



Little River Wairewa Community Trust

Minutes

Annual General Meeting of the Little River Wairewa Community Trust
4th September 2017

Board Members

Robert Burch – Chair
Mario Downes – Vice Chair
Craig Roberts – Treasurer
Alison Evans
Vanessa Mitchell
Glynis Dobson
Stuart Wright-Stow
Donald Matheson
Alex Lee

Secretary: Barb Gaeth

Advisor: Ms Fiona Nicol

Pam Baird, Tori Peden, Tom Dobson, Gill Burch

Meeting opened

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1. Welcome by Chairperson

Welcome to all

2. Apologies

Rob Churcher
Annelies Pekelharing
Bonnie Schenkel

Geoff Marks - absent

The Trustees move that the apologies be accepted:

Carried

3. Confirmation of the minutes of the previous AGM

The Trustees move that the Minutes of the AGM of 5 November 2016 be accepted

Moved: Mario Downes Seconded: Glynis Dobson

Carried

4. Matters Arising: None

5. Correspondence: None

6. Chairperson's report:

The Chair expressed thanks to all people associated with the Trust over the year and especially for their assistance and understanding during the last few months.

Copy of Chair's Report attached

7. Treasurer's Report and presentation of audited financial statement

Copy of Treasurer's Report and interim accounts attached:

- Treasurer to get a quote for having the Trust Accounts audited for next meeting for approval by the Board as CCA is very busy
- Once Xero is up and running efficiently the accounts can be submitted earlier in the year
- Xero has the capacity to report against estimated Budget for the year
- CCC Advisor remarked that the Trust has done an excellent job with the finances and new system

The Board moved that the interim accounts as presented be accepted:

Moved: Vanessa Mitchell Seconded: Donald Matheson

Carried

8. Nominations for positions of Chairperson, Vice Chairperson and Treasurer

Chair – Robert Burch nominated to remain as Chair for the Trust

Nominated : Alison Evans Seconded: Donald Matheson

Carried

Can the position of Chair be shared?

Currently the Trust structure allows for a Vice Chair who can pick up overflow if required, however the suggestion is a good one as the Trust is developing with a tremendous depth and energy. The next 12 – 18 months look to be very busy and the Trust needs to consider someone working in harness with the Chair.

Mario Downes was confirmed as Vice Chair – in the absence of any other nominations.

Nominated: Stuart Wright-Stow Seconded: Craig Roberts

Carried

Craig Roberts was confirmed as Treasurer – in the absence of any other nominations

Nominated: Mario Downes Seconded: Vanessa Mitchell

Carried

9. Chairperson stands aside if required

10. Election of Office Bearers

The Trustees present at the meeting voted to continue as Trustees.

The Trustees who were absent from the meeting are assumed also to be happy to be continuing in their positions.

Geoff Marks – we are still waiting for a response from the letter sent to Geoff re his continuing as a Trustee (see Minutes August 2017)

Bonnie Schenkel has asked for a leave of absence for three months leave – this will be confirmed with her

11. Matters of urgency

Change of rules in Deed – amended in Dec 2012 SGM – needs updating to revert to original Deed

Notice of Motion for the AGM

Reinstatement of Trust rules 6.4 Quorum

Item 9.2 audit

Note execution of documents item 11.1

See attached documents

After discussion, it was agreed that:

- At an AGM Trustees and members can vote
- At the monthly Board Meetings – only Trustees can make decisions – they are the people that govern the Trust
- The elected Chair does not normally vote at meetings in order to ensure a nonpartisan approach to resolutions – however the Chair is entitled to vote if necessary as a casting vote where matters of importance need resolution that would affect the Trust's direction in accordance with its purposes
- The wording “majority of members” to be changed to “minimum of 5 trustees”

Resolution proposal brought to the AGM:

That the Board delete the current section which states, “a quorum shall be 5” and the Board reinstate the original intent of the Trust Deed Proceedings p 6 section 6.4 under Quorum to read;

“Quorum” At any meeting of the Board a majority of members shall form a quorum, and no business shall be transacted unless a quorum is present.

The motion as presented is discarded and off the table and an amended motion is that:

At any meeting of the Board a minimum of 5 trustees shall form a quorum and no business shall be transacted unless a quorum is present.

Moved: Glynis Dobson Seconded: Vanessa Mitchell

Carried

Item 2 - Audited Accounts:

To reinstate the Trust Deed with audited accounts in consideration of the volume of the public monies which are the responsibility of the Trust now and predicted for the future, and to also align with the expectations and requirements of the Charities Commission and our sponsors Chairman

That the Board delete the current section and reinstates the original intent of the Trust Deed Accounts page 7 section 9.2 to read

“Audit. The Board shall as soon as practicable after the end of every financial year of the Board, cause the accounts of the Board for that financial year to be audited by a chartered accountant appointed by the Board for that purpose and the Board shall present the audited accounts to the annual general meeting of the Trust together with an estimate of income and expenditure for the current year.

Moved: Craig Roberts Seconded: Mario Downes

Carried

After some discussion, it was confirmed that our Funders require our accounts to be audited on a yearly basis.

12. General Business

Donald Matheson wanted to acknowledge and thank **Kevin Blogg** for his Trusteeship in the time that he had been with the Trust (Kevin Blogg resigned as Trustee in March 2017). The Board acknowledge that Kevin Blogg had indeed provided valuable services to the Board.

Honorary Trusteeship

After discussion, it was agreed that the subject of Honorary Trusteeship would be considered for a Special General Meeting later in 2017.

13. Date and place of next meeting

AGM – 6 August 2018 – place to be confirmed

14. Close of meeting: 8.45

Certified as a true and correct copy of the Minutes:

Signed: _____ Robert Burch – Chair

Signed: _____ Barb Gaeth – Secretary