

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

13th March, 2017 – Wellington, 4.45pm

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

**Apologies**: Jim Corder, Dianne Saunders, Frank Ball

Approval of minutes dated 9th February, 2017: Moved: Linda Coulston/Seconded: Marie Sutherland.

**Matters agreed**

* Appointment of Officers:
  + Chairperson: Chris Martin
  + Secretary: Dianne Saunders
  + Vice-Chair: Jim Corder
  + Treasurer: Linda Coulston
  + Members: Frank Ball (Financial Adviser), Raewyn Paapu, Marie Sutherland
* Accounting software as recommended by auditor: Chris will investigate whether SGA can link to LH SG Xero effectively.
* SGA income opportunity: Lush NZ. Move that SGA apply to be one of the sponsored charities. Moved: Linda Coulston/Seconded: Chris Martin
* Risk Register: Martha to send to all.
* KIDS CAN: Martha to pursue with CEO when able to block with other appointments in Auckland.
* Tindall application: Martha to send to all members for approval before submitting.
* Policies: Martha to provide review of what has been achieved so far for review at next meeting.
* EAN/Wesley: Martha to discuss collaborative opportunities regarding the EAN tender with Wesley Community Action.
* Martha to send out list of scheduled meetings.
* Red Cross Rotorua as SuperGrans: Board will research further before responding and any further action regarding establishment of new SuperGrans there.
* Funding Situation: Letter prepared by Basia for each board to respond too regarding national funding from Tindall’s.
* Martha to send 2017 strategy out to board for review.
* E-mails: All to use ‘Reply all’
* Data collation: For now, stories from all (2 pa) plus photo’s, video clips. Confirm validated for use.
* Martha to resend form for authorisation to use photo/clip.
* Martha to develop a ‘Conflict of Interest’ Register. Is good practice for formal conflict of interest declarations by board members. Refer to in minutes when a conflict of interest arises. Place this in risk register.

**Reports**

* Creditors and Correspondence report: Moved to be accepted: Linda Coulston/Seconded: Marie Sutherland.
* National Coordinator Report: Moved to be accepted: Linda Coulston/Seconded: Marie Sutherland.
* Financial Reports: Moved to be accepted: Marie Sutherland/Seconded Linda Coulston.

Meeting closed: 6.15pm

**Action List for board members**

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| **Who** | **Action** | **Required by** |
| Chris | Xero suitability for SGA | When able |
| All | Consider Red Cross as SG operator | For next meeting |

**Action List for National Coordinator**

|  |  |
| --- | --- |
| **Action** | **Required by** |
| LUSH sponsorship | Asap |
| Distribute risk register | Before next meeting |
| KIDS CAN – pursue collaboration | When in Auckland |
| Tindalls application – distribute for approval | Urgent |
| Policies - distribute achieved to date | For next meeting |
| Wesley Community Action/EAN communications | Urgent |
| Meeting schedule to all | Asap |
| Distribute 2017 strategy to all | Asap |
| SG Tindall application process | Ongoing/Asap |
| Distribute photo use form | Asap |
| Organise ‘Conflict of Interest’ register and include ‘Conflicts of Interest’ in risk register | Asap |

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

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

Signed:………………………………………………………..

Name: Dianne Saunders (Secretary)

Date: ……………………………