



DEVONPORT COMMUNITY HOUSE

Minutes of the Annual General Meeting of Devonport Community House Incorporated
held on Thursday 25th August 2022 at 7.30pm

1. In attendance	<p>DCH/Committee Officers: Wendy Bailey (Patron), Justin Mitchell (House Manager), Justine Kinsella (Marketing and Activations Manager), Natasha Strong (Chairperson), Lynette Collings (Treasurer), Alison Day (Secretary), Jenny Hamlin (General Committee Officer), Joanna Steele (General Committee Officer) and Lin Aylward (General Committee Officer)</p> <p>Devonport-Takapuna Local Board: Toni van Tonder, George Wood</p> <p>Auckland Council: Chris Darby and Richard Hills</p> <p>Community: Jicca Smith (Devonport Library)</p>
2. Chairperson's Welcome	Given there is a quorum, Natasha Strong declared the Annual General Meeting open. Natasha welcomed everyone.
3. Apologies	None
4. Minutes of the previous AGM on 24 th August 2021	<p>The link to the minutes of the previous AGM had been posted on the DCH website and copies were available at the AGM.</p> <p><u>a) Matters arising from the minutes.</u> There were no corrections or matters arising from the minutes.</p> <p>Moved that the minutes of the previous AGM on 24th August 2021 be received and confirmed as a true and an accurate record of the meeting.</p> <p>Moved: Natasha Strong Seconded: Lynette Collings Carried</p>
5. Chairperson's Report	<p>Natasha Strong (Chairperson) presented the Chairperson's Report, a copy of which had been posted on the DCH website and copies were available at the AGM.</p> <p>Key Points from the report:</p> <ul style="list-style-type: none">• Thank Yous - Natasha thanked all those who have supported the House including Auckland Council (particularly Jamie Adkins); Devonport-Takapuna Local Board and our other funders – Lotteries Commission, Foundation North, Four Winds, Pub Charity, AJ Scott, Local Activation Fund, Creative Communities and Ministry of Social Development (MSD). Natasha also expressed huge thanks to Justin (House Manager) and Justine (Marketing and Activations Manager) for the transformation of the House; thank you also to Deb (Accounts) and the Holiday Programme team led by Mana; our volunteers, hirers and users and the Committee – Joanna, Lin, Alison, Lynette and Jenny. Finally, thanks to Rixt Brownlow (new Activities Coordinator) and Sharon Bailey (new Playgroup Coordinator).• COVID-19 Challenges – impacted our operations again this year.• Delivering on our Strategic Plan – our Strategic Plan including our priorities, vision and values continue to be our guiding star.

	<ul style="list-style-type: none"> ● Transformation – our restructuring of the full time House Manager role into three separate components has worked very well for us. Great successes have been achieved in the House Transformation Project ● Future -Sustainable Organisation – we need to increase our committee members to spread the load and increase diversity and we are also exploring ways to increase our income. ● Committee Members – bidding farewell to Jenny after many years on the Committee. Thank you for being a “hands on” Committee Member, working very hard on the policies with Alison and being one of our driving forces on our House Transformation Project.
<p>6.Treasurer’s Report</p>	<p>Lynette Collings presented the Treasurer’s Financial Report, a copy of which together with the Performance Report had been posted on the DCH website.</p> <p>Lynette spoke to the key balances and results:</p> <ul style="list-style-type: none"> ● It has been a financially challenging year again due to the prolonged Covid 19 lockdowns. ● Revenue of \$177,403 was up 8.5% (\$15,094) year on year, this increase being largely due to grants and Covid-19 subsidies. House expenses of \$158,892 were up by \$5,843 (3.6%) year on year, contributed to by small increases and decreases across all cost areas. This resulted in a net surplus of \$18,511, up by 49.97% (\$9,251) on prior year. Accumulated funds as of 31 March 2022 stood at \$213,664. ● The House is in a good place to move forward. The split of management roles has resulted in an upturn in utilisation, re-energised our role in the community and increased our visibility. ● New grants this financial year have allowed us to increase staffing levels by employing two more part-time staff to assist with marketing and operations. <p><u>a) Matters arising from Treasurer’s Report</u> There were no matters arising from the Treasurer’s Report.</p> <p>The Treasurer moved that the accounts for the year ended 31 March 2022 be adopted as presented.</p> <p>Moved: Natasha Strong Seconded: Jenny Hamlin Carried</p>
<p>7. House Manager’s Report</p>	<p>Justin Mitchell presented the House Manager’s Report, a copy of which had been posted on the DCH website and was shared on screen during this Agenda item.</p> <p>Areas covered in the report:</p> <ul style="list-style-type: none"> ● The Year by numbers ● Regular activities at the House ● Post-lockdown recovery ● Managing Bookings – Skedda has been really helpful in co-ordinating bookings and provides a smoother customer experience ● Improvements around the House ● Collaboration: This has increased, a prime example is Matariki where all local groups worked from the same timetable. We are also working on reaching out to other community groups to use our spaces. ● Grant Income: Very grateful for our grant income because hire income only takes us so far.

<p>8. Marketing and Activations Manager's Report</p>	<p>Justine Kinsella presented the Marketing and Activation Manager's Report, a copy of which had been posted on the DCH website and was shared on screen during this Agenda item.</p> <p>Key points from the report:</p> <ul style="list-style-type: none"> ● Activations Aplenty ● Expanding our regular timetable offering ● Our Visibility ● A Growing Team ● What's coming up <p>George Wood enquired whether the After School Club was still operating and also asked about the numbers attending the Holiday Programme. It was explained that the Accumulated Fund is basically all grants for specific projects.</p> <p>Richard Hills said that the House seems to be aligning well with the general emphasis on an outlook of connecting between groups.</p> <p>It was pointed out that more income streams are needed to cover salaries of staff.</p> <p>Chris Darby commented that there was a lovely, infectious energy and he was not surprised that the House was doing well.</p> <p>Jicca Smith said that she really enjoyed working together with the House and there were lots of new people in coordinating positions all wanting to collaborate.</p>
<p>10. Election of Office Bearers</p>	<p>Election of Chairperson Natasha Strong has been nominated by Lynette Collings. Alison called for nominations from the floor, but no nominations were made. There being no other nominations, Natasha Strong is duly elected as Chairperson.</p> <p>Election of Deputy Chairperson There have been no nominations for Deputy Chairperson. Alison called for nominations from the floor, but no nominations were made. The position will remain vacant for the time being.</p> <p>Election of Secretary Alison Day has been nominated by Natasha Strong. Natasha called for nominations from the floor, but no nominations were made. There being no other nominations, Alison Day is duly elected as Secretary.</p> <p>Election of Treasurer Lynette Collings has been nominated by Joanna Steele. Alison called for nominations from the floor, but no nominations were made. There being no other nominations, Lynette Collings is duly elected as Treasurer.</p> <p>Election of General Committee Officers Joanna Steele had been nominated by Alison Day. Natasha asked if there were any other nominations, but no nominations were made. Joanna Steele was duly elected as a General Committee Officer.</p> <p>Lin Aylward has been nominated by Lynette Collings. Natasha asked if there were any other nominations, but no nominations were made. Lin Aylward was duly elected as a General Committee Officer.</p>
<p>11. General Business</p>	<p>George Wood said that, on behalf of the Board, it was great to see the House was more viable than a few years ago. The Committee and Justin and Justine have totally turned the place around.</p>

	<p>Natasha said that there are two keys to the success – funding and Jenny Hamlin and her initial inspiration for the transformation. Jenny replied that it was exciting for the area to have a more vibrant Community House which is reaching out to others.</p>
Closure	<p>There being no further business, Natasha declared the meeting closed at 8.40pm.</p>