



**MINUTES OF THE ACE AOTEAROA ANNUAL GENERAL MEETING
HELD ON TUESDAY 14 JUNE 2022 AT 1PM,
VIA ZOOM**

PRESENT

Board Members

Kathryn Hazlewood (Co-Chair), Jay Rupapera (Co-Chair), Peter Jackson, David Do, Te Ataahia (Taahia) Hurihanganui, Charissa Waerea and Pale Sauni

Members

Carl Pascoe, Lynda Megson, Katherine Peet, Pale Sauni, Serenah Nicholson, Peter McNeur, Yvonne Curtis, Julian Paton, Hauiti Hakopa, Jennifer Leahy, Charmaine Tukua, Tracey Shepherd, Heather Newell, Rosina Taueki, Hiraina Tarawa, Lottie Vinson, John Sullivan, Jane Gilmour, Bronwyn Yates

In attendance

Analiese Robertson (Director ACE Aotearoa), Tai Samaeli, Vivienne Reti, Pam Davidson and Katrina Bullen (minutes)

The meeting commenced at 1pm.

1. WELCOME

Jay Rupapera welcomed everyone to the meeting and Charissa Waerea opened with karakia.

Kathryn Hazlewood mihi-ed members to the meeting and acknowledged those who had passed during the year.

2. APOLOGIES

Apologies were received from:

- Carol Glamuzina
- Joelene Mareko
- Joanna Fox
- Jacqueline Wilson
- Jennifer Leahy for lateness

The apologies were received and noted.

3. MINUTES OF ANNUAL GENERAL MEETING HELD 14 JUNE 2021

Motion: That the minutes of the 2021 Annual General Meeting be taken as read and accepted as a true and correct record

Moved: Tracey Shepherd

Seconded: David Do

CARRIED

4. MATTERS ARISING

There were no matters arising.

5. ANNUAL REPORT 2021

5.1 Co-Chairs' Report

The Co-Chairs report was taken as read and the following was noted:

- Acknowledged tumuaki for carrying on through a challenging year. She was the right leader to lead into the future.
- Mihied members' performance across Aotearoa, the impact for learners and supporting them throughout COVID. Thanked members for what they continued to do as part of ACE Aotearoa.
- Through ACE Aotearoa they were able to work with Pasifika providers around the area of financial freedom and having grants available to the community. Had provided capability in charitable trusts. Enabling boards to be confident and successful. The Advisory Group had been reviewing fund applications but had received more applications than there was money available. However there would be another opportunity in September for further grants.
- The Board had farewelled and greeted new people: Colin McGregor who had left and said good bye to Tracey Shepherd and Hauiti Hakopa as Board members. They had welcomed Tai Samaeli as Capability Manager, and David Do had joined the Board.
- David Do shared some thoughts about his year on the Board.
- Taahia Hurihanganui shared some thoughts on the Environmental Scan. Like the stars in the night sky and being mindful at this time of Matariki. The scan was about recording what ACE Aotearoa had always been doing and reminded her that ACE Aotearoa her are almost always pro-active. The scan is a snapshot to carry with them to advocate for the wonderful mahi they have been doing. Taahia noted that a highlight for her was seeing the variety and diversity of services and the relevance of them in COVID times, with wellbeing at the forefront. Noted the digital literacy and financial literacy, running 12,000 programmes with 60,000 learners. ACE Aotearoa should be proud that within a state of crisis they were strong and robust.

5.2 Director's Report

The Director's report was taken as read and the following was noted:

- The Director had now been in the role just over a year and now time for reflection.

- The Director acknowledged each member. She also acknowledged Dr Jo Lake and Colin McGregor.
- Mihied the small ACE providers and organisations that are not funded.
- Achievements from last year were noted and making ACE accessible to learners in their areas. Noted the work done on the ACE Map.
- ACE Aotearoa have a voice and have three key roles around sector leadership and advocacy, the sector capability role and a coordinator role.
- ACE Aotearoa had achieved a lot in challenging times.

Motion: That the Annual Report be taken as read and received.

Moved: Serenah Nicholson

Seconded: Tracey Shepherd

Action: The Director to circulate the Strategic Plan and summary to members.

6. FINANCIAL REPORT

6.1 Treasurer's Report

Peter Jackson spoke to the financial report and the following was noted:

- It had been a tough year across the board with a slight loss of \$72,000. Most of the loss is attributed to less revenue being received.
- Cost management has been sound and held at a lower level than for 2019/2020.
- There had been a slight dip in the total accumulated funds by \$70,000.
- A clean audit had been received from the auditors.
- Performance had been reasonable under the circumstances.
- AA Focus is still providing a sound financial war chest for ACE Aotearoa. The two entities have now been clearly separated to avoid any issues going forward.
- The organisation is sound but COVID was still having some impact.

Motion: That the financial report be accepted as a true and accurate record.

Moved: Serenah Nicholson.

Seconded: Tracey Shepherd

6.2 Appointment of Auditor

Motion: That Grant Thornton be re-appointed as the ACE Aotearoa auditor for 2022

Moved: Yvonne Curtis

Seconded: Rosina Taueki

7. CAUCUS

7.1 Elections:

As only three nominees had been received for the three vacancies available an election process was not required.

It was noted that caucuses would discuss succession planning in their sessions.

The AGM broke into caucuses.

8. REPORT BACK FROM TANGATA WHENUA CAUCUS – CO CHAIR

The following was noted from the Tangata Whenua Caucus korero:

- Focussed on the current casual vacancies and discussed strategies for participation into governance roles.
- There had been good robust korero.
- Suggestions noted were:
 - Increasing membership or Māori participation by looking at registrations for Hui Fono Conference and incorporating a membership registration for Hui Fono.
 - Having a look at membership statistics and those that identify as Tangata Whenua and encouraging them to participate in the AGM.
 - Skillsets.
 - The benefit ACE Aotearoa offers to Māori and other communities / New Zealanders.
- There was a discussion on how to increase participation and making it more relevant.
- Looked at investing in financial and consulting groups.
- Option to coop expertise.
- If need, approach Board of Directors.

9. REPORT BACK FROM TANGATA TIRITI CAUCUS

The following was noted from the Tangata Tiriti Caucus korero:

- There had been some great discussion.
- Had done a round of introductions.
- There had been less nominees than vacancies so Lottie had been automatically appointed.
- Lottie Vinson from Canterbury WEA, Board nominee had introduced herself.
- Discussion around succession planning had been similar to Tangata Whenua.
- Need to look at as a Board finance role.
- It had been noted that the Incorporated Society Act allowed for non-members to be on Boards and allows for more co-opting of skills required.
- Raised the importance of internships, which had also been discussed by the Board.
- Talked about the importance of Board upskilling.
- Using organisations who do pro bono work.
- Discussion around the impact of new Incorporated Societies act on the constitution.

Serenah Nicholson noted that Zoom has been a great tool for hui rohi and hui whānau but that nothing overrides the feeling of wanting to be together, and that she was looking forward to conference.

10. GENERAL BUSINESS

Motion: That a formal declaration to accept the nominations of Kathryn Hazlewood, Lottie Vinson and Jay Rupapera to the Board be agreed.
Moved: Charissa Waarea
Seconded: David Do

Jay Rupapera formally noted that Peter Jackson and Te Ataahia Hurihanganui were stepping down from the Board and she expressed her thanks to them for their contribution to the Board.

The meeting closed at 2.45pm with Charissa Waarea sharing karakia.

Chairperson

Date