

**Minutes of**  
**NZ Family and Foster Care Federation Inc.**  
**(Operating as Caring Families Aotearoa CFA)**  
**Annual General Meeting 2021**  
**Held on 20 October 2021 1.00pm via TEAMS**

**Present:** 45 Full Members / 1 Associate members / 0 Non-Members

**Proxy Appointment:** Nil

---

**Welcome:** Bernadette Jones welcomed all attendees and gave instructions on how to use the chat function, move and second motions and ask questions. Leanne Brownie opened the AGM with karakia. Colin Hardgrave declared the AGM open and welcomed all members. He apologised on behalf of the Board Chairman, John Dickson who was unable to attend due to unforeseen circumstances.

**Apologies:** Sally Moffatt, Rob Surtees, Andeana Pilalis, Chris Frost, Karen Knight, Amy Brinkman, Edwina Ruwhiu, John Dickson, Gwenda Swinney, Vanessa West, Dennis Brownie, Tania Smith, Jan Halliday

**Motion:** That the above apologies be accepted.

Moved: Janice Purchase	Seconded: Stephanie James-Sadler	Passed: Unanimously
------------------------	----------------------------------	---------------------

**Minutes from previous AGM held on 16 October 2020**

The minutes from the previous AGM held on 16 October 2020 were circulated through mailouts, on CFA website and in the chat function on the virtual meeting.

**Motion:** That the minutes of the 2020 AGM be signed as a true and correct record.

Moved: Angela Swinney	Seconded: Denise Green	Passed: Unanimously
-----------------------	------------------------	---------------------

### **Matters Arising from Previous Minutes:**

Gillian Lynch queried why Colin was still on the Board when his extension of six additional months on the Board had expired. Colin explained that the Board is currently finding a replacement for him and that Covid has made this task difficult.

### **Chairperson's Address:**

The Chairman, John Dickson was unable to attend the AGM due to unforeseen circumstances. Colin explained that John Dickson addressed the membership in the annual report and hoped everyone had had a chance to read this. The motion to accept the Chairman's address is to be included in the annual report acceptance motion.

### **Presentation and adoption of Annual Report:**

**Motion:** That the 2021 Annual Report be adopted.

Moved: Jennifer Kinsella	Seconded: Sonia van der Linden	Passed: Unanimously
--------------------------	--------------------------------	---------------------

### **Presentation and adoption of Audited Financial Accounts:**

Gillian Lynch asked why there was such a big difference between the last two years in the "Programme Related Income" and "Other Operating Revenue". Colin Hardgrave explained that we received an extra one-off payment from Oranga Tamariki to offset the effects of Covid on our organisation.

Gillian Lynch asked what the NGO Leadership Group was. Linda explained that it is a group of NGO & Iwi CEO's and leadership which started when Child Youth & Family restructured and became Oranga Tamariki. Once this transition had ended, the group continued as they saw the value of the group. Linda noted that it is a good way for the organisations to continue to come together and they still give advice and talk with Oranga Tamariki, the Children's Commissioner and other groups about certain matters. One of our parts in this group is that we provided an account that each member paid money into that supported the group. This was undertaken with the approval of our Auditor.

Gillian Lynch questioned the "Other Expenses" payments in the cash flow and asked why there was a difference of about \$100,000 between year ending 2020 and year ending 2021. Linda said that it would have been costs around the office move, rebrand etc. Further explanation about this will be sent out in a communication to the AGM attendees shortly.

Colin recognised the work that Wendy & Linda put in to manage the finances. Colin noted that notwithstanding Covid, we are in a very good financial position.

**Motion:** That the Financial Report for the year ending June 2021 be adopted.

Moved: Ken Wickens	Seconded: Gillian Lynch	Passed: Unanimously
--------------------	-------------------------	---------------------

**Confirmation of Patron/s:**

Colin stated that Dame Patsy Reddy's Term as Governor General officially ending on 28 September 2021 she will no longer be the patron for CFA. CFA thanks Dame Patsy for her patronage for the past 5 years. CFA wishes her all the best for the future and looks forward to seeing photos of her amazing vege garden. CFA have applied for vice regal patronage from the new Governor General, Dame Cindy Kiro and are awaiting confirmation on this.

**Motion:** That we approach Dame Cindy Kiro to become our new patron.

Moved: Jill Kirkland	Seconded: Stephanie James-Sadler	Passed: Unanimously
----------------------	----------------------------------	---------------------

**Appointment of Auditor:**

**Motion:** Re-appointment of CFA's current auditors – Dent and Heath Chartered Accountants.

Moved: Nyvonne Krause	Seconded: Denise Green	Passed: Unanimously
-----------------------	------------------------	---------------------

**CEO Address:**

Linda Surtees presented a power point based on the annual report and spoke to a number of points. Linda made special mention of CFA's current life members and those who are no longer here.

Linda thanked the Board for their continued guidance and support, especially Colin Hardgrave for his long service and readiness to step up. Linda also thanked the team at Caring Families Aotearoa. Linda finished by thanking all caregivers for the hard mahi that they do and acknowledged the additional difficulties that Auckland caregivers are experiencing currently.

Colin Hardgrave thanked Linda for her advocacy for caregivers and said it has been a pleasure working with her.

Marina Seager noted that it was a really difficult year with Covid and said that the Caring Families Aotearoa team led by Linda did an amazing job supporting caregivers through tough times.

Gillian Lynch congratulated Caring Families Aotearoa for developing such effective relevant training.

**Motion:** The CEO report be adopted.

Moved: Marina Seager	Seconded: Jennifer Kinsella	Passed: Unanimously
----------------------	-----------------------------	---------------------

**Board members retiring:**

On behalf of the Chairperson, Colin Hardgrave thanked Pru Simpson as a retired Board member.

**Other Business:**

There was no other business discussed.

**Closing:** Karakia by Leanne Brownie

**With there being no further general business, the meeting closed at 1.47pm**

*These minutes were approved by the membership as a true and correct record on:*

**Date:** \_\_\_\_\_

**Signed by Board Chairperson:** \_\_\_\_\_