

**MINUTES OF ACE AOTEAROA ANNUAL GENERAL MEETING
HELD ON TUESDAY 11 JUNE 2019 AT 2.00PM
AT QUALITY INN ELMS, 456 PAPANUI ROAD, PAPANUI, CHRISTCHURCH**

PRESENT

BOARD MEMBERS:

Tracey Shepherd, Chair (REAP Wairarapa), Theresa Christie (Glen Eden Community Centre), Hauiti Hakopa (True North Research and Mapping Limited), Peter Jackson (Individual), Wendel Karati (Risingholme Community Centre), Jay Rupapera (Literacy Aotearoa), Pale Sauni (Map Consultants), Charissa Waerea (Taranaki Māori ACE)

MEMBERS:

Robyn Chandler (Literacy Christchurch), Mel Craddock (Eastbay REAP), Romana Fetu (20/20 Trust), Hine Flood (Tairawhiti REAP), Joanna Fox (Hagley Adult Literacy Centre), Jane Gilmour (Waitakere Adult Literacy), Carol Glamuzina (Ranui Action Project), Tracy Graham (REAP Wairarapa), Claudia Guthrie (Te Roroa Learning Assistance), Shirley Jones (REAP Wairarapa), Makuini Kerehi (REAP Wairarapa), Kerry Kururangi (Te Ururangi o Te Matauranga), Jennifer Leahy (Ako Aotearoa), Bernice Lepper (Central Otago REAP), Jude McNeur (REAP Wairarapa), Peter McNeur (REAP Wairarapa), Lynda Megson (Risingholme Community Centre), Ryan Morrison (Eastbay REAP), Serenah Nicholson (Whanau Family Support Services Trust), Eileen Shewan (Network Waitangi Ōtautahi), Cheryl Smeaton (West REAP), John Sullivan (Federation of WEAs), Nicola Sutton (English Language Partners New Zealand), Rosina Taueki, Sue West (20/20 Trust), Averil Williams (Network Waitangi Ōtautahi), Bronwyn Yates (Literacy Aotearoa)

IN ATTENDANCE:

Mary Gavigan (ACE Aotearoa), Terry Hughes (ACE Aotearoa), Colin McGregor, Director (ACE Aotearoa), Analiese Robertson (ACE Aotearoa), Jenna Thornton (Minutes)

NB: some items were discussed out of agenda order.

1. WELCOME

Hauiti Hakopa opened the 2019 Annual General Meeting at 2.08pm with a karakia

Charissa Waerea (Co-chair, Tangata Whenua) welcomed everyone to the meeting.

The Chair advised the meeting of health and safety procedures.

2. APOLOGIES

Judith Havill (Tawa College Community Education), Katherine Peet (Individual, Network Waitangi Ōtautahi), Janet Te Rore (Te Roroa Learning Assistance), Andrea Cameron (Rutherford College Community Education), Ani Pahuru-Huriwai (Tairawhiti REAP), Te Ataahia Hurihanganui (Reo Rua), Leanne Appleby (Glen Eden Community House).

Motion: That the apologies be received.

Moved: From the Chair

Seconded: Carl Pascoe
CARRIED

3. MINUTES OF ANNUAL GENERAL MEETING HELD 12 JUNE 2018 AT TE WHAREWAKA O PŌNEKE

Motion: That the minutes be amended to reflect that Serenah Nicholson (Whanau Family Support Services Trust) attended the meeting on 12 June 2018.

Moved: Charissa Waerea

Seconded: All
CARRIED

Motion: That the minutes of the ACE Aotearoa Annual General Meeting held on 12 June 2018 be taken as read and accepted as a true and accurate record.

Moved: Charissa Waerea

Seconded: Wendel Karati
CARRIED

4. MATTERS ARISING

There were no matters arising.

5. ANNUAL REPORT 2018

5.1. Co-chairs' Report to Members

Tracey Shepherd addressed the meeting as follows:

The information contained in this report we will touch on briefly through our Co-chairs' Report, our Director's Report and our Treasurer's Report.

Charissa Waerea addressed the meeting in Te Reo Māori and said as follows:

Welcome to the ACE Aotearoa Annual General Meeting 2019. I would like to acknowledge our local host, Ngāi Tūāhuriri, and those local people who are hosting us here. I would also like to pass on our heartfelt thoughts and condolences to those who have been affected by the events of 15 March here in Ōtautahi.

We want to use this opportunity to report in detail on some key matters, particularly the environment in which we have worked over 2018. First, as Co-chairs, we want to acknowledge our colleagues on the Board, also seated in the front here, for their commitment to the ACE Aotearoa kaupapa, their energy, their optimism and their openness to discussion, and their support for the collective decision-making of the Board. Kia ora koutou. The quality of our board was reflected in the self-review exercise that we again undertook for the 12th successive year. As members, you can be tremendously encouraged to know that the ACE Aotearoa Board is working very well.

Tracey Shepherd addressed the meeting as follows:

To talk about the current situation with our funding, ACE Aotearoa negotiated a further contract with the Tertiary Education Commission (TEC) to provide services to the ACE sector and has a separate ACE Pool contract that supports specific events such as the Festival of Adult Learning. We have secured new tenants for ACE House after English Language Partners, who were our long-term tenants, relocated in December 2018. We have been increasing the funding from AA Focus, which is our commercial arm, as we work with other agencies such as the Ministry of Foreign Affairs and Trade (MFAT).

To staffing, our Finance Officer, Natalie Garrity, left us for a permanent position in

December 2018, and she has been replaced by Terry Hughes. Otherwise there has been no staff turnover.

In terms of strategies, there are a couple of things to report on. Regional and national forums of learners. We have facilitated regional workshops on teacher standards. These have been the best-attended workshops we have run, with particular thanks to Analiese Robertson, who designed and presented the “Pretty-Dodgy to Better-Gogy” workshops. We have continued to run our current national forums such as Hui Fono and our ACE sector conference.

We would like to acknowledge Sir Hector Busby, who passed away in May this year. Sir Hector shared his wisdom with us at Hui Fono in 2018, and we were privileged to be in his company.

In terms of having a robust and sustainable leadership-focused organisation, this is a strategy that sets the work culture of the Board and the office. We have implemented robust governance measures set out in a clear, principles-based manual with monthly oversight of key operational initiatives, including an annual Board self-review and independent financial audits. Our office has clear operating procedures and policies, and the Director has regular reporting responsibilities to the Board.

Charissa Waerea addressed the meeting as follows:

The report against last year’s 2018 statement of intent is included in our Annual Report 2019. The report shows that overall we have generally met our indicators of success and that they are continuing to advance the interests of the sector through our day-to-day operations. As in previous years and in accordance with our cost-effective work approach, we focused a lot of work through our sub-committees. Here are some of the highlights.

Our communications. The key focus areas for 2018 were to move to more strategic communication with our key stakeholders. We have maintained contact with the sector through Strategic Alliance meetings. We engage constructively with officials from both the TEC and Ministry of Education (MoE). We established the ACE Sector Capability Steering Group to replace the Professional Development Steering Group. This group has worked very effectively at a strategic level.

Policy. The focus is on implementing research to support policy development. The ACE Sector Environmental Scan has been completed and will be launched in July.

ACE Aotearoa Focus has established good working relationships with several Government agencies. We have worked closely with the Ministry of Education to look at future policy initiatives for the ACE sector.

Our last sub-committee is Finance, Audit and Risk. The focus is on transparent and responsible financial management and good stewardship of your assets, ACE House in particular. We have exercised robust scrutiny over our monthly financial reports, and we have achieved another unqualified audit. Ka pai. We have extensively upgraded the house with three further rooms developed. This leaves only one room downstairs to upgrade.

Tracey Shepherd addressed the meeting as follows:

2018 saw many successes. Hui Fono in the far north was an exceptional opportunity to learn from each other. Hosting the Asia South Pacific Association for Basic and

Adult Education (ASPBAE) course showed the ACE Aotearoa commitment to adult education, and the Festival of Adult Learning launch at Rutherford High in Auckland last year was attended by over 50 participants, including a Minister and an MP. We are now moving from that base into 2019.

As a Board we have also implemented a number of new processes, especially around how we welcome and farewell Board members in a way that celebrates and acknowledges them and their contributions. On that note, I would like to take this time to farewell Wendel, who has been a longstanding member of this Board. Wendel is leaving Adult Community Education Aotearoa to take up a new job and life with the Cook Islands Tertiary Training Institute in Rarotonga, where she will be responsible for their continuing education projects.

Wendel's contribution to adult and community education extends for over 20 years. She began her job as the Education Team Leader at Wairarapa REAP in 1998. Her role was organising programmes and co-ordinating Adult Learners' Week, He Tangata Mātauranga. In 2016 she moved to Christchurch and took up the position of Director at the Risingholme Community Centre. She remained a Hurricanes supporter, and that is really important.

She was first elected to the ACE Aotearoa Board in 2008, and in 2010 she became the Tangata Tiriti Co-chair, a position which she held for a number of years, providing the organisation with continuity and stability over times of change, and there was a lot of change during that time. As Co-chair she represented the Board on a number of working groups: the Professional Development Steering Group, the Professional Development Grants Selection Panel, ACE Teaching Standards, the ACE Sector Strategic Alliance, the ACE Quality Assurance Reference Group, and the Adult Learners' Week Advisory Group. A huge thank you to you, Wendel, for all of your tireless work in this sector and for the passion that you have brought to our sector. We wish you well in your new adventures in Rarotonga. I do know that Colin is working on setting up another office in Rarotonga. I think Analiese has a bit of influence there.

On that note, we would like you to come up. We would like to present you with a token of our appreciation.

Jay Rupapera addressed the meeting as follows:

Kia ora. Earlier in the year Charissa contacted me and we were privileged with asking our literacy tutor, who tutors our whakairo course up there in the far north to come up with his concept of what ACE Aotearoa and adult community education does here. He has carved this piece for Wendel. It is supposed to be shaped like a flame or spark. His korero is ACE Aotearoa to him, and we gave him all these logos for him to look at and consider. First of all, this is a piece of kauri and this is a piece of pūriri. He looked at some of the stories, talked to us, and said, "Why don't you just do a flame? I will put the four winds on. The four winds will catch the spark. We usually use a pāua and this pattern here to represent a seed. If I put a spark there and it gets caught by the four winds, the anticipation is that ACE Aotearoa will consume Aotearoa and then the shores afar."

(The meeting applauded)

Wendel Karati addressed the meeting as follows:

As I know this was happening about two minutes before it happened, there is so much I would like to say. Thank you so much for that. It is really special, and knowing the meaning that sits behind it blows me away a little bit. I just want to say thank you to everybody. Everybody that I have met in the ACE sector - I am probably going to cry now - has had an impact. It is a great sector to be a part of and it really has been a privilege.

One of the things I love most is that we get to work with people and give them amazing skills to do great things to change their lives. That is what has driven me. We go through it, learning so, so much. I have learned so much since I have been around the ACE blocks, and I was not thinking it was quite so long, but it was. When I started at Wairarapa REAP quite a while ago, that was a new journey for me. It really has taken me to some great places.

I take myself back to 2008 when we were at a conference in Manukau, and the weather was really, really wild. It poured with rain. I remember having a dinner in a marquee. We all took our shoes off because the water was running around our ankles. We went to a Cook Islands community hall, and it was hailing so hard on the roof, we could not hear the guest speaker. It was freezing cold. The hail was driving up under the laps of the building. We went back our motel unit. I was with Bernie Lepper, and we had a spa. We were so cold.

At that time, I got on to that Board and I just thought, "What the heck have I just done?" It was not the greatest time in the ACE sector or for ACE Aotearoa, but we have come through it all. Over those numbers of years that I have been part of it, since 2008, we have come a long way. I have seen three Directors: Margie Scotts, Dr Jo Lake, and of course now Colin. These people have taken the organisation to great places. I have had lots of opportunity and privilege being a part of this Board. I have been to ASPBAE twice in the Philippines and Indonesia. Great learning opportunities. Huge, life-changing opportunities. Being part of this Board is not so bad. There are some great people that come onto the Board and great knowledge and sharing. People are so generous with their time and information. I just want to say thank you. I think this might be my 12th year, I have just worked out. Thank you to everybody. I am not going to name anybody. There are a few of you that have helped me along the way more than others, and many of them are in this room right now. Thank you so much.

I am going away. I will treasure the time I have had with ACE Aotearoa, but I still want to be a part of it. I am still going to be a part of the adult education sector. If you are in the Cook Islands, look me up. I would love to share a cocktail. I am looking forward to the next part of my life as an adventure. Thank you so much, everybody.

(The meeting applauded)

The Chair thanked Wendel and noted that she would be sorely missed.

(The meeting sang Putiputi kaneihana e)

The Chair addressed the meeting as follows:

On behalf of Charissa and myself, we consider it to be an absolute privilege to be co-chairing this wonderful Board and we are really committed to the work of our sector. We want to thank you all for your attendance today, and we look forward to an even

more exciting and productive year ahead. It is going to be a year of a lot of interesting change, I believe. Thank you.

Charissa Waerea addressed the meeting in Te Reo Māori.

Motion: That the Annual Report and the Co-chairs' Report are accepted.
Moved: From the Chair
Seconded: Bronwyn Yates
CARRIED

5.2. Director's Report to Members

The Director, Colin McGregor, advised that the full Director's Report was in the Annual Report. He spoke to the meeting as follows:

This is my third year as the Director of ACE Aotearoa. I can assure you, having spent three and a half years in the Ministry of Education's Office, it is a joy to come to ACE Aotearoa every morning.

2018 has been a year of both challenges and achievements. Peter has touched on one of the biggest challenges, which is dealing with TEC. The staffing of TEC changed dramatically during the year, and it has been a difficult process to keep motivated to deal with the latest person on the block. Having said that, Colin Everson, who is our relationship manager - for want of a better word - has been very, very good and helpful for us, but it has been difficult and I have had to be very focused on making sure that relationship works well. Likewise the Ministry of Education, who are our policy people, have had a change of staff as well. We are working very well with them on new policy directions for ACE Aotearoa.

Some of the achievements: the "Pretty-Dodgy to Better-Gogy" workshops have been a huge success. When Analiese came to me and said she wanted to run these workshops and call them "Pretty-Dodgy to Better-Gogy", I thought, "Mm", but then I thought, "Actually, Analiese knows what she is talking about and I don't when it comes to this", so I left it to her. As a result, we have had huge attendance. They have been very good. People have valued them. Analiese, thank you for that. I really appreciate that.

The other thing I have been pleased about was the South Pacific Association for Basic and Adult Education. We ran a course for them in Auckland at the end of last year, which was a huge commitment by my staff and also cost us a bit of money, but it was a very worthwhile activity for ACE Aotearoa to be involved in. I am very pleased that we were able to contribute to ASPBAE as they have indeed contributed to us over the years.

I am also really happy that we have done the building works in ACE House. When Nicola left us, much to our horror, we took the opportunity to do up the place. She left it in a shocking state. We moved downstairs. Again, this was Analiese's discussion with me. When you have a discussion with Analiese, it is not a discussion. We did up downstairs and we moved downstairs, and as a result of that we have greater visual appeal to people coming in off the road. We have the delightful Viv welcoming people. I have Nicola's office, which is now much better than it was when she was there. It is such a lovely place to be. I am really pleased we have done up those rooms. We have one more room to do up, which we plan to do up at the end of this year, and then that house is going to be rocking. It is a very, very good asset that we have, and I think we have done very well with it. We have

rented out those car parks at enormous rates, so we are making a lot of money off those. Again, that is money for ACE Aotearoa. It is great. I am very pleased.

ACE Focus has done very well this year, again thanks to Analiese. We have worked really hard to work with some Government agencies to develop another source of income.

I have talked a lot about Analiese, but there is a team. There is Viv, Terry, Mary, Jo and Tai, a small, dedicated team of people, and they are fantastic. They are stable and they pull together to support each other, and it is a pleasure to come to work each day with a team like that. It has been absolutely fantastic.

I want to thank the Board Co-chairs, Charissa and Tracey, for their help, and the Treasurer, Peter. Thank you. I look forward to 2019, which will have a strong focus on developing policy for lifelong learning. We are working with the Ministry of Education on that. Of course, as I have just heard, we have to set up the Rarotonga office pretty shortly as well. Thank you.

(The meeting applauded)

Motion: That the Director's Report is accepted.
Moved: From the Chair
Seconded: Serenah Nicholson
CARRIED

6. FINANCIAL REPORT

6.1. Treasurer's Report

The Treasurer, Peter Jackson, presented the Treasurer's Report and addressed the meeting as follows:

Firstly, I would acknowledge Deloitte. Deloitte have been our auditors for seven years now, and we appreciate the quality of their service and their ongoing support. It is always difficult when you work with auditors. Some years it is very easy because the person understands the system, as many of you will know. I see you nodding your heads. Other years, you have to educate the auditors about how the organisation works. This year was not an easy year, but we managed to get a clean audit, which is always good. When you are in an organisation, you realise how important a clean audit is.

The annual accounts follow the same format as previous years because that format provides a clear view across the organisation. As has been the case since 2008, the annual accounts show that ACE Aotearoa continues to earn most of its operating income from contracts awarded by TEC. Any of you who have dealings with TEC at present will understand it is not an easy road. I will leave it there, but it is just not easy.

The Board is very conscious of the need for careful stewardship, as has been mentioned, strong systems and a conservative approach to expenditure and management, and it has followed that direction.

I am happy to report that our financial management maintains a sound basic structure, a strong infrastructure, policies, systems and practices. The system is well tested, as each year we are facing more and more stringent challenges, not just from

the auditors. It is very satisfying to be able to deal with them efficiently and effectively.

Our overall result was a surplus of \$140,000. This is again testimony to the quality of oversight provided through the Finance, Audit and Risk Sub-committee, and I wish to acknowledge the other members on that committee who are seated in front here. I especially wish to acknowledge my colleagues on that Board, along with the ACE Aotearoa team headed by Colin. They do an incredibly good job given that it is such a small team, and that provides - you will appreciate with your own organisations - huge challenges about keeping things straight and checks and balances, etc. They do a wonderful job. The financial accounts that show that profit of \$140,000 are on page 40 of the annual accounts.

Motion: That the Treasurer's Report be accepted as a true and accurate record of the performance of ACE Aotearoa of the year ending 31 December 2018.

Moved: Peter Jackson

Seconded: Carl Pascoe
CARRIED

6.2. Appointment of Auditor

Motion: That Deloitte be reappointed as ACE Aotearoa's auditors for 2019.

Moved: Peter Jackson

Seconded: The Chair
CARRIED

7. CAUCUS

The AGM was suspended between 2.43pm and 3.45pm for separate caucus meetings.

8. REPORT BACK TO FULL AGM

9. REPORT BACK FROM TANGATA WHENUA CAUCUS

Charissa Waerea provided the following verbal report:

Tangata Whenua Caucus Election

- There were two Board vacancies.
- The two present Board members were reappointed by unanimous decision.

The Māori Wardens

- Minister Mahuta is seeking direction from the Wardens with regard to the New Zealand Māori Councils and with regard to management of them. Members should share this information with their communities.
- It is an unstable time for the Māori Wardens. The ACE sector can support the movement.

Māori Representation in ACE Aotearoa

- Māori are underrepresented in ACE Aotearoa, and it would be good to get more active Māori members.
- Membership is rising, but more work is required in this area.

ROVE

- ACE Aotearoa raising education outcomes for Māori is important. The caucus discussed this topic in detail.
- The Tangata Whenua Caucus seeks to ensure that ACE Aotearoa continues to advocate for ongoing Te Tiriti o Waitangi relationships for all iwi, especially rural reach and delivery.
- History of adult communication education. ACE remains a key component for ROVE, and the history of the ITP and the community sector and relationships need to be recorded and celebrated.

Budget 2020

- ACE and projected funds for programmes, Whanau Ora and wellbeing for Māori, \$8 million. A paper outlines the proposal.

Board Succession Planning

- Two Tangata Whenua Board members will be leaving the Board next year, so succession planning is important. It is important to look at representation and skillsets that Tangata Whenua Caucus members bring to the Board. Do they have financial capability?
- Strategic vision is an important factor, as well as health and safety, iwi relationships and networks, and political understanding.

Hui

- The caucus needs to find time to sit together and visualise. With changing demographics, including the work of Paul Spoonley, and the wellbeing vision, time must be taken to sit together to wananga how the caucus sees the future.
- The caucus brainstormed ideas for how this could be achieved.

ACE Aotearoa is in a good space to show its strength and leadership to Government and to continue to facilitate on behalf of the sector, which is a huge contribution to the wellbeing of New Zealanders and Aotearoa.

10. REPORT BACK FROM TANGATA TIRITI CAUCUS

Tracey Shepherd provided the following verbal report:

Tangata Tiriti Caucus Election

- There were four nominees for two Board positions.
- The two new Board members are Kathryn Hazlewood and Te Ataahia Hurihanganui.
- Thank you to the outgoing Board member, Theresa Christie, who brought her time and passion to the Board.

Theresa Christie thanked the meeting and colleagues on the Board and said the following:

Kia ora, everyone. With the democratic process, you always know that you do not have a mortgage on anything. I was very realistic and knowing that even though I have a three-year term and we have a democratic process, it is what it is. I am grateful for the time that I had on the Board and the learning that I had. I am grateful to the colleagues that were on the Board with me that added oil to my lamp.

One of the things that I wanted to say for the new Board members that are coming on: wonderful talent, wonderful skills. They will add value to the Board, I have no doubt. It is wonderful to see youth come on the Board.

I was saying to my colleague that as an outgoing Board member I should go back to my organisation with more understanding of what ACE is in terms of the organisation and what it does. Therefore, we should be a better organisation in terms of support for the kaupapa. Our organisation's membership is not here for an individual but for the organisation and the bigger kaupapa, which is ACE.

Kia ora to my fellow Board members. I have enjoyed my time and I look forward to supporting from the seats in the future. Ngā mihi.

Questions for Minister Hipkins at the ACE Conference

- Given everything going on at the moment with the ROVE and the Wellbeing Budget and the focus that this Government has on wellbeing, what is the policy direction or what is his vision for the adult education sector? That has not come through yet in the reviews that are under way. He speaks favourably of the ACE sector, so clear direction from him is required as to where he sees the sector fitting with the overall education sector. The ACE sector is a nimble sector and could play a significant role in furthering a number of initiatives and policy directions for this Government.
- Appropriate questions will be firmed up, based on his visions for the sector.

11. GENERAL BUSINESS

There was no general business.

12. CLOSURE

Co-chair Charissa Waerea thanked the meeting for participating in an excellent AGM. The meeting was declared closed at 3.38pm.

Peter Jackson closed the meeting with a karakia whakakapi, and Serenah Nicholson led a waiata.