

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

Tuesday 23rd July, 2019 – Wellington 12.30pm

**Present**: Chris Martin, Linda Coulston, Raewyn Paapu, Robyn Kippenberger Martha joined the meeting at around 2-30pm

**Apologies**: Marie Sutherland, Dianne Saunders due to no WIFI at Wellington end

**Decisions:**

**Minutes:** Moved accepted: Chris/Seconded: Raewyn.

2b. Agreement to support Chairs decision regarding travelling late at night and Martha staying in Hawkes Bay. Moved Chris/Seconded Linda

2c. Pay Sauce – Board agreed to move from Thank you Payroll to Pay Sauce and for Anna Tapine, to manage the payroll system. Moved accepted: Chris/Seconded Raewyn

2d.

* The board officially approve Anna Tapine, from Accounting for Charity, to be an authoriser for SGA bank accounts Xero and IRD.
* Two authorisers are required on the ASB accounts to make any payments/transactions. This will generally be Anna Tapine who will set up the payments and authorise and the second authoriser will be a board member, preferably the treasurer.
* The Board agree for Anna Tapine to have 24-hour access and authorisation on the ASB account.

Moved accepted: Chris / Seconded Linda

2e. **Board Remit**:

The Governance Board shall comprise of maximum of 7 Board Members to be made up as followed:

* At least 2 Board members shall come from SuperGrans agencies.
* At least 2 Board members whom shall be independent of Supergrans agencies
* A quorum of 4 Board Members with at least one SuperGran Agency and one Independent member

Moved accepted: Raewyn/Seconded Robyn

2g. **Expenditure of Lotteries funds**

* The budget requires to be reassessed to allocate funds to ensure essential expenses such as wages are covered.
* Training: The training proposal for Martha to travel to Wellington to attend a half day seminar at the cost of $1,000 was not approved. The Board support the training concept and will consider any training proposal on a case by case basis.
* HR – the board agreed to obtaining an HR package through a business development manager, possibly Employsure, and for Martha to explore other alternatives for pricing which is intended to be done before end of Lotteries funding.
* Promotional Items: Dependant on Surplus funding there may be approximately $1000 made available to each agency for promotional items of their choice.
* Corrections approach to be discussed in Dunedin. Moved Robyn/Seconded Raewyn

2h. **Seminar**

Discussion was had around the seminar. Martha and Linda continue to work on this at a later date.

2i. Vehicle options: The purchase of a vehicle was not a considered option by the board. Robyn will with the view of Gisborne explore car rentals with the possibility of partner with a firm that will give us a cheaper rate and bring the propositions back to the Board.

2ii. It was agreed to purchase an SGA- AA membership to gain discount through Thrifty.

Moved Chris/Seconded Robyn

2iii. The insurance excess on rental cars was not discussed.

2j.The Board would like to re-instate the newsletter and agencies to contribute if they wish. This will be distributed nationally.

2k. Zoom meetings for managers: deferred to discuss at the October seminar with the managers.

2l. Airpoints: To explore the possibility of SGA to have its own airpoints business card. Martha to action this. All airpoints gained through SGA bookings should be used for SGA flights. Moved Robyn/Seconded Raewyn

2m. Minister Martin Meeting: The arranged meeting with Minister Martin will be cancelled. Chris, as board chairperson will action this. Robyn provided advice regarding meeting Ministers that included having a clear reason and having a Board representative attend along with the National Coordinator.

Moved Robyn/Seconded Raewyn - Linda abstained.

2n. Salvation Army Meeting: Martha to go ahead with this, good networking opportunity. Martha to ask about life skills collaboration.

2o. STAND meeting: Martha to go ahead with this, good networking opportunity.

2p. Mail redirection: Until all parties have the new address, any mail that arrives at the SGT office will be dropped by an SGT staff member to Martha or Martha will pick up from the SGT office.

2q. New SuperGran set up. Acknowledge the great work done in this space to date and defer any further discussion until next meeting when Martha is available.

2r. Skylight relationship: To be discussed at next meeting when Martha available

2t. A change to the constitution may be required to remove the limitation on board members holding office positions for 3 years as this is a limitation.

**Remit:** Remove the limitation on office holders holding a position for a limited period of time.

**Remit:** From time to time office holders eg treasurer/cultural adviser can be co-opted by the Board. Moved Robyn/ Seconded Chris

3a.Correspondence List:

3b.Risk report-No treasurer. Financial vulnerability: With the cessation of Tindall funding we will explore future partnerships with like-minded agencies to mitigate risk and will explore at a later date the options of co-location.

3. Financial Report: Read and accepted but imperative that the Board continue to look for a treasurer.

3d. National Coordinator report

Moved Chris/ Seconded Linda

**Matters for discussion:**

* Tairawhiti will support storage of SGA furniture in the meantime.
* SuperGrans Tairawhiti required their office space and the Board agrees to the new monthly office charge and agree to a monthly automatic payment. Moved Chris/Seconded Raewyn
* Iwi focused Funding to defer till next meeting.
* BFC Client Voice Board would like to further the conversation with the concept of Client Voice being used by all agencies.
* Meeting closed 3.00pm