

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

15th June, 2017 – Zoom and Gisborne – 1 p.m.

**Present**: Chris Martin, Raewyn Paapu, Marie Sutherland, Frank Ball, Linda Coulston, Dianne Saunders

**Apologies**: Jim Corder

Approval of minutes dated 11th May, 2017: Moved: Frank Ball/Seconded: Marie Sutherland

**Matters agreed**

1. Lotteries application:
   1. Moved that the application proceed and that it is to be a 3 year application: Frank Ball/Seconded: Linda Coulston
   2. Discussion that it should include any increased costs relating to additional membership and expenses not covered by The Tindall Foundation.
   3. Amount of application to be advised.
2. Infinity Foundation application: Given that the Tindall Foundation funding has been approved, this application is to be withdrawn. Moved: Frank Ball/Seconded: Dianne Saunders.
3. KidsCan: Discussion that they wish to develop a pilot in Hamilton with SuperGrans to mentor families receiving the hygeine packs through schools. Martha to express continued interest in the pilot and discuss doing it in Mangere or Dunedin rather than Hamilton. To proceed in Hamilton if KidsCan can wait until a new SuperGrans is established there.
4. Aut/Refugee centre for education – Auckland: Martha suggested formalising a direct referral system to SuperGrans when refugees are relocated and establishing funding pathways for this work. To be discussed further at the September seminar.
5. The Community Leadership Fund/Hapori Whakatipu: It was decided not to pursue this funding. Unanimous Agreement.
6. It was discussed that ‘Building Financial Capability’ is using a reporting format based on PCOM’s. It was agreed that this could be used for SG reporting regarding Tindall’s funding should it be obtained. Martha to propose to SG Managers.
7. Approval was provided for Martha to visit SuperGrans to provide support and also to go to Auckland and Wellington as necessary.
8. Exhibitor display at SSPA conference: Option is available. Martha suggested that this is very passive promotion and that networking would be more effective. This was agreed too.
9. Social Media expectations for National Coordinator: This is to be discussed at the September seminar. In the meantime, Martha to proceed at her own discretion. It was discussed that this could be a good topic for a presenter at the September seminar.

**Matters discussed:**

1. The Tindall Foundation funding grant:
   1. Funds of $40,000 received for first tranche. Outcomes to achieve 2nd Tranche of $40,000 in November are:
      1. Progress in establishing new SuperGrans (5 over 3 years)
      2. To have distributed funds with contractual agreement to SG’s (if funding received for SG’s from Tindall’s)
      3. Ongoing support to SG’s regarding obtaining funding
      4. A current resource of photo’s, data and stories to be collated and distributed to all SuperGrans.
      5. To have held the ‘Mid-Year’ Seminar
      6. To keep MVCOT informed at all levels regarding SuperGrans and to submit an outcome focused service proposal for participating SG’s.
      7. Other strategy objectives.
   2. Martha to include Tindall project reporting in the monthly report
2. The Wright Family Foundation: Martha discussed that Chloe Wright has expressed an interest in contacting the SuperGrans where there are Birthing Centres established by the Wright Family Foundation. These SG’s are Manawatu, Mangere and Lower Hutt. It is possible that she may discuss funding for these SG’s. They already fund SGWBOP. Chloe is very passionate about SuperGrans and has expressed an interest in keeping in touch with SGA also.
3. An alternative day to Thursday for meetings was discussed with Wednesday the proposed day. After discussion, it was decided to leave the meeting day on Thursday.

**Reports**

1. Financial reports; Moved that they be accepted: Marie Sutherland/Frank Ball
   1. Martha Pointed out the following regarding the reallocation of funds proposal:
      1. A $4,000 amount for a face to face meeting before September has been included.
      2. $3000 is allocated to cover legal costs of developing an SGA/SG contract, should funds be received from The Tindall Foundation.
      3. Pointed out that unspent funds from the Lottery grant in August is usually allocated to promotional items. Confirmation that this is to apply this year is required.
2. National Coordinator report: Moved that the report be accepted: Marie Sutherland/Frank Ball
3. Creditors as reported plus a 2 degrees payment of $49.94 anda an additional $30.40 reimbursement to M. Kelly were approved. Moved Chris Martin (subject to Linda Coulston sighting documents)/ Seconded: Linda Coulston
4. Correspondence and Risk reports: Noted

Meeting closed: 2.01pm

**Action List for board members**

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| **Who** | **Action** | **Required by** |
| All | Respond to funds reallocation queries | When able |
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**Action List for National Coordinator**

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| **Action** | **Required by** |
| Lotteries application and advise board of amount | asap |
| Cancel Infinity Foundation application | asap |
| KidsCan – Continue pilot discussion | asap |
| SG visits: Promote BFC reporting as SG reporting/general support | asap |
| Adapt reporting format to include The Tindall Foundation projects | asap |
| Redo budget as per reallocations approved | Before next meeting |

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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 |
| AUT/Refugee centre referrals | September seminar |
| Birthright as an umbrella organisation | September seminar |
| Social Media expectations | September seminar |

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

Signed:………………………………………………………..

Name: Dianne Saunders (Secretary)

Date: ……………………………