

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

13th April, 2017 – SKYPE, telephone and Gisborne - p.m.

**Present**: Chris Martin, Raewyn Paapu, Marie Sutherland, Frank Ball, Martha Kelly

**Apologies**: Jim Corder, Dianne Saunders, Linda Coulston

Approval of minutes dated 13th March, 2017: Moved: Raewyn Paapu/Seconded: Marie Sutherland.

**Matters agreed**

1. Jim Corder situation: Available only on as available/infrequent basis due to a health matter. Decision to ask if Jim will remain on the board and participate when/if able. Unanimous agreement.
2. Xero suitability for SGA use: Chris to check whether can be successfully tagged to Lower Hutt Xero. Cost would be $20 per month. If stand-alone, cost would be $47 per month. Frank indicated that it is unlikely SGA can be tagged to another user. The audit document is to be clarified regarding Xero recommendations.
3. Wages and Payroll:
   1. Thank you payroll to be checked out. All to comment for next meeting. To decide at next meeting if possible.
   2. Chris will discuss with her HR advisers.
   3. Martha employment contract to be reviewed in next 2 months in consultation with legal obligations as good employers and Martha.
   4. Martha to continue on 38 hours per week until notified otherwise. The risks of this were discussed (as reported to the board in reports). Unanimous agreement.
4. Red Cross as an affiliated SuperGrans operator: Martha to follow up with Red Cross Rotorua and explore how it would work without making any commitments . Unanimous agreement.
5. LUSH funding application: It was agreed to wait until a response from the Tindall Foundation application has been received so that the application is focused on the most appropriate project.

**Reports:**

1. Creditors: Approved. Additional creditors approved: Transfer of $100 donation received for Lower Hutt SuperGrans. Credit Card payment of $4490.16. Moved Chris Martin/Frank Ball. Linda Coulston is to sight these payments prior to internet banking authorisation.
2. Financial Reports: Accepted. Moved: Marie Sutherland/Frank Ball. The over-run on conference expenses was pointed out which means as the funds are currently allocated there are no funds for the intended September seminar. Funds can be re-allocated to cover. This is to be done when The Tindall Foundation has advised on the outcome of the funding application.
3. National Coordinator Report: Accepted. Moved: Marie Sutherland/Raewyn Paapu.
4. Risk Register: Discussion regarding Conflict of Interest register and how it will be used.
5. Policies and Procedures: All review and discuss at the September seminar.

Meeting closed: 3.15 p.m.

**Action List for board members**

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| **Who** | **Action** | **Required by** |
| Chris | Tagging SGA to LH Xero. | Next meeting 11/5 |
| Frank | Confirm audit comments regarding Xero and wages management | Next meeting 11/5 |
| Bd | Research Thankyou Payroll and make decision | Next meeting 11/5 |
| Bd | Review National Coordinator employment contract. | Within next 2 months |
| Bd | Policies and Procedures. Review. Prepare required amendments for discussion. | September meeting in Wellington – 14th September |
| Bd | Review financial processes | Within 2 months |

**Action List for National Coordinator**

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| **Action** | **Required by** |
| Talk to Jim Corder about remaining on board and how this will work. | Before next meeting 11/5 |
| Red Cross discussion regarding SG operations Rotorua. | Before next meeting 11/5 |
| Funds re-allocation to cover September seminar | When heard from Tindall’s |
| SuperGrans outcome focused service proposal for MSD- develop discussion document | Before next meeting 11/5 |
| Discuss outstanding matters of urgency on agenda with Chris for decisions where appropriate | Asap |

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| --- | --- |
| **Carry forward to next meeting (Unless resolved prior)** |  |
| Risk Register review |  |
| Calling cards |  |
| SGA 2017 Strategy |  |
| SG Tindall application |  |

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

Signed:………………………………………………………..

Name: Dianne Saunders (Secretary)

Date: ……………………………