



# DEVONPORT COMMUNITY HOUSE

Minutes of the Annual General Meeting of Devonport Community House Incorporated  
held on Thursday 27<sup>th</sup> August 2020 at 7.15pm via Zoom

## 1. In attendance

### **DCH/Committee Officers:**

Wendy Bailey (Patron)  
Bernie Ranford (House Manager)  
Emma Grant (Chairperson)  
Tash Strong (Deputy Chairperson)  
Kirti Mistry (Treasurer)  
Alison Day (Secretary)  
Lara Pearce (General Committee Officer)  
Jenny Hamlin (General Committee Officer)

### **Auckland Council:**

Jo Heaven

### **Devonport-Takapuna Local Board:**

Toni van Tonder

### **Devonport Peninsula Trust:**

Maria Teape

### **Community:**

Lynette Collings  
Lance Richardson (Hirer - Guest Speaker)

Since 11 members were registered as being present, Emma Grant declared the Annual General Meeting Open.

## 2. Chairperson's Welcome

Emma Grant welcomed everyone and thanked them for taking the time to attend the virtual AGM. Emma went through some housekeeping points for the running of the online AGM. Emma then introduced the House Manager, Patron and the Committee and also Jo Heaven from Auckland Council, Maria Teape from Devonport Peninsula Trust and Toni van Tonder from Devonport Takapuna Local Board.

## 3. Apologies

Lynn Dawson.

## 4. Minutes of previous meeting – 29<sup>th</sup> August 2019 AGM Minutes

The minutes of the previous AGM had been circulated by email to all people who had requested to join the Zoom AGM, posted on the DCH website and shared on the screen during this Agenda item.

There were no corrections or matters arising from the minutes.

**Moved that the minutes of the previous AGM on 29<sup>th</sup> August 2019 be confirmed as a true and an accurate record of the meeting.**

Moved: Tash Strong

Seconded: Kirti Mistry

**Carried**

## **5. Chairperson's Report**

Emma Grant presented the Chairperson's Report, a copy of which had been circulated by email to all people who had requested to join the Zoom AGM and also posted on the DCH website.

Key Points from the report:

- A highlight of the year was the 40<sup>th</sup> celebrations which were a fun occasion and very well attended.
- On 25 June 2020, after lengthy negotiations, the House signed the Community Centre Management Agreement with Auckland Council.
- The closures of the House as a result of the Covid 19 lockdown restrictions have been a challenge for the staff and finances of the House and also of great concern to some of the hirers.
- Committee is progressing well on refreshing the strategic plan. The Committee has also been working on a by-line, *'Devonport Community House, a place where community comes together'*.
- Committee's appreciation of Bernie's work and management of the House. Emma also thanked the Holiday Programme staff, House volunteers and Wendy Bailey.
- Emma thanked the Devonport-Takapuna Local Board and Auckland Council for their ongoing and much needed financial support and Jo Heaven who has helped everything go more smoothly. Thanks also to Toni van Tonder for her support on Facebook. Thank you as well to all other House supporters who have provided grants and sponsorship.
- Emma acknowledged the abilities and support of the current Committee and thanked former Committee member, Molly Clarke, for her contribution.

## **6. Treasurer's Report**

Kirti Mistry presented the Treasurer's Financial Report, a copy of which had been circulated by email to all people who had requested to join the Zoom AGM and also posted on the DCH website. A copy of the Performance Report for Devonport Community House Inc for the year ended 31 March 2020 was circulated in the same way. The Statement of Financial Performance and the Statement of Financial Position from that report were shared on the screen during this Agenda item.

Kirti spoke to the key balances and results.

Key points from the report:

- Committee decided to close the After School Care programme at the beginning of the financial year because it was no longer financially viable.
- The House signed the Community Centre Management Agreement 25 June 2020, therefore securing funding for a 5-year term, from 1 July 2019 to 30 June 2024.
- Revenue was \$145,523 which was 28.9% down on last year, the main reason being the closure of the After School Programme. House expenses were \$157,771 which were down by 32% on last year. The decrease in costs correlating to revenue. Resulting in a net deficit of \$12,247 which was 55% (\$15,119) less than the loss last year. There was still a loss because holiday

- costs for staff had to be paid. Accumulated funds as at 31 March 2020 stand at \$129,749.
- Bernie is closely monitoring the effect of closure during lockdown on the House's financial position and keeping the Committee informed. Staff are on Covid 19 wage subsidies.

#### **Matters arising from the Treasurer's Report**

None.

#### **Adoption of Accounts**

**The Treasurer moved that the accounts for the year ended 31 March 2020 be adopted as presented.**

Moved: Kirti Mistry

Seconded: Alison Day

#### **Carried**

Lance Richardson joined the meeting at 7.38pm.

### **7. House Manager's Report**

Bernie Ranford presented the House Manager's Report, a copy of which had been circulated by email to all people who had requested to join the Zoom AGM and also posted on the DCH website.

Key points from the report:

- Bernie outlined the year's activities and the local community initiatives the House supports.
- The House also operates various programmes such as the increasingly popular Bells & Whistles Preschool Playgroup and also the Elderly Shopper Run and the new Drop-in Table Tennis.
- The Covid 19 Pandemic has had a profound effect on the operations and finances of the House.
- Highlight of the year was the 40<sup>th</sup> Anniversary celebrations in September which was attended by many locals.
- Bernie thanked the volunteers - Vic, Paul and Julia; Emma and the Committee; Wendy our Patron and the Holiday Programme staff - Mana, Madak, Nat, Nalarr and Aliyah.
- Bernie also thanked the House's financial supporters for their continued assistance.

### **8. Guest Speaker – Lance Richardson (Ukulele Group)**

Lance shared the story of how his ukulele group started by accident in 2017 and has grown from three people to an average of 25 to 28 coming along each Monday evening and has a database of 60.

After 12 months the group started playing in the community, at Ascot House and the Wilson Home. They have also had some fun sessions at the Patriot and are starting to do festivals. The group has grown from no one being able to play to about 30 quite proficient players. In addition, they have expanded and now have four harmony groups and more recently, a men's group. Lance wants to grow other leaders for the group. It is a happy, supportive group and there is always a place for beginners although they are going to stick with 30 rather than grow further.

Lance said the acoustics in the Rimu Room are great and he is thankful that the Community House lets the group use it. Emma thanked Lance for sharing his story and for what he does in helping to connect the community and promote wellbeing.

Lance left the meeting.

### **9. Election of Office Bearers**

**Election of Chairperson**

Emma explained that after being on the Committee for nearly 10 years and Chair for the last three years she has made the hard decision to step down.

Alison advised that no nominations for Chairperson had been received. Emma called for nominations from the room, but no nominations were made. Emma confirmed that the Deputy Chairperson will be acting Chairperson until a new Chairperson is appointed.

**Election of Deputy Chairperson**

Alison advised that Tash Strong had been nominated by Emma Grant. Emma called for nominations from the room, but no nominations were made.

Tash Strong was duly elected as Deputy Chairperson.

**Election of Treasurer**

Emma explained that Kirti had been Treasurer for a long time and had decided to step down.

Alison advised that Lynette Collings had been nominated by Emma Grant. Emma called for nominations from the room, but no nominations were made.

Lynette Collings was duly elected as Treasurer.

**Election of Secretary**

Alison advised that Alison Day had been nominated by Emma Grant. Emma called for nominations from the room but no nominations were made.

Alison Day was duly elected as Secretary.

**Election of General Committee Officers**

Alison advised that Lara Pearce had been nominated by Alison Day. Lara Pearce was duly elected as a General Committee Officer.

Alison advised that Jenny Hamlin had been nominated by Alison Day. Jenny Hamlin was duly elected as a General Committee Officer.

Emma explained that Kirti had agreed to stay on the Committee for a month or so while Lynette settled into the role of Treasurer. Alison advised that Kirti Mistry had been nominated by Alison Day.

Kirti Mistry was duly elected as a General Committee Officer.

Emma said that the House is wanting to grow the Committee and invited any nominations for General Committee Officer from the room or alternatively for people to shoulder tap anyone who might be interested.

There were no nominations from the room.

**10. General Business**

- Toni Van Tonder introduced herself and said that it was great to meet the Committee and feel the energy. She invited the Committee to contact her with any questions and she would respond quickly. She realizes there are large disparities in funding levels of various organisations. In her experience, as new to the

Devonport-Takapuna Local Board, there is a link between the groups who get more funding and those who meet with the Local Board frequently.

- Tash thanked Emma and Kirti, on behalf of the Committee, for all the time, energy and commitment they have put into the House. They will both be very much missed. Tash said that Emma has a logical way of dealing with issues and is completely unflappable and Kirti is really good at explaining the financial information.

**There being no further business, Emma declared the meeting closed at 8.08pm**