

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

9th February, 2017 - Wellington

**Present**: Basia Arnold, Marie Sutherland, Kaye Arnott, Linda Coulston, Frank Ball, Martha Kelly

**Apologies**: Jim Corder, Dianne Saunders

Approval of minutes dated 24th November, 2016: Moved: Linda Coulston/Seconded: Marie Sutherland.

**Matters agreed**

* AGM Planning:
  + Strategic goals are to be discussed outside of the AGM.
  + AGM and seminar is to remain a 2 day event on 13th and 14th March.
  + No separate board forum is required.
  + Annual Report should contain the following:
    - Report from the chair. Version to be amended to include financial element.
    - National Coordinator report. Version submitted accepted.
    - Annual accounts
  + Current speakers suggested for AGM include Becky Lasenby (MSD), Wesley re. PCOM’s, a speaker regarding change, Lotteries, Tender writing, RBA – universal reporting format. Martha and Basia to confirm speakers.
  + Martha to redo proposed seminar agenda based on 2 day event.
  + AGM agenda:
    - Treasurers report section not required.
    - Basia and Martha to reshuffle as necessary
* Martha annual leave:
  + Frank and Martha to agree on process to manage. All agreed.
  + Tairawhiti will hold Coordinator’s personnel records. All agreed.
* The Tindall Foundation: Frank and Martha to explain to Dave Richards that it is not the role of SuperGrans Aotearoa to build a business. We are a charity whose role is to support the other SuperGrans to do their work effectively.
* The Tindall Foundation application is to be based on the draft strategy for 2017 and any amendments forwarded to Tindall’s. Moved: Marie Sutherland/ Seconded: Linda Coulston.
* Financial reporting requirements: From hereon, the financial situation and the budget to expenditure for the month prior to the upcoming meeting only is required, not the intervening months since the last meeting also.
* Martha to check the role of Treasurer and expectations of the role.
* Martha to stay close to those most affected by the closure of SAGE’s and support them as needed.
* Helen Clarke as sponsor not to be pursued.

Matters discussed:

* Election situation. Linda is likely to stand down, Marie would like to stand down, Kaye has resigned. 2 tentative nominations known at this stage.
* Wright family foundation offer of support. Media plan to be submitted to SGA approval in the near future.
* Mahu vision trust are church aligned and Martha is to get more information about why they want to align to SuperGrans with SuperGrans Aotearoa. What do they want from us?

**Reports**

* All reports including National Coordinator report and financial reporting accepted. Moved: Frank Ball/Seconded: Marie Sutherland.

**Action List for board members**

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| **Who** | **Action** | **Required by** |
| Basia | Update Chairpersons report | Wednesday 15.02.17 |
| Basia and Martha | Confirm speakers for March seminar | Asap |
| Basia and Martha | Re-shuffle AGM agenda as required | Wednesday 15.02.17 |
| Frank and Martha | Talk to Dave Richards | Asap |
| Frank and Martha | Agree on process to manage National Coordinators annual leave process. | Asap |
| Linda | SG Tairawhiti Trust to hold National Coordinator personnel records | Asap |

**Action List for National Coordinator**

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| --- | --- |
| **Action** | **Required by** |
| Arrange Speakers for AGM seminar | Asap |
| Update seminar agenda when speakers confirmed | Asap |
| Re-shuffle AGM agenda | Wednesday 15th Feb |
| Do Tindall funding application re. draft strategy | Asap |
| Treasurer role to Basia | Asap |
| All sages – length of time can function post SAGE’s funding | Asap |
| Stay close to and support SuperGrans Trusts as required | Asap |
| Advise Anne Billing Helen Clarke not to be pursued as sponsor | Asap |
| Mahi Vision trust: Meet and determine expectations | 23/2 |

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| --- | --- |
| **Carry forward to next meeting (Unless resolved prior)** |  |
| Data collation plan |  |
| Risk Register review |  |
| Calling cards |  |

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

Signed:………………………………………………………..

Name: Dianne Saunders (Secretary)

Date: ……………………………