

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

11th May, 2017 – Zoom and Gisborne – 1 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 April, 2017: Moved: Frank Ball/Seconded: Marie Sutherland

**Matters agreed**

1. SuperGrans Charitable Trust (Lower Hutt SuperGrans) will confirm at their next meeting on 23/5 whether they will include SGA wages in their system . At this meeting they will also consider the concept of including SGA accounting in their Xero system.
2. At this point in time, the meeting with Hon Alfred Ngaro will not be pursued. Unanimous agreement.
3. Air ticket purchase policy is to be considered at the September meeting in Wellington. Martha to research how tickets could be booked in SGA’s name so that any insurance claims don’t have ramifications on personal insurance claims.
4. SSPA conference attendance approved but to be booked once National Coordinator funding has been confirmed. Unanimous agreement.
5. Facebook closed group as requested at the March conference: As this cannot be created on the SuperGrans Aotearoa page, it is to be created on Martha Kelly personal facebook page as an interim measure until facebook upgrades. Unanimous agreement.
6. Zoom as an alternative to Skype. This is to be trialled for a couple of months. Costs associated with Zoom were approved. ($US15 per month). Unanimous agreement.
7. 2017 Strategy was ratified. Unanimous agreement.
8. Creditors: Creditors as reported plus a 2 degrees payment of $49.94 were approved. Moved Chris Martin/Seconded: Frank Ball.
9. Funding focus is to be funds for SGA, the Tindall Foundation funding application for SuperGrans trusts and thereafter, relationship building to identify further potential national funding opportunities for SuperGrans trusts, including The Todd Foundation and Southern Trust.
10. Regarding The Tindall Foundation MOU and application, the board expressed their appreciation and thanked everyone for their input. Unanimous agreement of the following resolution to enable the application:
    1. It was agreed at the SuperGrans Aotearoa Inc. governance board meeting on 11th May, 2017 to apply to The Tindall Foundation for operational funding to be distributed to participating affiliated trusts as per the Memorandum of Understanding dated 11th May, 2017.
11. The MSD application: To be placed on hold for the moment. Unanimous agreement.

Matters arising additional to agenda:

1. Martha has a meeting with a lawyer scheduled for Monday 15/5. To be discussed:
   * 1. Clarification regarding redundancy obligations when there is no redundancy clause in an employment agreement:
        1. Does this mean there are no redundancy obligations?
        2. Does this mean in the event of no funding availability for wages that the ‘notification clause’ applies?
        3. Confirmation regarding the process used for the Tindall application for SuperGrans trusts.
           1. That the rules with a resolution to enable this is compliant
           2. That the MOU is acceptable
           3. Make an appointment in anticipation that the Phase 1 application will be accepted to review a proposed contract regarding distribution of funds.
2. National Coordinator wages matters:
   1. Frank Ball will take the lead regarding national coordinator wages.
   2. Available funds for wages at the present rate of pay will run through to 3rd August. This will include 3 weeks and 4 days holiday pay due at this date.
   3. Martha is to apply to all available funders for 1 year wages. Unanimous agreement.
   4. Resolution to enable funding these applications:
      1. The National Coordinator is to apply for $59280 wages plus SGA wages costs of $1778, being 1 year wages, to any funding organisation that she considers appropriate. Unanimous agreement.

**Reports**

Unanimous acceptance of following reports:

Correspondence report

Financial reports

Risk report

National Coordinator report

Creditors as reported plus a 2 degrees payment of $49.94 were approved. Moved Chris Martin/Seconded: Frank Ball.

Meeting closed: 3.24 p.m.

**Action List for board members**

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| --- | --- | --- |
| **Who** | **Action** | **Required by** |
| Chris | Xero for SGA | Next meeting |
| Chris | SGA wages by Lower Hutt SG | Next meeting |
| Frank | Lead responsibility for SGA wages | Ongoing |

**Action List for National Coordinator**

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| --- | --- |
| **Action** | **Required by** |
| SSPA Conference - Book |  |
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| **Carry forward to next meeting (Unless resolved prior)** |  |
| Calling cards |  |
| National Coordinator employment contract | By 11th June |
| Risk Register Review |  |
| Review Financial processes (By 11th June) |  |
| Policies and Procedures review (September meeting) |  |

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

Signed:………………………………………………………..

Name: Dianne Saunders (Secretary)

Date: ……………………………