

TRUSTEE BOARD MEETING 19TH OCT 2018 (Brentwood Hotel, WELLINGTON)

Friday 19th October

The meeting commenced at 9.20am with a karakia.

Attending: *Alaine Tamati-Aubrey, Susan Bailey, Ruth Jones, Veronica Pitt (Service Delivery Manager), Meagan Ranby (Administrator), Marina Cook (CFO) and Cynthia Murray, Avis Stewart (attending via Zoom Online Meetings)*

Meeting Administration

Apologies

Sean McKinley, General Manager

Conflict of Interest – appendix 1.

Alaine reminded the meeting about the confidentiality agreement.

CFO Report

Discussion:

- The Auditors Report had been received and uploaded to Loomio for review by the Trustee Board.

Next Steps:

- Audited Report to be approved by the Trustee Board via Loomio in the coming weeks.

Parent Accounts

Discussion:

- Spotlight is the tool that Xero uses to consolidate the whole organisation's accounts. Centres will be able to access this tool as Playcentre holds a licence for 500.
- Tracking financials against budget will be made available to the Trustee Board in the near future.

Bank Signatory

Decision:

Meeting agreed to approve Sean McKinley, General Manager and Karen Flattery, Accounts Manager as signatories onto the NZPF General and the PD bank accounts.

Meeting agreed to approve Sean McKinley, General Manager and Karen Flattery, Accounts Manager as Administrators to these accounts with full access.

Meeting agreed to approve the removal of Rachael Harrison and Julia Frew from all signatory and administration rights to the NZ Playcentre Federation bank accounts once Sean and Karen have been set up.

IRD Authorisation

Decision:

Meeting agreed to approve Marina Cook (CFO), Karina Bergin and Karen Flattery (Account Managers), be given authority as Executive Officers for the IRD transactions of NZ Playcentre Federation.

Meeting agreed to remove Alaine Tamati-Aubrey from the Executive Officer IRD authority for NZ Playcentre Federation.

Avis joined the meeting at 10.00am

Budget

Discussion:

- The presentation of the Child Programmes budget was discussed; to include bulkfunding, parent contributions and expenses.

- RS2 are still outstanding from Te Akoranga and Auckland Playcentre Associations. When the provider changes, we have been notified by Ministry of Education that they intend to automatically update the provider details to Playcentre Aotearoa for these Associations.
- Adult Education Programmes and Child Programmes future wording.
- Discussion regarding the Child Programmes revenue and expenses.
- The Federation is the employer for Centre Supervisors/Team Leaders and the Centres are on-charged for the cost of the service.

Decision:

Meeting agreed to the NZ Playcentre Federation 2018-2019 Budget to be presented to the NZ Playcentre Federation AGM.

Next Steps:

- CFO to communicate to the Centres the ethical issues of Centres applying for grants for the purposes of expenses that the Federation now hold such as the Child Programmes.
- CFO to provide a paper to the Trustee Board relating to the GST for on-charged employee wages.
- CFO to forward the final budget to the Administrator by 12.00pm Tuesday 23rd October.

Proposed Calendar of Consultation and Meetings 2019-2020

Decision:

Meeting agreed to the proposed calendar of consultation and meetings 2019-2020.

IT Manager

Discussion:

- This role would be recruited by the General Manager and CFO.
- \$45,000 has been already been approved prior by the Trustee Board and has been included in the NZ Playcentre 2018-2019 budget.
- Consideration for the requirements of the role to include the points from the ICT Strategic Plan.

Decision:

Meeting agreed to the General Manager recruiting an IT Manager with an additional \$20,000 budgeted for the IT Manager employment costs.

Consultation Pathway

Discussion:

- Cluster meetings were not intended to be a governance function.
- Discussion of the role of delegates representing the Centre voice at National Hui and AGM.
- Suggested to add definitions for the types of papers.
- Partnership needs to be visible.

Next Steps:

- Trustee Board to review and feedback.
- Avis to draft a handbook to support the Playcentre Aotearoa Constitution.

AGM

Discussion:

- Quorum to meet NZ Playcentre Federation Constitution Clause 8.3; 2/3rds of Associations present, has not been met.
- Facilitator meeting to be organised; Alaine to attend.
- House business to be included in the runsheet.

Next Step:

- Trustee Board members to respond to AGM papers; to seek Management advice if needed.

PR Coordinator

Discussion:

- Refresh of branding is currently being undertaken.

- Past Journal issues approved to be published online. A plan needs to be presented to the Trustee Board regarding publishing future Journal issues digitally.

Meeting closed at 3.00pm

Upcoming Dates:

Reports due: 7th February 2019

Next meeting: 15-17th February 2019

True and accurate record:

Signed: Date:

Signed: Date:

Appendix 1. Conflict of Interest

Alaine Tamati-Aubrey – Taranaki Playcentre Association Rōpū Māori and Waitara Playcentre Secretary and Co-Treasurer.

Cynthia Murray – Central Regional Centre Administrator and Community Support Worker, Eastern Bay of Plenty Playcentre Association SPACE, Eastern Bay of Plenty Playcentre Association President, Eastern Bay of Plenty Playcentre Association Rōpū Māori and Ōpōtiki Playcentre and Eastern Bay of Plenty Playcentre Association Life Member

Avis Stewart – Mid North Playcentre Association

Ruth Jones – Life Member of Wallaceville Playcentre and Hutt Playcentre Association, and Acting President, Office Manager and Signatory for Hutt Playcentre Association.

Susan Bailey – Hutt Playcentre Association Life Member, Net Committee Member (run early intervention groups run by the Ministry of Education)

Sean McKinley (General Manager) – None

Meagan Ranby (Administrator) – None

Marina Cook (Chief Financial Officer) - None

Veronica Pitt (Service Delivery Manager) - None

Incoming Correspondence: 1 - 30 September 2018

Trustee Board Meeting: 19 October 2018

Date	No	Code	Method	From / To	Subject	Copied/Fwd. to	How
28/08/2018	1	Misc	Email	ECAC / SB	Consultation on school terms and half days for 2021		
29/08/2018	2	Misc	Email	Hon Tracey Martin	Letter of response from Hon Tracey Martin Re: Early Education Federation Memo Number 8 - Council Meeting 4 September 2018	ATA, SB, General Manager	Email
31/08/2018	3	Misc	Email	EEF / ATA, SB, General Manager			
31/08/2018	4	Misc	Email	Isentia	Media Alert	Media Monitors	Email
2/09/2018	5	Misc	Email	EEF / ATA, SB, General Manager	Early Education Federation Memo Number 10 - FURTHER papers for AGM 4 September 2018		
2/09/2018	6	Misc	Email	EEF / ATA, SB, General Manager	Early Education Federation Memo Number 11 - Papers for Council Meeting 4 September 2018		
3/09/2018	7	Fin	Email	Freeparking	Tax Invoice/Receipt	Accnts Payable	Email
3/09/2018	8	Fin	Email	Vocus Communications	Invoice and Reporting	Accnts Payable	Email
3/09/2018	9	Fin	Email	Air NZ Travelcard	Travelcard Account 53400 - Invoice/Statement for 31/08/18	Accnts Payable	Email
3/09/2018	10	Fin	Email	Capital Gateway	Statement of Account Capital Gateway	Accnts Payable	Email
3/09/2018	11	Misc	Email	EEF / ATA, SB, General Manager	OMEF paper to the Ministerial Advisory Group		
4/09/2018	12	Fin	Email	Energy City Cabs	Invoice INV-3034	Accnts Payable	Email
4/09/2018	13	Misc	Email	NCWZNZ	Notice to NCWZNZ members from the President & Board	Trustee Board, General Manager	Email
5/09/2018	14	Misc	Email	Hui E!	Hui E! Monthly Pānui – Mahuru / September 2018	Trustee Board, General Manager	Email
6/09/2018	15	Misc	Email	Isentia	Media Alert	Media Monitors	Email
6/09/2018	16	Misc	Email	NZARE	NZARE ECE SIG update Statement from Baldwins - New Zealand Playcentre Federation Inc (3040022) August 2018		
7/09/2018	17	Fin	Email	Baldwins Intellectual Property		Accnts Payable	Email
7/09/2018	18	Misc	Email	Isentia	Media Alert	Media Monitors	Email
9/09/2018	19	Misc	Email	NZTA	NZTA Estate & Trust Bulletin #143 September 2018	Trustee Board, General Manager	Email
10/09/2018	20	Misc	Email	ECAC / SB	National Care Standards and children in Oranga Tamariki care		
11/09/2018	21	Misc	Post	EMA	Business Plus Issue 162	HR Mgr	Post
11/09/2018	22	Fin	Post	NZ Post	Tax Invoice INV010807010	Accnts Payable	Email
11/09/2018	23	Misc	Email	Isentia	Media Alert	Media Monitors	Email
13/09/2018	24	Misc	Email	EEF / ATA, SB, General Manager	Early Ed Fed Council Meeting Minutes - 4 September 2018		

Incoming Correspondence: 1 - 30 September 2018

Trustee Board Meeting: 19 October 2018

13/09/2018	25	Misc	Email	EEF / ATA, SB, General Manager Secretary for Education / SB,	Early Ed Fed Annual General Meeting Minutes - 4 September 2018		
14/09/2018	26	Misc	Email	ATA, General Manager	Letter from the Secretary for Education		
14/09/2018	27	Misc	Email	Isentia	Media Alert	Media Monitors	Email
17/09/2018	28	Fin	Email	Air NZ Travelcard	Invoice	Accnts Payable	Email
18/09/2018	29	Misc	Email	Isentia	Media Alert	Media Monitors	Email
21/09/2018	30	Misc	Email	Isentia	Media Alert	Media Monitors	Email
24/09/2018	31	Fin	Email	AYCA	INV 160196	Accnts Payable Trustee Board, General Manager	Email
25/09/2018	32	Misc	Email	Hui E!	Auckland Community Sector hui on well-being indicators with Stats NZ	Media Monitors	Email
25/09/2018	33	Misc	Email	Isentia	Media Alert He Pānui Kōhungahunga - the Early Learning Bulletin September 2018 Issue	Media Monitors	Email
25/09/2018	34	Misc	Email	Early Learning Bulletin		Management Team Trustee Board, General Manager	Email
27/09/2018	35	Misc	Email	NZARE	ECE SIG Hui - Update	Media Monitors	Email
28/09/2018	36	Misc	Email	Isentia	Media Alert	Trustee Board, General Manager	Email
28/09/2018	37	Misc	Email	NCWNZ	NCWNZ The Circular October 2018	Trustee Board, General Manager	Email
30/09/2018	38	Misc	Email	IPA Aotearoa	IPA Aotearoa NZ- Agenda Oct 2nd Exec. Meeting IPA Aotearoa NZ Annual General Meeting Notice and request for committee nominations	Trustee Board, General Manager	Email
30/09/2018	39	Misc	Email	IPA Aotearoa		Trustee Board, General Manager	Email