



**Mountains to Sea Conservation Trust
Annual General Meeting, 2015
Bank St Social Club, Whangarei**

DATE	29th September, 2015	START TIME	16:50:00
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1	MEETING OPENED		
	Present	Hilton Leith, Samara Nicholas, Kim Jones, Vince Kerr, Roger Grace (arrived at 17:15)	
	Apologies	Sioux Campbell, Nicki Wakefield,	

2	MINUTES	Moved	Seconded
R1	Previous AGM minutes taken as read dated 15rd September, 2014 (edited version) accepted	Hilton	Kim

3	MATTERS ARISING FROM THE MINUTES		
1	Life memberships project We discussed how this project. Roger and Vince volunteered to lead this project by visiting the men themselves. The idea of giving them some artwork to mark the occasion was tabled and approved of by everyone present.		
R2	Roger and Vince to continue to take the lead on the life memberships project		
	ACTION – Roger and Vince to discuss the project and contact Bill Ballantine, Wade Doak and Lou Richie to let them know that we would like to make them life members of MTSCCT to let them know how valuable their work has been in inspiring the formation and ongoing drive behind our organisation.		

4	CORRESPONDENCE IN – AS LISTED AND ATTACHED		
A	Samara will file the annual return to the Charities Commission which is due 30 th September and can be done online for \$50. Samara outlined how this is where the volunteer hours records we keep come in to play.		
	ACTION – Kim and Samara to continue to redefine requirement of volunteer hours for regional coordinators and circulate		
B	Strategy/guiding document review: we discussed how not all changes have been made yet and so trustees haven't been able to review it to accept.		
R3	We will make changes to our strategy and circulate via online and get an online approval from all trustees by 1 January 2016.		

5	CHAIRPERSONS REPORT – as attached
A	Chairpersons Report tabled by Hilton Leith dated September 2015. Hilton went through the report and told us that when you do a report like this it is incredibly amazing at what has happened in the last 12 months and how quickly it has gone! We discussed a few minor edits that needed to be made and accepted the report as a true and correct record of 2015 ☺
R4	Make any edits by email and then approve by email.
	ACTION – Kim and Samara to upload edited approved Chairperson’s report onto EMR and WBC websites.

6	ANNUAL REPORT – as attached
	Annual Report tabled and accepted.
	ACTION - Kim and Samara will put the annual report up on the websites.

7	FINANCIAL REPORT – presented by Samara		
A	Samara gave us a financial report using the financial statements and tabled the audit dated 28/09/15		
B	Revenue Summary	2014	2015
	EMR	\$184,447.00	\$181,529.00
	WBC	\$132,791.00	\$83,642.00
C	<ul style="list-style-type: none"> Samara told us that our accounts are looking healthy and balanced. EMR is in surplus this year. WBC is in deficit this year due to the fact we had funds rolled over from the previous year and not as much income coming in this year with not doing Waimarie programme and not having DOC National funds (WBC was in surplus last year). All monies are accounted for though and we are not in the red. With CCPF and various other WBC funding now confirmed for 2015/2016 the next year looks set to be a good and perhaps higher revenue one for WBC. EMR still doing well with self-sustaining income – over \$24,000 from casuals and school charges/donations this year. The accounts are complex now that we are growing bigger and diversifying funding sources so we will be moving to a MYOB system at the start of the next financial year (01/04/16). We hope to have an accounts person by then to take on that role. 		
D	<ul style="list-style-type: none"> Samara outlined the Orbit Audits bill (\$2500) and suggests we appoint Orbit Audits again as our auditor and that we appoint Bennett Associates and our accountants and Ian Reeves for Henderson Reeves as our Trust lawyer. 		
R5	Samara’s financial report and Plus Audits final audited accounts for 2014-2015 to be accepted. Moved by Kim. Seconded by Vince – approved.		

R6	We appoint Orbit Audits again as our auditor but ask for a discount on the bill and Vince will look into getting some quotes for other auditors.
	ACTION - Vince will look into getting some quotes for other auditors.
R7	That we appoint Bennett Associates and our accountants and Ian Reeves for Henderson Reeves as our Trust lawyer.

8	ELECTION OF OFFICERS
	Chairperson Election
A	Samara nominated Hilton to be MTSCT Chairperson for the third year running if he would like to carry on in the role as he does the job so well. Vince seconded. Hilton asked if there were any more nominations – none. Hilton said he was happy and honoured to carry on in the role. All approved – welcome back the role Hilton!
R8	Hilton to be re-elected to the role of Chairperson.
	Treasurer Elections
R9	Samara Nicholas to be re-elected as Treasurer of MTSCT. Moved: Kim. Seconded: Hilton. All in favour. Samara accepted with the proviso that we find a treasurer/accounts person to take on this role ASAP (a non-trustee volunteer or paid contractor if we have the funds)
	Secretary Elections
R10	Kim Jones to be the sole secretariat of MTSCT. Moved: Roger. Seconded: Hilton. All in favour. Kim accepted.
	Programme Director Elections
R10	Samara Nicholas to continue as Programme Director of MTSCT. Moved: Hilton. Seconded: Vince. All in favour. Samara accepted with the proviso that we have Kim in a deputy role taking on some of the tasks and helping to delegate out the tasks and make job descriptions for non-consulting volunteers and/or paid contractors to take on ASAP and if funding allows.
R11	Kim Jones to become Deputy Programme Director of MTSCT. Moved: Hilton. Seconded: Vince. All in favour. Kim accepted.

9	GENERAL BUSINESS
A	Nicki's item of identifying resource gaps to be moved to a later bi-monthly meeting date when she can be present to lead the discussion.
B	An active area of the trust this year will be writing job descriptions for key volunteer/non-trustee roles e.g.: <ul style="list-style-type: none"> • Accountant/Treasurer – does charities commission report etc. • Secretary

	<ul style="list-style-type: none"> • Marketing person that can also assist with funding applications • Administration person
	Action – The job descriptions and key volunteer (both trustee and non-trustee) roles to be developed and discussed within trust.

10	NEXT AGM
A	To be held in early September 2016 (as audit is usually done by them and Charities Commission Annual Return in due in late September). Venue TBC.

10	ACTIONS SUMMARY (to be copied to next trustee meeting and 2015 AGM)
1	Roger and Vince to discuss the life membership project and contact Bill Ballantine, Wade Doak and Lou Richie to let them know that we would like to make them life members of MTSCCT to let them know how valuable their work has been in inspiring the formation and ongoing drive behind our organisation.
2	Kim and Samara to redefine requirement of volunteer hours for regional coordinators and circulate
3	Kim and Samara to make changes to our strategy and circulate via online and get an online approval from all trustees by 1 January 2016.
4	Kim and Samara to upload edited approved Chairperson’s report onto EMR and WBC websites.
5	Kim and Samara will add contact details to the annual report and put the annual report up on the websites.
6	Vince will look into getting some quotes for other auditors.
7	The job descriptions and key volunteer (both trustee and non-trustee) roles to be developed and discussed within trust.

11	MEETING CLOSED AT 18:14:00
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	Acceptance of 2015 MTSCCT AGM minutes as true and correct
	Signed
	Name
	Date

