

**Aotearoa Inc.**

**Minutes**

SuperGrans Aotearoa Inc. Governance Board meeting

20th July, 2017 – Zoom and Gisborne – 1 p.m.

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

**Apologies**: Jim Corder

Approval of minutes dated 15th June, 2017: Moved: Raewyn Paapu/Seconded:

**Matters agreed**

1. Office Lease: This is currently on a month by month basis. To leave as is until the 3 year Lotteries Grants Board funding application is known. Then secure accordingly.
2. September seminar agenda: Amendments required to proposal submitted.
   1. Child Matters to be secured to do the Child abuse and referral pathways training.
   2. The 11.30 to 12.30 sessin with Linda: Topic to now be focused on how SuperGrans Tairawhiti is securing their funding. A section on social media can also be included.
3. No additional face to face meeting for the board is required before the September meeting. Funds allocated to this can be transferred to us for purchasing promotional items.
4. GiveUs subscription: Not to proceed. Use library card to access online.
5. Funding strategy: To be discussed further at SGA level. It was discussed that all SuperGrans should be actioning similarly. The need for overview SuperGrans promotional material was discussed. Martha to arrange.
6. Promotional Items purchase: Permission was granted to reallocate any unused Lotteries funds to the purchase of promotional items. Martha can proceed with this without further board approval but with Linda’s approval as treasurer. Purchases to be in accordance with the list developed from discussions with SuperGrans managers. Unanimous agreement.
7. Martha approved to purchase new phone to the value of $300.
8. To continue with enquires regarding the establishment of a SuperGrans in Invercargill.
9. Matters to include in September board meeting: a) National Coordinator employment agreement b) SGA Policies and Procedures ratification. All agreed to read and provide comment prior to the September meeting so that they can be ratified at this meeting.
10. Previous SAGES providers in Dargaville and Lincoln to be pursued as SuperGrans affiliates.

**Matters discussed**

1. The need for SuperGrans Aotearoa board members to be mindful regarding the differentiation between governance and operational matters and how these can become blurred when attending SuperGrans seminars. The value of attending and understanding the work of SuperGrans in more detail was discussed and independent board members were encouraged to attend from this perspective. Also discussed was the need for SuperGrans managers on the SuperGrans Aotearoa board to be constantly mindful of being clear about which party they are representing in discussions and decisions.
2. Progress with the development of a SuperGrans in Hamilton: To date, discussions with CE of Child Matters in Hamilton, Western Community Centre, Community Waikato (as advisers), and a potential manager are in progress. Martha to continue as appropriate and report to the board before making any commitments.

**Reports**

1. Financial, Correspondence, Creditors, Risk and National Coordinator reports all read accepted. Moved: Dianne Saunders/Seconded: Linda Coulston.

* Financial reporting is to be in Xero. Chris will initiate discussions regarding this with her contact and then will hand over to Martha.

Meeting closed: 2.05pm

**Action List for board members**

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| **Who** | **Action** | **Required by** |
| All | Review and comment on Policies and Procedures | Before Sept meeting |

**Action List for National Coordinator**

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| --- | --- |
| **Action** | **Required by** |
| Organise approved agenda for September seminar | Asap |
| Promotional items purchases | To be completed before end of September. |
| Access GiveUs and inform all. | Asap |
| SuperGrans overview promotional material | Asap |

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

Signed:………………………………………………………..

Name: Dianne Saunders (Secretary)

Date: ……………………………