

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

Tuesday 22nd October, 2019, 4.30pm - Dunedin

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

**Apologies**: Dianne Saunders

**Decisions:**

* SSPA constitution to be considered with a view to SuperGrans being nominated as a board member before the 2020 AGM. Chris noted that she is not prepared to be a delegate at this point in time.
* Martha to establish a Governance Board toolkit for new board members.
* Air points are not to be allocated to any SuperGrans air ticket purchases.
* Given the changeability of Martha’s travel itinerary, it was agreed that fully changeable tickets should be purchased for National Coordinator travel.
* Martha to develop plan for board consideration regarding sponsorship. Ideas discussed: Foodstuffs, A2 milk, Insurance Companies (eg. Southern Cross)
* Chris and Martha to continue the Client Voices discussion with BFC Trust regarding software collaboration.
* The Strategic Plan draft is to be distributed to all members for comment along with questions regarding what they want from SGA, their opportunities to have a voice and any other comments they may have.

**Reports:**

* National Coordinator Report accepted: Moved Linda/Seconded: Raewyn
* Correspondence and Risk Report accepted: Moved Robyn/Seconded: Linda
  + Robyn requested that the scope of the risk be more clearly stated
  + Martha is to communicate with The Tindall Foundation to minimise risks regarding the next tranche of funding.
* Financial Reports accepted: Moved: Chris/Seconded: Marie
  + Lotteries allocation to proceed as per the proposal submitted to the board with a review at a later date if required.

**Discussions:**

* Chris welcomed Barney to the meeting. Barney outlined that she is attending the meeting to consider the possibility of becoming a board member and that she would bring a range of experience including CE, governance, consultancy and advocacy in the disability sector.
* Chris discussed the achievements over the last 2 years which includes:
  + Xero for financial management and in keeping with auditor recommendations
  + PaySauce for wages management
  + National Coordinator hours from 42 to 30
  + 2 new member affiliations
  + Office change
  + New board member – Marie Sutherland
  + Resignation of Frank Ball
  + Establishment of Chloe Wright as patron
* Linda noted that she has technically resigned as Treasurer some time ago. Chris will contact a person she has in mind to request overseeing SGA’s accounts in interim until a Treasurer is found.
* SSPA Conference review:
  + Robyn commented that the value of elders and elder respect was not included in the agenda
  + SuperGrans to consider a paper for presentation at the next conference and also a stand.
  + It was noted that the next SSPA conference is in August 2020 and to be held in Wellington.
* Discussion regarding Skylight financial situation of concern which appears to have now been resolved.
* Marie expressed her thanks for the support during a recent difficult phase in her life
* Thanks to Martha for organisation of conference attendance

**Approval of previous minutes:** Moved: Chris/Seconded: Linda

**Meeting closed: 6.25pm**

**Action List for board members**

|  |  |  |
| --- | --- | --- |
| **Who** | **Action** | **Required by** |
| Chris | Community Voices discussion with BFC Trust | Soon |
| Board | Consider SSPA constitution and whether to act as nominee for board at AGM 2020 | March 2020 meeting |
| Board | Paper proposals for SSPA conference presentation 2020 (if to proceed) | March 2020 meeting |
| Chris | Contact financial person for SGA financial oversight | Asap |

**Action List for National Coordinator**

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| --- | --- |
| **Action** | **Required by** |
| SSPA Constitution distribution | March 2020 meeting |
| Develop governance toolkit | Asap |
| Develop sponsorship plan | Asap |
| Client Voices discussion (Liaise with Chris) | Asap |
| Distribute strategic plan draft | Asap |
| Communicate with Tindall Foundation | Asap |
| Lotteries – allocate budget in Xero | Asap |
| Consider paper proposals for SSPA 2020 | Next meeting |

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

Signed:………………………………………………………..

Name: Robyn Kippenberger Date: