

# Trustee Board Meeting

Meeting #: 03/2021 - M

Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa

Date: Saturday 26 June 2021

Time: 9:30am – 12:30pm

Location: Zoom

**Attendees:** Avis Stewart, Michelle Hutton, Tiso Ross, Charmaine Martin, Ranees Davies,

Apologies: Nil

Administrative	
1	<b>Karakia &amp; Welcome</b>
1.1	<b>Introductions</b>
2	<b>Conflicts of Interest Register:</b>
	Avis Stewart: Mid Northland Playcentre Association, Te Waewae Koukou (previous)
	Michelle Hutton: Blockhouse Bay Playcentre (previous)
	Tiso Ross: Hataitai Playcentre (previous/life member)
	Char Martin: Taranaki Playcentre (previous) and Facilitator and Commenter of Playcentre Education.
	Ranees Davies: Takanini Playcentre (previous) and Casual Centre Support Worker
2.1	<b>Minutes of the last meeting:</b>
	The meeting approved the minutes of the 7 <sup>th</sup> – 9 <sup>th</sup> May 2021 Board meeting.
2.2	<b>Correspondence</b>
2.3	<b>Matters arising:</b>

	<b>Governance</b>
3	<p><u>AGM Questions</u></p> <p>The Board noted that over 70 pages of member's questions were received at the deadline this year which is unprecedented compared to no more than five pages in previous years. Timelines were planned around this so may need to be amended for 2022. As a voluntary trustee board, we will strive to answer as many questions as possible within our previously published timeframes. The Board agreed to endeavour to answer as many of the remaining questions received prior to the AGM as time permits and add to the AGM page on the website.</p>
	<b>Reporting</b>
4	<b>Financials</b>
4.1	<p><b><i>Spotlight Report for April</i></b></p> <p>Tabled, discussed, and Accepted</p>
4.2	<p><b><i>Spotlight Report for May</i></b></p> <p>Tabled, Discussed and Accepted</p>
4.3	<p><b>Audit:</b></p> <p>The Trustee Board acknowledged the 2020 audit completion report</p>
4.4	<p><b>Delegated Authority Schedule:</b></p> <p>The meeting agreed to change the titles of Human Resources Manager to <b>Human Resources Lead</b> and Chief Financial Officer to <b>Finance Manager</b></p>
4.5	<p><b>Grants Committee:</b></p> <p>The trustee Board agree to the recommendations</p> <ul style="list-style-type: none"> <li>• That the Playcentre Trustees resolve to establish a Grants Committee on Teams. The members should be the Chief Executive, Finance Manager, Accounts Administrator - Grants and the Co-Presidents. Until a new Chief Executive is on board, one Trustee should be added. <ul style="list-style-type: none"> <li>• That the delegated authority schedule is amended to: Funding - Pass resolutions, submit and approve grant applications.</li> <li>• That Accounts Administrator – Grants is added to the Delegations: Sign letters of support up to \$20,000. Also to be added: Sign letters of support for \$20,001 and above- Chief Executive, or Finance Manager. In the absence of the Chief Executive or Finance Manager, both co-presidents will sign the letter of support.</li> </ul> </li> </ul>

<b>5</b>	<b>Property</b>
5.1	<p><b><i>Milton Playcentre</i></b></p> <p>Trustee Board agreed to sign a conditional Sale and Purchase agreement for the ex-Milton Playcentre to Te Whare Puawai o Tokomairaro.</p>
5.2	<p><b><i>Nuhaka Playcentre</i></b></p> <p>Trustee Board agreed to gift the building and remaining contents to Ministry of Education for the benefit of the community who may wish to establish a ECE teacher led service.</p>
	<b>Meeting Closed: 12:30pm</b>

***Next meeting:***

**Date:** Friday 13<sup>th</sup> August – Sunday 15<sup>th</sup> August 2021

**Time:** 1pm

**Venue:** Capital Gateway Motor Inn, Wellington

**Date minutes were approved:** Friday 13<sup>th</sup> August 2021