

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

1pm 18TH October, 2016 - Skype

Present: Basia Arnold, Marie Sutherland, Kaye Arnott, Jim Corder, Dianne Saunders, Martha Kelly

Apology: Linda Coulston

Approval of minutes dated 15th September, 2016: Moved: Jim Seconded: Marie

Matters arising:

1. Rules change remains to be completed.
2. Review of Policies and Procedures:
   1. Google Docs isn’t being sent correctly and some can’t access.
   2. It was decided that the Policies and Procedures will be reviewed on a rolling basis, 1 or 2 per meeting. Basia will initiate this and send to others for comment.
   3. Kaye will get a Gmail account for Google Docs purposes.
   4. The Affiliations Policy was approved: Moved Jim, Seconded Dianne.

Matters Agreed:

1. Expenditure of excess funds: After discussion with Linda, Martha purchased items to remain within Lotteries accountability reporting timelines. These purchases were branded items in excess of the approved amount by $701; Courier labels for distribution of branded items $341.74; Post bags for distribution of Community Post envelopes $67.39; Stationery $126.59 and printer cartridges $343.48. These purchases were approved by the board retrospectively.
2. Next board meeting dates:
   1. Thursday 24th November, 1pm by Skype
   2. Thursday 9th February 2017, 1pm by Skype
   3. AGM 13TH and 14TH  March, 2017
3. New Zealander of the Year Awards 2017 application plan
   1. The plan submitted by the National Coordinator was approved to proceed.
4. Distribution of branded items: To be shared proportionally between all SuperGrans with a percentage held on hand by SGA for new SuperGran’s.
5. New Independent Board member: It was confirmed that the board is seeking a full board member with accountancy skills as opposed to a co-opted member who does not have voting rights.

**Reports:**

**Creditors Report:**

1. It was noted by the National Coordinator that the creditors for payment submitted 12.10.16 had been duplicated in the subsequent 18.10.16 request and that the 12.10.16 request should be disregarded.
2. The creditors for payment dated 18.10.16 were approved for payment: Moved Marie, Seconded: Jim

**Correspondence report:** Noted.

Subsequent correspondence received:

1. 17.10.16 – Lotteries Grants Board grant approval - $60,000 GST inclusive
2. 13.10.16 – NZ Community Post – Awarded 1800 pre-paid envelopes

**Financial report:**

1. It was discussed that the new income vs expenditure reporting shows a deficit which is due to the income from Lotteries in the previous year not being demonstrated. The formatting to be reviewed when an accountant is acquired for the board.
2. Financial reports accepted – Moved: Kaye, Seconded: Dianne

**Risk Report:** Noted no change

**National Coordinator Report**: Accepted.

* 1. Martha is to submit an action plan regarding proposed next steps for SG data collation.
  2. Martha outlined the meeting outcomes with Peter Galvin - GM of Community Outcomes and Services. Martha to send summary of meeting to all. Key points:
     1. Organisations with good data to demonstrate successful client outcomes will be the organisations who receive ongoing funding
     2. Prompted for CRM
     3. SAGE’s if it continues is likely to remain funded by MSD (via the new ministry)
     4. The SAGE’s contract may be put out to tender but his personal indication was that it won’t be.
     5. Funding for SAGE’s is likely to remain regionalised
     6. High interest from him in how we are going to deal with the requirement to release client details
  3. Discussion regarding relevance of the ‘Obesity’ issue to SuperGrans. A viewpoint mentioned was that it was a possible avenue to MOH funding if we can link our services to ministry outcomes regarding this issue.
  4. Noted that only Horowhenua SG has responded to the Money Smarts programme and therefore SGA not required to seek funding on behalf.
     1. The National Coordinator highlighted the risk relating to obtaining and distributing funding for SuperGrans Trusts - the risk being that due to the change in the nature of the relationship, SGA may be required to provide financial reporting for SGA and all SG’s and that the SG’s would then also have to link their end of year dates (which are quite varied.)

**Matters discussed:**

1. Wairarapa SuperGrans Progress: As reported in National Coordinator report
2. Martha and Jim will continue to seek a new board member with accountancy skills.
3. Martha indicated that Napier Community Arts may not proceed with the establishment of SuperGrans activities. This is to be confirmed.
4. Funding for new affiliates: Martha to provide support in establishing funding for new SuperGrans but to minimise travel costs as much as possible.
5. Programme Components page: Martha to review from a SuperGrans perspective and discuss further with Jim about how this will link to data collation.
6. Lotteries Grants Board accountability report now due and will be submitted on time.
7. Cabinet papers release: Outcomes summarised in National Coordinator report were confirmed by Peter Galvin – MSD.
8. Horowhenua SuperGrans submitted a copy of their new SAGE’s reporting requirements in line with the 2016 SAGE’s service specifications which can now confirm a good amount of the required data for SuperGrans.

Meeting closed at 2.45pm

**Action List for board members**

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| **Who** | **Action** | **Required by** |
| Jim | Seek new board member with accountancy skills | Asap |
| Basia | Policies and Procedures review | Ongoing |

**Action List for National Coordinator**

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| --- | --- |
| **Action** | **Required by** |
| Rules change | Asap |
| Pay creditors | Asap |
| Distribute next meeting dates to all | Asap |
| Distribute NZ of Year 217 application plan to all | Asap |
| Distribute branded items all SG’s | Asap |
| Send Peter Galvin meeting report out to all | Asap |
| Arrange SGA credit card after clarifying limit | Asap |
| Seek an independent board member with accountancy skills for SGA | Asap |
| Review Programme Components page from SG perspective and discuss links to data collation with Jim | November |
| Create SG data collation action plan for board approval | 17.11.16 |
| Discuss ‘Money Smarts Programme’ – Horowhenua (and Tairawhiti) | Asap |
| Lotteries accountability report | 20.10.16 |
| Proposal to board for allocation of Lotteries grant for 2016-17 | 17.11.16 |

**Matters to be included on next agenda**

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| November meeting:   1. Strategy review 2. Risk Register review: Include consideration of 6 months operating expenditure risk re. funding. 3. National Coordinator workload review. 4. Annual Report 2017: Inclusions required 5. AGM and seminar 2017: Agenda, purpose, format |

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

Signed: ……………………………………………………………..

Name: ………………………………………………………………

Date: ……………………………………………………………….