

Minutes of the 54th Annual General Meeting of the Mana Parents Centre

7.30pm 18 June 2013

Pember House, Porirua

Present: Brooke Fryer, Sonya Dreyer, Belinda O'Brien, Keith Neale, Julia Barton, Lizzie Wilson, Andrea Hancox, Lynaire Parish, Ilse Steyn, Shannon Lynds, Tracey Young, Lesley West, Suzanne Taylor, Kate Rutherford

Apologies: Janina Savage, Josie Timmins, Samantha, Hayley Johnstone, Chris Kelly, Liz Hibberd, Joan Hay and Eleanor Cater

Moved by: Julia Barton **Seconded :** Andrea Hancox **Carried**

Minutes of the 53rd AGM

Were available prior to commencement of the meeting

Tabled by: Julia Barton

Moved by: Brooke Fryer **Seconded:** Tracey Young **Carried**

Matters arising

No matters arising

Annual Report

Presented by: Julia Barton

Moved by: Andrea Hancox **Seconded:** Tracey Young **Carried**

Financial Report:

Presented by: Belinda O'Brien

The Committee authorised for issue the annual financial statements for the year ended 31 March 2014 and delegated the signing to Julia Barton and Belinda O'Brien, on behalf of the Committee. The Committee noted Keith Neale will issue a modified audit report on the annual financial statements.

Moved by: Andrea Hancox **Seconded:** Brooke Fryer **Carried**

Letter of Representation

Presented by: Belinda

The Committee confirmed the specific representations set out in the representation letter to our auditor, Keith Neale, for the year ended 31 March 2014 and delegated the signing to Julia Barton and Belinda O'Brien, on behalf of the Committee.

Moved to sign: Andrea Hancox

Seconded: Brooke Fryer

Carried

Agreed that we would look at down grading to a more basic package of Xero at some stage in the future.

Election of Officers:

President

Sonja Dreyer

Nominated by: Julia Barton **Seconded by:** Brooke Fryer

Vice President

Andrea Hancox

Nominated by: Julia Barton **Seconded by:** Belinda O'Brien

Secretary

Kate Rutherford

Nominated by: Brooke Fryer **Seconded by:** Tracey Young

Treasurer

Belinda O'Brien

Nominated by: Kate Rutherford **Seconded by:** Tracey Young

Committee

The following people have indicated that they are willing to stand for the committee:

Josie Timmins - CBE

Diane - Marketing

Lynaire Parish

Janina Savage

Brooke Fryer

Andrea Hancox

Tracey Young

Lizzie Wilson

Nominated by: Julia Barton

Seconded by: Kate Rutherford

Carried

General Business

- Carseat Clinic: Thanks to Janina, Sonja and Andrea for their help. Started at 9am. Marketing included sending details to local schools to send to their parents and junior schools. We had 2 technicians from Baby on the Move. Did an impromptu sausage sizzle thanks to the kind offer of Mega Mitre Ten. Estimated net profit of around \$70. Checked 25 carseats and only 4 seats which didn't need adjusting.
- First baby born in Parents Centre Week: Sheila gave birth to a baby born at 5:45 on 17 June and named Phoenix. Got a basket donated from New World, window blind from Baby on the Move, Chocolate from Whittakers and a goody bag from us. Delivered by Brooke and photos taken. Brooke will try to get it in the next issue of Kapi Mana.
- **Payments for approval**

Additional Payments Paid in May 2014 Not Previously Approved:

Parents Centre National	132.9 Levies April 14
Warehouse Stationary	111.69 Envelopes & Computer Ink
Samantha Exley	108.3 Expense Claim - CBE class and milk
Stacey Agnew	50 Facilitator UCT course 20 March 14
Porirua Community Service Centre	855.60 Rent for April 14
Total	1,258.49

Payments for June Payrun:

Parents Centre National	897 CBE June – 21 Jul 14
Parents Centre National	889.43 May 14 levies
Parents Centre National	410 – Kiwiparent issue 260
Porirua Community Services Centre	898.84 Rent for May 14
Rachael Brodey	787.5 Parenting with Purpose and Magic Moments
Chris Kelly	333 baby & You Course May 14
NZ Red Cross	150 First Aid/CPR - May 14
Warehouse Stationary	16.91 Receipt Books
Lower Hutt Parents Centre (revised invoice)	1098.51 Kiwiparent mailout costs Issues 256-259
Fairfax Media	52 Kapi-Mana AGM advertisement
Entertainment Books	120 Monies collected from entertain book sales
Parents Centre National	43 Xero fees for June 14
Telecom	33.17 Phone charges for June 14
Total	5,729.36

Moved: Sonja Secoded: Julia

- Agreed that bundle of \$270 split as follows \$80 for membership, \$60 for Baby and You, \$130 CBE
- Second year is \$49 for membership renewal.
- Questioned 2 costs for Kiwiparent (one from National Office and one from Printlink). National Office cost is per magazine for our members and the Printlink cost is for printing and wrapping and packing. Brooke to query what the cost from National Office covers exactly.
- Reminder from Joan about volunteer course being run by Joan on Thursday 10th July at PCNZ building, BridgePoint Mana from 7-9pm – going: Tracey, Brooke, Kate, Belinda
- Theme for the next issue of the newsletter (Aug/Sept) – Fathers’ Day, cute words, toddler focussed issue, grandparents issue (possibly in respect of safety of carseats which were particularly bad at the carseat clinic for grandparents), looking for grandparents to talk to. Belinda to do ‘meet the committee’.

The meeting closed at 9:15