

MINUTES

ANNUAL GENERAL MEETING Of the Glenfield Community Centre Incorporated Held 7:00 pm, 8th March 2021 Mission Hall and Microsoft Teams Glenfield Community Centre

Meeting Opened 7:15 pm

Present (Mission Hall): Gary Thornton, Chair, Frankie Godfrey-Robson, Deputy Chair/ Secretary, Craig Pettit, Treasurer, Alexander Croft, Governance Group Member, Upasana Nigam, Governance Group Member, Brian Ellis, Governance Group Member/ Methodist Church of NZ Representative, Paula Tra, Member, Nicholas Batley, Member, Kath Downie, Glenfield Citizen's Advice Bureau, Member.

Present (Microsoft Teams): Michael Chin, Governance Group Member, Shanan Halbert, Member of Parliament for Northcote Electorate, John Gillon, Chair Kaipātiki Local Board, Danielle Grant, Deputy Chair Kaipātiki Local Board, Andrew Shaw, Kaipātiki Local Board Member, Paula Gillon, Kaipātiki Local Board Member, Melanie Kendrick, Kaipātiki Local Board Member, Jenny Cutting, Librarian, Glenfield Library, Andrew Barron, Manager English Language Partners.

In attendance: Nigel Green, Centre Manager, Minutes, Edna Mackle, Manager Glenfield Citizen's Advice Bureau, Jamie Adkins, Community Engagement, Auckland Council.

1. Introduction

a. Welcome and Karakia

The Centre Manager welcomed everyone, asked all to stand and opened the meeting with a karakia.

b. Acknowledgements

The Chair and Centre Manager acknowledged the Centre's special guests, in person or online — our Local MP, members of our Kaipātiki Local Board, Auckland Council Staff and Service representatives, Governance Group members, ex-Glenfield Early Learning Centre Staff, community agencies and members.

They welcomed those joining the meeting online and apologised for technical difficulties that was limiting access to sound.

Governance Members and Staff rose and introduced themselves.

c. Apologies

Apologies were received from Cleressa van Niekerk, Governance Group Member, Jan Tasker, Methodist Church of NZ representative, Richard Hills, Councillor for Auckland Council, Janet Cole, Manager Kaipātiki Project, Jill Nerheny, Kaipātiki Community Facilities Trust, Angela Spooner, Manager Highbury House, Rachael Pates, Manager Birkdale House, Carla van Walen, Manager Birkdale/ Beach Haven Project Manager.

2. Approval of Previous Minutes:

- a. Approval of Minutes from 24th November, 2020

Note: The Minutes from the previous Annual General Meeting were reviewed by the Governance Group at their first meeting in case any corrections were required.

A copy of the Minutes from 24th November 2020 were tabled. The Chair asked that any person who had been present at the previous AGM second the motion.

Motion 1: *That the Minutes of the Meeting of 24th November 2020 be accepted as a true and accurate record.*

Chair/Craig Pettit
Carried Unanimously (CU)

3. Reports:

The Chair noted his, the Centre Manager and Glenfield Early Learning Centre Managers' report could be viewed in the Annual Report in greater detail.

He thanked Staff, Governance, all of the Centre's Community Partners and Stakeholders for their ongoing support in another exceptionally challenging year.

Motion 2: *That the Chair's, Centre Manager's, and Early Learning Centre Manager's 2020 – 2021 reports be accepted.*

Chair/Alexander Croft
CU

4. Financials:

- a. Receipt of Annual Audited Accounts for period July 2020 – June 2021
(see Performance Report for the year to 30 June 2021, supplied separately)

A copy of the audited financial accounts for the period July 2020 to June 2021 was tabled. The Chair invited the Treasurer to speak to the accounts. Craig Pettit rose and noted that unfortunately, due in no small part to the effects of the Covid-19 pandemic, the Centre had posted a significant loss for a third year in a row and, if the trend continued, the Centre would likely close. He said further, the Centre was looking for a commercial tenant to occupy the vacant GELC space and this would assist with it remaining a going concern.

There were no comments or questions, so the Chair put the motion:

Motion 3: *That the Audited Accounts for the period July 2020 – June 2021 be accepted.*

Chair/Craig Pettit
CU

5. Election of Members to the Governance Group for 2021 - 2022:

The Chair noted that applications to join the 2021 – 2022 Governance Group have been completed and received from the following persons: Michael Chin, Craig Pettit, Frankie Godfrey-Robson, Alexander Croft, Upasana Nigam, and Cleressa van Niekerk.

Gary Thornton said he would not be seeking nomination to Governance for a further term, was stepping down from the role of Chair due to ill health, and that he would be shifting out of Auckland to be closer to his family.

The Manager thanked Gary for all his hard work and noted that all nominees had completed the appropriate nomination forms and tabled the copies for the record.

Motion 5: *That Michael Chin, Craig Pettit, Frankie Godfrey-Robson, Alexander Croft, Upasana Nigam and Cleressa van Niekerk be elected as the Governance Group of the Glenfield Community Centre Incorporated for 2021/2022.*

Chair / Nicholas Batley
CU

The Chair recognised and received the constitutional appointed members of the Governance Group:

- Methodist Church NZ Appointee: Jan Tasker; and
- One Auckland Council Appointee via the Kaipātiki Local Board, Andrew Shaw.

The Chair sought confirmation of the Methodist Church appointment from Brian Ellis. Brian advised he has effectively resigned and the matter rests with the Church to resolve a second appointee. He gave Jan Tasker's apologies as she was hosting a separate meeting at the same time.

6. Appointment of Auditor:

The Chair noted this was a procedural requirement for the next financial year.

Motion 6: *That William Buck Chartered Accountants & Advisors Ltd be appointed as the auditor for 2021/2022.*

Chair/Frankie Godfrey-Robson
CU

7. Presentation for Past Staff Members:

The Manager rose and explained that it had been a very difficult year for the Centre, having been closed for 133 days due to the Auckland Covid-19 lockdown and receiving little by way of revenue except for the various Government subsidies. This had led to a decline in student numbers at the GELC and staff had largely left voluntarily to take up other roles. Sadly, the Centre's Governance accepted the recommendation from the Manager and GELC Manager to apply for temporary closure to the Ministry of Education, while attempting to attract replacement staff and families. This was not possible and so Governance will close the facility permanently in the hope of attracting a commercial tenant to the space.

He went on to explain that because of lockdown, there had been no formal farewell or thank you for some of the staff members, and welcomed back three of the GELC Staff – past Manager, Paula Tra, Head Teacher, Nick Batley and Senior Teacher, Joanne Cass. He noted that teachers Almira Martinez and Holly Stevens were unavailable or self-isolating and Teacher Aide, Dole Ledesma was unable to be with here this evening.

He asked Frankie Godfrey-Robson, who had been the Supervisor on the licence for many years, how long there had been childcare facilities at the Centre. Frankie said it stretched back well over 30 years, with the Mission Hall acting as a drop-in service for parents who worked in the Mall or who needed somewhere in Glenfield to access and leave their children. So basically, as long as she could remember, the Centre had supplied this service to the local community.

Frankie went on to thank the staff saying they had always provided an exemplary, quality service that had an excellent reputation and a great culture and was very sorry to see it go.

The Manager called on the Chair to present each of the teaching staff a token of the Centre's appreciation for all their hard work and then called each up to receive their gifts and have an opportunity to speak.

Nick Batley thanked everyone for the opportunity, and said he knew when he first applied for his position at the Centre that he had found somewhere he could call 'home'.

Joanne Cass thanked everyone and accepted her gift.

Paula Tra said she was not expecting to have to say anything, and then went on to thank the Centre Manager, Governance and her staff for their support over the years. She paid respect to Gary Thornton as someone who had always helped the GELC with fundraising over the years, and for the opportunity to lead a great bunch of people.

There was a round of applause in thanks.

The Chair thanked everyone for their attendance including those who had joined online and invited everyone to stay and enjoy a drink and chat after the meeting.

Meeting Closed 7:45 pm

Signed as a true and accurate copy:

Date: