



DEVONPORT COMMUNITY HOUSE

Minutes of the Annual General Meeting of Devonport Community House Incorporated
held on Tuesday 24th August 2021 at 7pm via Zoom

1. In attendance	<p>DCH/Committee Officers: Wendy Bailey (Patron), Justin Mitchell (House Manager), Justine Kinsella (Marketing and Activations Manager), Natasha Strong (Deputy Chairperson), Lynette Collings (Treasurer), Alison Day (Secretary), Jenny Hamlin (General Committee Officer) and Joanna Steele (General Committee Officer)</p> <p>Devonport-Takapuna Local Board: Toni van Tonder Devonport Peninsula Trust: Maria Teape</p> <p>Community: Linda Withy (Hirer), John Raeburn (Guest Speaker) and Deb Farmer (Community)</p>
2. Chairperson's Welcome	<p>Since 13 members were registered as being present, Natasha Strong declared the Annual General Meeting open. Natasha welcomed everyone and thanked them for taking the time to attend the virtual AGM. Natasha went through some housekeeping points for the running of the online AGM. The Committee, staff and Patron introduced themselves.</p>
3. Apologies	<p>None</p>
4. Minutes of the previous AGM on 27 th August 2020	<p>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.</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 27th August 2020 be received and confirmed as a true and an accurate record of the meeting.</p> <p>Moved: Natasha Strong Seconded: Wendy Bailey</p> <p>Carried</p>
5. Chairperson's Report	<p>Natasha Strong (deputy Chairperson and acting Chairperson) 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.</p> <p>Key Points from the report:</p> <ul style="list-style-type: none">• Natasha thanked all those who have supported the House including Auckland Council, particularly Jo Heaven and Jamie Adkins; Devonport-Takapuna Local Board and our other funders – Lotteries Commission, AJ Scott and Ministry of Social Development (MSD). Natasha also expressed thanks to Bernie Ranford (our House Manager through FY21), the Holiday Programme team led by Mana, our volunteers, hirers

	<p>and users and the Committee and to Justin (new House Manager) and Justine (new Marketing and Activations Manager).</p> <ul style="list-style-type: none"> ● Closures of the House due to Covid 19 lockdowns severely impacted our hirers' ability to run their activities which consequently reduced our income. The effects continued even when Covid 19 alert levels reduced. Staff workload increased to ensure compliance with Government Covid 19 requirements. ● A major milestone, after lengthy negotiation, was the House agreeing and signing the Community Centre Management Agreement with Auckland Council. ● Committee has reviewed and revised the House's strategic plan including our priorities, vision and values. ● The House Manager's role has been restructured by splitting it into three separate components – operations, book keeping, and marketing and activations. Natasha thanked Justin and Justine for the enormously positive impact they have had on the House since joining it a few months ago. ● In response to the challenges of FY21 on the community use of the House and its revenue, we have launched the House Transformation Project (placemaking, marketing and activations and community connectedness) with the aim of returning the House to its full potential as a vibrant community facility. ● Once the expected new Incorporated Societies Act has passed its second reading we will start on necessary re-writing of our constitution.
<p>6. Treasurer's Report</p>	<p>Lynette Collings 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. The draft Profit and Loss and draft Balance Sheet were shared on the screen during this Agenda item. These figures have been checked by the auditors, William Buck, who will finalise the reports ready for submission to Charities Services.</p> <p>Lynette spoke to the key balances and results.</p> <p>Key points from the report:</p> <ul style="list-style-type: none"> ● It has been a financially challenging year for the House with it being closed, due to Covid 19 lockdowns at the beginning of FY21, New Zealand having gone into lockdown from 25 March until 13 May 2020, and then again during the year. ● Revenue of \$122,730 was down 15.7% (\$22,793) year on year predominantly in goods and services relating to donations, sponsorship and fundraising activities during lockdown. House expenses of \$133,546 were down by 15.4% (24,225) year on year. The decrease in costs correlating to revenue: \$19,882 - 20% reduction in employee costs. Resulting in a net deficit of \$10,817 and 11.8% (\$1,430) less losses to prior year. Accumulated funds as at 31 March 2021 stand at \$118,933. ● Resignation of the House Manager in May 2021 led to a Committee review of House requirements and challenges which resulted in the split of the House Manager role into three part-time roles. ● The vibrancy of the House has changed and for this current financial year to the end of July 2021, the House is recording a profit of \$3,853 showing a positive trend. <p><u>a) Matters arising from Treasurer's Report</u> There were no matters arising from the Treasurer's Report.</p> <p><u>b) Adoption of Accounts</u></p>

	<p>The Treasurer moved that the draft accounts for the year ended 31 March 2021 be adopted as presented subject to any amendments by the auditors.</p> <p>Moved: Natasha Strong Seconded: Toni Van Tonder</p> <p>Carried</p>
<p>7. House Manager's Report</p>	<p>Justin Mitchell 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.</p> <p>Key points from the report:</p> <ul style="list-style-type: none"> ● In early 2021, the audit for our Holiday Programme accreditation by MSD and Out of School Care Network (OSCAR) was successful. Well done to Mana Harknett and her team: Nalarr, Aliyah and Madak. ● Justin highlighted the various other programmes operated by the House such as the Shopper's Run (a big thank you to our volunteer driver, Paul Clifford and Devonport New World's donations) which we are hoping to expand. Also, our well attended Bells & Whistles Playgroup and increasingly popular Table Tennis sessions. ● In addition, there are over 30 different groups (including several recent additions) using the Community House on a regular basis. Monthly figures show more than 150 bookings over 250 hours with approximately 1,600 people coming through our doors. ● Initial actions in post by Justin and Justine have been to increase the social media presence of the House, upgrade to an online booking system, do a big clean out and glean suggestions from John Raeburn about how to develop the House into a more integrated community hub. <p>Wendy Bailey offered to try to source another table tennis table.</p> <p>Toni van Tonder said that it was exciting to see how things are evolving at the House. She queried the time commitment required by a volunteer driver for the shopper's run and Justin said it is about 2 to 2.5 hours. Toni also suggested that having a table tennis table outside the Community House might enhance our visibility.</p> <p>In answer to Toni's query about the choice of booking system and a consortium to get better prices, Justin explained Skedda had been recommended by another community house manager and Skedda have agreed to meet with the House Manager group to discuss possible system adaptations.</p> <p>Natasha thanked Toni van Tonder and said that she had been the catalyst instrumental in the changes that are taking place at the House.</p>
<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 circulated by email to all people who had requested to join the Zoom AGM and also posted on the DCH website.</p> <p>Key points from the report:</p> <ul style="list-style-type: none"> ● A main area worked on has been a community engagement strategy to bring people together, offer a wide and diverse range of classes and events and enhance the welcoming and vibrant feel of the House.

	<ul style="list-style-type: none"> • The social media strategy has been to drive awareness and visibility of the House, support our hirers with promotion and establish and maintain our place as an active community hub. We have a growing and engaged audience on Facebook and Instagram. • Website has been improved and made more functional and we are going to refresh our noticeboards and signage. • As regards Activations, a Babysitting Workshop (which already had 25 registered students from a range of North Shore schools) was planned but has been postponed due to Covid 19 restrictions. Term Four planning includes an Open Week when people can try a class for free, a Community Meet and Greet, Summer Community Picnic and Christmas event.
<p>9. Guest Speaker – John Raeburn</p>	<p>John expressed his pleasure at being at the AGM. He was involved with setting up the House with Wendy Bailey back in 1977. However, he has resisted being involved with it again until hearing that Justin, Justine and the Committee were wanting to change how things are done has tempted him back.</p> <p>He spoke of his background in psychology, university teaching career and his work on the genesis of community houses in New Zealand. He has come to believe very strongly that community is the answer to wellbeing. He went through his key principles and planning model for successful community houses and his rough plan for the House.</p> <p>Natasha thanked John for his interesting talk and said that she would definitely like to speak further with him, the committee and Justin and Justine regarding his ideas. Justine offered to arrange a further session offline.</p>
<p>10. Election of Office Bearers</p>	<p>Election of Chairperson Natasha Strong has been nominated by Alison Day. 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 Joanna Steele. Alison 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 Lin Aylward. 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 Jenny Hamlin has been nominated by Natasha Strong. Jenny Hamlin was duly elected as a General Committee Officer.</p> <p>Joanna Steele had been nominated by Lynette Collings. Joanna Steele was duly elected as a General Committee Officer.</p>

	<p>Lin Aylward has been nominated by Jenny Hamlin. Lin Aylward was duly elected as a General Committee Officer.</p> <p>Natasha asked for any nominations for General Committee Officer from the floor. There were no nominations from the floor.</p>
11. General Business	None.
Closure	There being no further business, Natasha declared the meeting closed at 8.20pm.