

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

24tH November, 2016 – Skype and Gisborne

Present: Basia Arnold, Marie Sutherland, Jim Corder, Linda Coulston, Martha Kelly

Apology: Kaye Arnott, Dianne Saunders

Approval of minutes dated 18th October, 2016: Moved Jim Corder/Seconded Marie Sutherland

**Matters agreed**

* Kaye Arnott has advised of her resignation from the SGA board, the date to be clarified. A request will be made to remain until the next elections in March. Basia will write a letter to all SuperGrans boards regarding the participation on the board as a member.
* Treasurer situation: Frank Ball has agreed to be nominated as a board member and to hold the Treasurer position. This was accepted by the board. Moved; Marie Sutherland/Seconded Jim Corder. A letter from the secretary is to be sent to formally advise Frank.
* Strategy Review: It was agreed that:
  + The goals remain the same for the next strategy review
  + The strategy is to be dated 2016 onwards, rather than a specific end date
  + A review of the Goals and Action plan is to be developed for the February meeting so that it can be signed off at the AGM in March. Basia and Martha to work on this.
* Annual Report: An addition to the 2015 report is to be a comment on key strategic goals for the next year.
* AGM and seminar 2017: Speakers to seek:
  + MSD re. Individual Client Level Data
  + Using research to promote your services (eg. Community Research Group)
* 2017 SGA board meeting dates: Adopted as per the proposed timetable distributed. Moved Jim Corder/Seconded Linda Coulston
* Tindall funding application: As per the ‘alternative proposal’ of the options distributed, SGA is to apply to The Tindall Foundation for 2 years wages at the current rate of pay and hours of work, starting 21.04.17. Moved: Jim Corder/Seconded: Linda Coulston.
* Lotteries Grant allocation: Approved as per the recommendation submitted. Martha to amend budget accordingly.
* National Coordinator annual leave: Approved as requested – 28, 29 & 30/12/16; 4,5 & 6/1/17; 23 & 24/3/17.

**Reports**

* Creditors report, Correspondence report, Financial reports, Risk report and National Coordinator report read and accepted.

**Action List for board members**

|  |  |  |
| --- | --- | --- |
| **Who** | **Action** | **Required by** |
| Basia | Respond to Kaye Arnott resignation. Request to remain until next elections. | Asap |
| Basia | Letter to SG boards regarding new members for SGA board. | When Kaye responded to resignation date |
| Basia | SGA Policies completion | Ongoing |
| Basia | Review proposed Strategy goals and actions. | When received from National Coordinator |
| Basia | Review Annual Report draft | When received from National Coordinator |
| Dianne | Letter to Frank Ball confirming appointment to board as Treasurer | Asap |

**Action List for National Coordinator**

|  |  |
| --- | --- |
| **Action** | **Required by** |
| Strategy goals and action review as discussion document | December |
| Draft Annual Report | December |
| Seek speakers for AGM seminar as per minutes | Asap |
| Prepare Tindall Foundation Application for funding | December |
| Revise budget in accordance with approved allocation of Lotteries funding | Asap |

|  |  |
| --- | --- |
| **Carry forward to next meeting (Unless resolved prior)** |  |
| Data collation plan |  |
| Statutory Liability Insurance |  |
| Risk Register review |  |

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

Signed:………………………………………………………..

Name: Dianne Saunders (Secretary)

Date: ……………………………