



Kaitiaki Kindergartens

NORTHERN AUCKLAND FREE KINDERGARTEN ASSOCIATION INC.

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 10th APRIL 2024 KAITIAKI KINDERGARTENS SUPPORT OFFICE AND VIA MICROSOFT TEAMS

Meeting Commenced: 7.40 pm.

1.0, 2.0 MIHI AND WELCOME / INTRODUCTIONS & 2.0 CALL TO ORDER

Board Members Present

Paul Geden (Chair) Nicole Thompson Anna Celligoi Kimberly Chalmers
Grant Mitcheson Ivor Peksa Stacey Sainty Vanessa Veart-Smith

Life Members Present

Grant Mitcheson (Board) Nicole Thompson (Board) Melanie Jack Robbie Pickford Tui Skelton

Members Present

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|-----------------------|-----------------|---------------|
| Chelsea Vercoe | Lily Zhu | William Tang |
| Courtney Abdale-Vague | Marian Kelly | Ciara Abel |
| Gemma Tricklebank | Matthew Wang | Thomas Barlow |
| Gretchen Greaves | Rebecca Andrew | Hongjie Li |
| Hannah Coppins | Rebecca Brehmer | Sarah Powell |
| Justin Schenn | Scott Burcher | Tom Barlow |

Staff Present

| | | |
|------------------------|--------------------|-------------------|
| Aimee Mayne | Glenda Ensor-Smith | Nicole Wordsworth |
| Alison Baxter | Gloria Sun | Rosa Parata |
| Angela Booth | Harpreet Sandhu | Sanja Miles |
| Angela Cooke | Jaimee Ison | Sarah Garrod |
| Anita Homewood | Jane Clark | Shar Caitcheon |
| Anna Biggelaar | Jo Holmes | Sharon Barnett |
| Anne Te Kanawa-Huggins | Kiri Baskerville | Sue-Ellen Menezes |
| April Choi | Katie Pickford | Tara Solomon |
| Archana Archana | Louise Samuels | Trudi Morgan |
| Ashleigh Kramer | Lucy Harrod | Vanessa Thompson |
| Charlotte Brown | Lynette Tillery | Vicky Pickles |
| Chelsea Swan | Lysa Dolan | |

External People Present

Jeff Guo (RSM Hayes Audit)

Apologies Received

Pam Dalton

The General Manager delivered the Karakia.

The Chairperson introduced himself and welcomed everyone to the meeting. All Board Members were introduced by the Chair.

The chairperson welcomed Tara Solomon, General Manager, along with Deborah Wansbrough and Wendy O'Brien (Professional Practice Leader's) as ex officio members of the board.

The Chairperson acknowledged the attendance of Life Members, Staff Members and Jeff Guo from RSM Hayes Audit (auditors).

3.0 VOTING STRENGTH ESTABLISHED

The Chair confirmed that there were 29 members and a number of staff present.

The Chair advised that the voting strength be established at 29 members with 13 kindergartens and one early learning centre being represented.

4.0 APOLOGIES

Moved that the apology from Pam Dalton be received
Paul Geden / Nicole Thompson

Vote CARRIED

5.0 CONFIRM AGENDA & CALL FOR ITEMS OF GENERAL BUSINESS

Moved that the agenda be accepted
Ivor Peksa / Vanessa Veart-Smith

Vote CARRIED

The Chair called for any items of General Business. One item was recorded to be discussed at the end of the AGM.

6.0 AGM STANDING ORDERS

Moved that the standing orders be adopted
Grant Mitcheson / Ivor Peksa

Vote CARRIED

Moved that the session time be 7:40pm to 9:40pm
Vanessa Veart-Smith / Anna Celligoi

Vote CARRIED

Moved that speaking time of three (3) minutes for the proposer and two (2) minutes for the seconder with two (2) minutes for each speaker in general discussion. The mover will be offered a right of reply for two (2) minutes after the close of discussion and prior to the motion being put.

Kimberly Chalmers / Vanessa Veart-Smith

Vote CARRIED

Moved that Karen McKay be appointed as the minute taker
Anna Celligoi / Grant Mitcheson

Vote CARRIED

Moved that Dianne Williams be appointed as timekeeper.
Anna Celligoi / Paul Geden

Vote CARRIED

Moved Alison Baxter and Deborah Wansbrough be appointed scrutineers for the online voting and that Dianne Williams and that Wendy O'Brien be appointed for the face to face voting.

Nicole Thompson / Grant Mitcheson

Vote CARRIED

7.0 CONFIRMATION OF MINUTES OF THE 2023 AGM

Moved that the minutes of the 2023 AGM be accepted
Grant Mitcheson / Kimberly Chalmers

Vote CARRIED

8.0 PRESENTATION OF ANNUAL REPORT FOR 2023

The Chair presented the Annual Report for adoption.

Moved that the President's report be accepted as read.
Paul Geden / Anna Celligoi

Vote CARRIED

The Chair thanked staff for the work involved in completing the report. He commented that it was good to see the work being undertaken in the Association.

Moved that the General Manager's Report be accepted as read.
Paul Geden / Nicole Thompson

Vote CARRIED

The General Manager acknowledged the mahi and thanked everyone for their commitment and passion.

Moved that the Northern Auckland Free Kindergarten Association's Financial Report for the year ended 31 December 2023 be accepted as read
Nicole Thompson / Paul Geden

Vote CARRIED

9.0 NAKA Constitution Remit

Moved that the Constitution Amendments as noted on the Agenda (remits 6 and 10) be approved.

These being:

Remit 10

That under Section 15e of the Constitution, the words “1st day of January and on 30th December” to be replaced with “1st day of July and end on 30th June”. The Section to now read:

“The financial year of the Association shall commence on the 1st day of July and end on 30th June of each year.”

Remit 6

That Section 8a be the words “April 30th” be replaced with “20th November”. The section to now read:

“An Annual General Meeting shall be held no later than 20th November in each year.”

Paul Geden / Kimberley Chalmers

Vote CARRIED

Moved that the Constitution Amendments as noted on the Agenda (remits 1-5 and remits 7-9) be approved.

These being:

Remit 1

That under Section 2 of the Constitution the definition “**Professional Practice Leader**” (**PPL**) means the person(s) employed as the Professional Practice Leader for the Association” be removed.

That throughout the Constitution the words “Early Childhood Centre” be amended to read “**Early Childhood Service**”

Remit 2

That under Section 6 biii of the Constitution the words “**and Professional Practice Leaders employed by the Association**” be removed and the word “**an**” be added. The section to now read:

“The Association’s General Manager shall be an ex-officio member of the Board, but shall not have any voting rights;”

Remit 3

That under Section 6g of the Constitution the words “**expiring at the end of the Annual General Meeting in the year corresponding with the last year of each Board Member’s term of office**” be added. The section now to read:

“The term of office for elected Board Members shall be two years, expiring at the end of the Annual General Meeting in the year corresponding with the last year of each Board Member’s term of office.”

Remit 4

That under Section 6h of the Constitution the words “Those members who have served the longest continuous period shall in the first instance be required to retire each year. A retiring member shall be eligible for re-election.” Be removed and the words

“Should there be fewer than two Board Members retiring due to the completion of their two-year term, in accordance with 6(g), or resigning prior to the completion of their two-year term in accordance with 6(j) or 6(k) (in which case any notice periods will be deemed complete at the time of the AGM), the members who have served the longest continuous period shall be required to retire. A retiring member shall be eligible for re-election.” Be added

The section now to read:

“At the Annual General Meeting each year a minimum of two Board Members shall retire from office. Should there be fewer than two Board Members retiring due to the completion of their two-year term, in accordance with 6(g), or resigning prior to the completion of their two-year term in accordance with 6(j) or 6(k) (in which case any notice periods will be deemed complete at the time of the AGM), the members who have served the longest continuous period shall be required to retire. A retiring member shall be eligible for re-election.”

Remit 5

That under section 6mii of the Constitution the words “or retiring Board Members.” be added. The section to now read:

“Appointees as temporary Board Members may consist of available Life Members, Chairpersons of Kindergarten Committees or retiring Board Members.”

Remit 7

That in Section 11a of the constitution the words “or Professional Practice Leaders” to be removed. The section to now read:

“The quorum for all Board meetings shall be five members, not including the General Manager. If a quorum is not reached the Board shall reconvene at the next available time for Board Members.”

Remit 8

That under Section 14bx of the Constitution, the words “brought to the notice of members by written notice to each Kindergarten Committee, Establishment Committee and Life Member, and shall remain in force until repealed by the Board” to be deleted and replaced with “made available to members”.

The Section to now read:

“Adopt and monitor the policies, procedures, and by-laws for the purpose of regulating the affairs of the Association. Copies of all policies, procedures and by-laws shall be made available to members.”

Remit 9

That under Section 15a of the Constitution, the word “cheques” be removed. The Section to now read:

“The authorised signatories of the Association shall be two or more Board Members, the General Manager and the Finance Manager employed by the Association. Any two of the authorised signatories may authorise electronic transactions, sign promissory notes and other documents which have a charge against the funds of the Association.”

Paul Geden / Ivor Peksa

Vote CARRIED

10.0 ANNUAL MEMBERSHIP FEE

Moved that the membership fee be kept at the current cost of \$5.00

Anna Celligoi / Vanessa Veart-Smith

Vote CARRIED

11.0 BOARD APPOINTMENTS

As there were 2 nominations for the 2 vacant positions, a vote was not required. Both candidates were therefore successfully appointed to the Board unopposed.

Grant Mitcheson had stepped down from the Board and the Chair thanked him for his service to Kaitiaki Kindergartens. Gifts from the Board and the Association were presented.

12.0 GENERAL BUSINESS

Winding up of Kaitiaki Kindergartens

The Chair gave some insight into a previous vote by the members of the Association.

It was agreed at the 2022 AGM to provide the Board with authority to wind up the Association and merge with Kindergartens Aotearoa, a national committee of many kindergarten associations. However work had not progressed therefore the merger would not take place and the Association would continue as Kaitiaki Kindergartens.

The Chair noted that work across associations would continue to be supported but reiterated Kaitiaki Kindergartens would not be wound up.

The time limit on the Members’ authority would expire on 30 April 2024 and the Board would not be invoking the authority.

Moved That the motion to wind up the Association of Northern Auckland Kindergarten Association as agreed by remit at the 2022 AGM be rescinded.

Grant Mitcheson/Paul Geden

Vote CARRIED

12.0 CLOSURE

The Chair thanked all staff for their exceptional work throughout 2023 and also thanked everyone for attending.

Karakia

Tara Solomon, General Manager conducted the closing Karakia and the Chair declared that the 2024 Annual General Meeting closed at 8:15pm.