

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

Thursday, 29 June 2023 at 6:30 pm  
Heretaunga Community Hall, 317 Hapuku Street, Hastings

### Meeting Minutes

#### Board Members

Peter Cooke (President), Sara Feather & Claire Osborne

Apologies: Ryan Priest (Vice President)

#### Heretaunga Kindergarten Association – Support Office

Scott Jenyns (General Manager), Ainsely Perry (Payroll & Admin Manager), Shellee Bickers (Education Leader), Kirsty Overend (HR Manager), Murray Cheyne (Property Manager), April Galloway (Financial Accountant), & Sarah Arnold (Education Advisor)

#### Life Members

#### In attendance

Nil

#### Apologies

David Petersen, Richard Sanko & C Atkins

#### Voting Members

#### In attendance

Tamara Pawson (Frimley Park), Monique Stead (Harold Mayo), Bonnie Greene (Te Mata), Lara Dyke (Parkvale), Frances Parker (Havelock North Central), Jay Woodhams (Hunter Park), Samantha Lay (Lucknow), Laine Joll (Mahora), Geoffrey Edwards (Peterhead), & Adam Platt (Raureka)

#### Apologies

Victoria Butler (Waipawa), Hinerae Waerea (Irongate), Jenny Hobson (Lakeview), Michelle Poulain (Mayfair) & Sandra Tuilaepa (Ellen Stevenson)

#### Ordinary Members

#### In attendance

Samantha Lay, Sophie Hutana, Sacha van den Berg, Annelies Vautier, Kelly O'Brien & Tina Millar

#### Apologies

Kate Simmons (Lucknow), Arohia Kershaw (Peterhead)

### Non-Members

#### In attendance

Cilla Te Kira, Aspen Edwards, Kim Kuring, Sarah Hopkins, Danielle Hellyer, Alisha Makea, Lara Caddis, Nicola McKerras, Alyssa Sanson, Sharon Sciascia, April MacDonald, Petra du Fresne, Michelle Tūhura, Pāpara Wano, Frances Blake, Michelle Rochester, Fiona Francois, Judith Lambert, Debbie Jones, Mandie McDonald, Anna Lyall, Leigh Saunders, Nicky Burnett, Lee Gilby, Robyn Wyber-Kiwara, Kassie Blenkin & Louis Kittleson

#### Apologies

Sue White (Waipawa), Jess Sheppard (Camberley), Natalie Reid (Raureka), Daisy Wolf (Harold Mayo), Raewyn West (Harold Mayo), Kylie Gilmore (Harold Mayo), Mandy Pedersen (Harold Mayo), Margot Morris (Harold Mayo)

#### Invited Guests

Jodi Lett (Honorary Solicitor)

#### Welcome

Peter Cooke (PC) invited Pāpara Wano to commence proceedings with an opening Karakia (Whakatūwhera) and mihi.

All attendees then sung the HK Waiata - Te Kākano.

PC invited Scott Jenyns (General Manager) to the floor who conducted a presentation on mahi undertaken throughout 2022 and year to date 2023. During the presentation a new marketing video, to be released on the new website and across social platforms, was shown for the first time.

Scott then invited the four board member nominations to introduce themselves to all attendees and share their story and backgrounds.

PC then confirmed that a quorum was present and declared that the 45<sup>th</sup> annual general meeting of Heretaunga Kindergartens Te Matau-a-Māui (HK) was open at **19.09pm**.

PC welcomed and thanked everyone for their attendance and confirmed that we had received the following proxy's all naming Peter Cooke as their proxy vote. PC confirmed that all proxies had confirmed and recorded their vote for the two items requiring a vote this evening.

Victoria Butler (Waipawa);  
Hinerae Waerea (Irongate);  
Jenny Hobson (Lakeview); &  
Michelle Poulain (Mayfair)

### 1. Confirmation of Minutes from Previous Meeting

PC confirmed that the minutes of the Annual General Meeting held on 29<sup>th</sup> June 2022 that had been previously circulated to members, were taken as read and confirmed as a true and correct record of that meeting.

*PC then made the following motion “that the minutes of the previous Annual General Meeting held on the 29<sup>th</sup> June 2022 are taken as read and confirmed as a true and accurate record of that meeting”.*

Motion passed.

	<b>Moved by</b>	Peter Cooke	<b>Seconded by</b>	Sara Feather
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### 2. Matters arising from previous meetings

There were none tabled nor raised.

### 3. Annual Report – Presidents Report

PC presented the President’s report as contained in the 2022 Annual Report and covered off some key highlights for the 2022 year.

*PC then made the following motion “that the presidents report be accepted”.*

Motion passed.

	<b>Moved by</b>	Peter Cooke	<b>Seconded by</b>	Claire Osborne
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### 4. Annual Audited Financial Accounts

PC presented the PWC audited financial accounts as per the 2022 Annual Report and reiterated that the association was in a strong financial position as a result of careful management and Government covid-19 funding settings that were favourable to HK.

PC noted that HK did not expect the strong results to that experienced in 2021 & 2022 to continue and it was noted that a break-even position had been budgeted for 2023 that reflected a return to normal funding settings and a stronger investment in property and human resources to support our ‘purpose’.

No questions were posed.

*PC then made the following motion “that the audited annual financial statement of accounts and annual report for 2022 be approved”.*

Motion passed.

	<b>Moved by</b>	Peter Cooke	<b>Seconded by</b>	Sara Feather
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**5. Appointment of Auditor**

PC put forward the following motion “that ‘PricewaterhouseCoopers’ be appointed Auditors for the ensuing year on the terms and a fee to be negotiated by the General Manager and the Board.

Motion passed

	<b>Moved by</b>	Peter Cooke	<b>Seconded by</b>	Claire Osborne
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**6. Election of Honorary Solicitor**

PC once again acknowledged Jodi Lett from Bannister & von Dadelszen who was present tonight and thanked Jodi, especially in regard to recent work concerning the drafting of a new constitution that will be tabled shortly.

PC put forward the following motion “that ‘Jodi Lett from Bannister & von Dadelszen be reappointed as the Honorary Solicitor for 2023.

Motion passed

	<b>Moved by</b>	Peter Cooke	<b>Seconded by</b>	Sara Feather
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**7. Election of Board members (Three vacancies)**

PC took the opportunity to thank his fellow board members for their ongoing commitment to HK. Special mentioned was made to Ryan Priest, who has concluded his term as Board member at tonight’s AGM. Ryan has been a board member for 3 years and on behalf of past and present HK members and HK staff we thank Ryan for his years of service to HK.

PC also extended a thank you to the following Board members who resigned through the year and acknowledged the mahi that they contributed to HK; Sarah Bell, Vanessa Jeffard; & Robyn Wyber-Kiwara (Teacher Representative)

PC acknowledged and thanked all four nominees for putting their names forward, all four are strong candidates and it would have been a difficult process for our voting members to choose only three.

PC confirmed the scrutineers for this evenings vote were Shellee Bickers and Claire Osborne who collated and tallied the votes in conjunction with the proxy votes.

PC confirmed the following members as new board members for HK; Sophie Hutana (Mayfair Member), Sacha van den Berg (Frimley Member), & Tina Millar (Mahora Member).

On behalf of the board and members, congratulations to you all and welcome to the team.

PC confirmed that the ballot forms collected will be destroyed and a record of the ballot results held on file only.

PC then put forward the following motion “that Sophie Hutana, Sacha van den Berg and Tina Millar be appointed board members of HK as per the terms of the constitution.

Motion passed.

	<b>Moved by</b>	Peter Cooke	<b>Seconded by</b>	Claire Osborne
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### 8. Kaiako/Teacher Board Representative

PC confirmed that we had received two strong nominations from Louis Kittleson (Frimley Park) and Sharon Sciascia (Hunter Park) to represent all HK kaiako/teachers at a board level.

A poll was issued to all permanent teaching staff that closed yesterday and PC thanked both nominations for putting their names forward to represent HK at a board level.

PC confirmed that Sharon’s nomination received the level of support required under the HK constitution to represent all of our kaiako at a board level and congratulated Sharon.

PC called Sharon forward to introduce herself to all and provide some background.

PC put the following motion forward “that Sharon Sciascia be appointed the kaiako/teacher representative board member of the association as per the terms of the constitution.

Motion passed.

	<b>Moved by</b>	Peter Cooke	<b>Seconded by</b>	Sara Feather
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### 9. Me Haere Whakamu rōpū Board Representation – Pāpara Wano

PC reiterated that whilst this was not a requirement under our current constitution, we have included this key cultural leadership position in the new proposed constitution being tabled tonight. This is a great acknowledgement of the mahi that is undertaken by this rōpū and demonstrates commitment from the board to our cultural heritage.

PC welcomed Pāpara Wano to introduce herself to all attendees and to offer some background on the rōpū mahi to date.

PC put the following motion forward “that Pāpara Wano be appointed the Me Haere Whakamua board member of the association”.

Motion passed.

	<b>Moved by</b>	Peter Cooke	<b>Seconded by</b>	April MacDonald
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### 10. Association Constitution

PC confirmed that the proposed new constitution had been circulated to all members, and that whilst acknowledging that the draft had only been supplied to members this week, that it was taken that the draft had been reviewed.

PC confirmed that the new constitution complies with the new ‘Incorporated Societies Act 2022’ that comes into force later this year – likely October 2023.

PC once again thanked Jodi Lett from Bannister & von Dadelszen for her work with us on drafting the proposed new constitution. PC confirmed that Jodi is available tonight to answer any questions concerning the new proposed constitution.

PC asked if there any questions in relation to the proposed new constitution, to which there were none put forward.

PC called on the official AGM scrutineers once again before motioning.

PC then put the following motion forward “that the Association adopts a new constitution in the form presented to all members and that the Board is authorised to apply for re-registration under the Incorporated Societies Act 2022 at a date that the Board determines”.

All those voting members in ‘Favor’ were asked to raise their hands and then all those ‘Against’ were asked to raise their hands.

The motion passed with 14 votes in favor of adopting the new constitution.

	<b>Moved by</b>	Peter Cooke	<b>Seconded by</b>	Sara Feather
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**General Business**

There were no matters of general business raised.

**Meeting Close**

PC declared that the 45<sup>th</sup> AGM closed at 7:35pm and thanked everyone in attendance once more.