed amendments required to date:
* Financial Procedures:
  + Air Tickets purchased well in advance or if they are at considerable risk of change or cancellation, should be purchased as changeable/refundable tickets.
  + An air points section is to be added noting:
    - That air points are linked to individual names, not an organisation
    - Air points obtained as a result of SGA purchases are to be used for SGA ticket purchases. This relates to all ticket purchases made by SGA including the National Coordinator, board members and affiliated members from hereon.
* Travel Procedure:
  + - Amendments to the approved travel plan are to be notified to the board at board meetings or by email outside of board meetings.

2.0 SuperGrans seminar in Dunedin – October. If the offer remains, this is to be held at the Dunedin SG rooms.

3.0 A special general meeting is to be held at the October seminar to consider the remit regarding board

structure. Martha to submit a remit to the board for consideration at the next meeting.

4.0 SGA Board Treasurer situation: The board presently has no Treasurer. It was agreed that an accountant

would be best and that the person could be co-opted as an adviser only if they prefer to not be a full board

member. Chris will talk to Ron ex Lower Hutt SG board regarding such an arrangement. Martha to

continue discussion with Chris Torrey – NZ Assn Accountants National Board.

5.0 NZ Community of Year applications: Opens July, closes September. $4000 is available for a visual

component of the application. This is to be composed of clips and photos provided by member

organisations. Martha to talk with Brent Saunders regarding production of this. If not available, T Wells –

Tairawhiti TV.

6.0 $3500- $4000 funds available for branded vests. Martha to proceed and purchase for distribution to

member organisations and also for use at public functions.

7.0 March 2020 board meeting, AGM and SG seminar: To be held in Gisborne. Board meeting on 10th March,

AGM and seminar on 11th and 12th March. Linda is prepared to hold at her home (subject to her still

working at SuperGrans). Molly Pardoe, would like to provide cultural training from a Maori perspective.

8.0 National Coordinator annual leave previously approved for August/September is now not required until

Dec/Jan – approximate dates 9th Dec to 6th Jan. Approved by board with additional time also approved if

required.

9.0 Sharepoint is proposed as the communication, data storage and document software for SGA, board

members and affiliated members. Martha in discussion with TechSoup re. costs. Chris to discuss with her

IT adviser.

10.0 SSPA quarterly magazine: SSPA can arrange for distribution to interested members at their own cost.

**Reports:**

**Financial Reports:** Moved accepted: Chris/Seconded: Marie with acknowledgement that the $8 relating to the National Coordinator needs to be sorted.

* Discussion regarding use of Lotteries funds:
  + If next Tindall tranche is not approved, $8028 is required to cover wages through to 10th September. This can be transferred from funds allocated to Wellington Board meetings;Legal Expenses and Training and Conference. From thereon Lotteries 2019-2020 will be cover wages.
  + Lotteries funds are to be used for wages in preference to Tindall Foundation funds provided for wages and in preference to purchasing branded promotional items (excluding the vest purchases).
  + Martha and Linda are to meet and confirm calculations.

**National Coordinator Report:** Moved accepted:Chris/Seconded: Raewyn. Additional comment from the National Coordinator was that Hastings Heretaunga Women’s Centre have advised they are affiliating and that the meeting with the Salvation Army is now secured.

**Matters Discussed:**

* At the next seminar, the matter of a universal outcome measurement practice should again be discussed.

**Approval of previous minutes dated 12th and 14th March, 2019:** Moved accepted: Chris/Seconded: Marie

**Next Meeting**: To be held in Wellington on either 23rd or 25th July. Board members to advise preferred date by 5 pm, Monday 3rd June. Can possibly be held at FINCAP or MBIE.

**Meeting closed**: 2.45pm

**Action List for board members**

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| --- | --- | --- |
| **Who** | **Action** | **Required by** |
| Chris | Talk to Ron re. Financial adviser to SGA | Asap |
| All | Advise re. procedure amendments | Monday 3rd June, 5pm |
| All | Advise preferred next meeting date | Monday 3rd June, 5pm |

**Action List for National Coordinator**

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| --- | --- |
| **Action** | **Required by** |
| Arrange SG Dunedin for seminar/Cancel Kingsgate | Asap |
| Remit re. board structure | Next meeting |
| Contact Chris Torrey | Asap |
| NZ Community of Year video and presentation | Completion by mid Aug |
| Arrange branded vests | By end Aug |
| Advise all of March AGM and seminar dates | Planning with Linda | Soon |
| Sharepoint details | Asap |
| Meet with Linda re. Lotteries funds | Asap |
| Confirm next meeting date to all | Tuesday 4th June |
| Matters from previous minutes not completed:   * Approach to Warehouse and other businesses * Corrections Dept contacts (waiting on SG Dunedin) |  |

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

Signed:………………………………………………………..

Name: Robyn Kippenberger Date: