

# MINUTES

## SPECIAL GENERAL MEETING Of the Glenfield Community Centre Incorporated Held 6:00 pm, 29<sup>th</sup> November 2022 Via Zoom

### Meeting Opened 6:00 pm

**Present (Mission Hall):** Alexander Croft, Acting Chair/ Secretary, Michael Chin, Governance Group Member, Bruce Stone, Governance Group Member/ Methodist Church of NZ Representative, and Andrew Shaw, Member.

**In attendance:** Nigel Green, Centre Manager (Minutes).

#### 1. Introduction:

##### a. Welcome and Apologies

The Chair welcomed everyone and opened the meeting.

##### c. Apologies

Apologies were received from Cleressa van Niekerk, Chair, Frankie Godfrey-Robson, Treasurer, Craig Pettit, Governance Group Member, Wendy Anderson, Governance Group Member/ Methodist Church of NZ Representative, and Upasana Nigam, Governance Group Member.

#### 2. Approval of Previous Minutes:

- a. Approval of Minutes from 8<sup>th</sup> March, 2022

**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 8<sup>th</sup> March 2022 was 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 8<sup>th</sup> March 2022 be accepted as a true and accurate record.*

**Chair/MC**  
**Carried Unanimously (CU)**

### **3. Reports:**

A copy of the Annual Report for the period 2021 to 2022 was tabled and taken as read. The Acting Chair noted the Chair and the Centre Managers' reports could be viewed in the Annual Report in greater detail.

**Motion 2:** *That the Chair's and Centre Manager's 2021– 2022 reports be accepted.*

**Chair/MC**  
**CU**

### **4. Financials:**

- a. Receipt of Annual Audited Accounts for period July 2021 – June 2022  
*(see Performance Report for the year to 30 June 2022, supplied separately)*

A copy of the audited financial accounts for the period July 2021 to June 2022 was tabled. The Chair noted these are taken as read. The Manager asked if there were any questions in relation to the accounts. There were no comments or questions, so the Chair put the motion:

**Motion 3:** *That the Audited Accounts for the period July 2021 – June 2022 be accepted.*

**Chair/MC**  
**CU**

### **5. Election of Members to the Governance Group for 2022 - 2023:**

The Chair noted that applications to join the 2022 – 2023 Governance Group have been completed and received from himself, Cleressa van Niekerk, Michael Chin,

**Motion 5:** *That Cleressa van Niekerk, Michael Chin, Frankie Godfrey-Robson, Alexander Croft, Upasana Nigam and Andrew Shaw be elected as the Governance Group of the Glenfield Community Centre Incorporated for 2022/2023.*

**Chair /BS**  
**CU**

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

- Methodist Church NZ Appointees: Wendy Anderson and Bruce Stone; and
- One Auckland Council Appointee via the Kaipātiki Local Board, to be confirmed.

## 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 2022/2023.*

Chair/MC  
CU

The Chair thanked everyone for their attendance and called the meeting to a close.

## Meeting Closed 6:15 pm

**Note:** There was a constitutional remit proposed, but the Chair had already called the meeting to a close and so it did not proceed. There was a discussion around the pros and cons of the motion and it was decided to take the remit back to a future Governance meeting for further discussion prior to it progressing to a separate General Meeting at a later date.

The remit proposed was as follows:

*That Section 8.10 a) 'Quorum' of the Constitution be amended from:*

*"At all General Meetings, ten (10) registered Society members shall constitute a quorum. In the event that a quorum is not present within thirty (30) minutes after the advertised starting time of the meeting, it shall be abandoned."*

To:

*"At all General Meetings, five (5) registered Society members shall constitute a quorum including those members present by proxy or by electronic means. In the event that a quorum is not present within thirty (30) minutes after the advertised starting time of the meeting, it shall be abandoned."*

**Signed as a true and accurate copy:**

**Date:**