



## HERETAUNGA KINDERGARTEN ASSOCIATION

Te Pūtahi Kura Pūhou O Heretaunga

### 44<sup>th</sup> ANNUAL GENERAL MEETING

Wednesday, 29 June 2022 at 6:30 pm  
Heretaunga Community Hall, 317 Hapuku Street, Hastings

### POST ANNUAL GENERAL MEETING

#### Board Members

Peter Cooke (PC), Ryan Priest (RP), Sara Feather (SF), Claire Osbourne (CO), Vanessa Jefferd (VJ),  
Teacher Representative: Robyn Wyber-Kiwara (RWK)

Apologies: Sarah Bell (SB)

#### HFKA

Scott Jenyns (SJ) (Chair/General Manager)

Meeting opened at 19:25.

#### Election of President

Peter Cooke stepped down as President. Scott Jenyns then called for nominations for President as per the terms of the constitution. Robyn Wyber-Kiwara nominated Peter Cooke. There were no other nominations put forward.

Scott Jenyns put the motion forward that Peter Cooke be elected as President.

Motion passed.

	<b>Nominated by</b>	Robyn Wyber-Kiwara	<b>Seconded</b>	Sara Feather
--	---------------------	--------------------	-----------------	--------------

#### Election of Vice President

Ryan Priest stepped down as Vice President. Scott Jenyns then called for nominations for Vice President as per the terms of the constitution. Sara Feather nominated Ryan Priest. There were no other nominations put forward.

Scott Jenyns put the motion forward the Ryan Priest be elected as Vice President.

Motion passed.

	<b>Nominated by</b>	Sara Feather	<b>Seconded</b>	Robyn Wyber-Kiwara
--	---------------------	--------------	-----------------	--------------------

#### General Business

1. 810 Heretaunga Street East property sale
  - a. A general discussion was held in regard to the sale of this property. All agreed that it was the right decision to move forward and sell the property.

- b. SJ provided an update of where the sale process was at and what the options were for the support office team should a sale go through at auction on the 15<sup>th</sup> July 2022.
- c. SJ to send through the auction terms to all board members for approval before signing off on. The terms are currently being reviewed by a property lawyer known to SJ.
- d. SJ tabled his thoughts on the reserve price to set of \$850k and would take more feedback from the agent before confirming with the board final approval as per above minute.

**2. Marketing**

- a. SJ provided a high-level update on the marketing plan for the association and confirmed that he had slowed down in this space until a decision was made on a 'rebrand'.
- b. SJ confirmed that he had engaged with two local suppliers (with a third to be added) in order to ensure we get the best value and outcome. SJ confirmed that he had been impressed with 'Band' and their approach to date.
- c. Next steps on rebrand would be to conduct a hui with all Head Teachers and determine the level of support for rebranding before moving forward with any supplier and board recommendation paper.
- d. In the interim we will continue to conduct small FB engagement campaigns, introduce Instagram and look to amend our social media policy and enrolment terms concerning photography and videography of tamariki. Talking with many of the teaching team, this will be well received.
- e. The website rebuild is on track for deliver and SJ would update the board on timeframes after meeting with the company undertaking the work next week.

**3. Board meeting minutes**

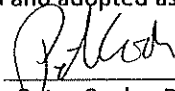

- a. SJ to review the last board meeting minutes and update in order to share those minutes with the network.
- b. SJ tabled the idea for future board meetings, that instead of sharing the minutes of each meeting, replace with a 'Board bulletin' that would provide the network with an update from the President on all strategic and governance matters. All thought that this was a good idea and something that we should look to adopt.
- c. PC tabled that utilisation of SharePoint for holding all board documentation. SJ mentioned that he had explored two other platforms that would come at an annual expense of between \$2.5k and \$3k and supported the idea of using SharePoint.
- d. SJ to investigate how best to use SharePoint for all Board Members.

**4. Camberley Cook**

- a. SF tabled that Camberley required the replacement of their cook. SJ confirmed that the recruitment process was under way for this role.

Meeting closed at 19:45.

Approved and adopted as a true and correct record.

Signed	 Peter Cooke, President	4/7/2022 Date
Signed	 Scott Jenyns, General Manager	4/7/22 Date