

**Minutes of**  
**NZ Family and Foster Care Federation Inc.**  
**(Operating as Caring Families Aotearoa CFA)**

**Annual General Meeting 2024**

**Held on 24 September 2024 4.50pm, Rydges Latimer, Christchurch**

**Present:** 56 Full Members / 0 Associate members / 6 Non-Members

**Proxy Appointment:** 1 Full Member

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**Welcome:** Mikaira Pau led Karakia. Marina opened the AGM with a mihi and welcome.

**Apologies:** Judith Hall, Frances Thompson, Osana Leituala, Victoria Rihari, Gladys Herbert, Lisa Opie, Judie Williams, Chris Frost, Sally Moffat, Dagmar Cronauer, Amy Ririnui, Janice Purchase

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

Moved: Rob Surtees	Seconded: Ebony Phillips	Passed: Unanimously
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**Minutes from previous AGM held on 22 September 2023**

The minutes from the previous AGM held on 22 September 2023 have been circulated through mailouts, are on the CFA website and handed out today.

**Motion:** That the minutes of the 2023 AGM be signed as a true and correct record.

Moved: Gillian Lynch	Seconded: Di Marshall	Passed: Unanimously
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**Matters Arising from Previous Minutes:**

Anne Morrison had expressed interest in joining the Board at the 2023 AGM as no nominations were received for the vacant Foster Carer Member representative position. Anne Morrison was co-opted onto the Board following the AGM with her term ending at the 2024 AGM as per the constitution.

## Chairperson's Report:

*Kua takoto te mānuka*

The challenge has been set

Kia ora koutou,

Reflecting on the past year, the whakatauki (Māori proverb) reminds us that challenges bring growth and improvement and I believe that 2023/2024 has seen significant achievements and efforts to support caregivers and tamariki.

Caring Families Aotearoa has navigated a difficult landscape with impacts from global events and local policy changes. Our commitment to supporting caregivers and advocating for tamariki well-being has been unwavering. A notable achievement was the continued discussion and impact of our White Paper, sparking valuable conversations and shaping proposals for better care in Aotearoa at a time when it is so desperately needed.

### **We have worked hard to deliver on our Strategic Initiatives.**

- **Green/White Paper Communication Plan:** Distribution to key stakeholders for consultation, and delivery to the Minister for Children and discussion
- **Training Projects:** Development of self-directed online training, shorter courses focusing on one topic, and work on new training to support biological parents.
- **Regional Staffing:** Continued support for caregivers in all regions.

### **We are focused on our Key Future Directions.**

- **Stronger Community and Iwi Partnerships:** Advocate for more case management to be given to the community, iwi, and not-for-profit sector.
- **Support for Informal Care Arrangements:** Expand needs assessment and transition services.
- **Innovative Care Pathways:** Establish a fund for community and iwi sector innovation.
- **Training and Support for Caregivers:** Ensure compliance with caregiver support plans.
- **Improving Social Work Practice:** Implement trauma-informed care training.
- **Measurement and Accountability:** Develop new measures for child healing and caregiver satisfaction.

I was honoured to be at Government House for this year's Excellence in Foster Care Awards, hear the stories, and meet the 13 incredible caregivers who were extraordinary in the care they provide on their caregiving journey. Deep gratitude is

extended to our caregivers for their ongoing dedication and compassion, we hear the wins and the struggles of our caregiver members, and your stories underpin all that we do.

I would like to thank all staff, both in the National Office and the regions, who continue to provide a high level of support. Special thanks to our Critical Support team of volunteers, our Regional Committee Members and all our volunteers who support us. We also acknowledge the generous contributions from individuals, grant-making organisations, and businesses, who have significantly impacted caregivers' lives.

Under CEO Linda Surtees' capable leadership, our organisation continues to offer essential support to some of the most vulnerable in society. Linda's advocacy for caregivers and children remains crucial to our governance, and her strong leadership has navigated this year's complexities.

Every care journey is unique, but our goal remains the same: achieving the best outcomes for tamariki in care. Let us embrace the challenges ahead with courage and determination, working together to achieve our shared vision. Thank you for your dedication, support, and commitment to Caring Families Aotearoa.

**Motion:** That the Chairperson's address be accepted:

Moved: Colin Hardgrave	Seconded: Megan Fitzgibbon	Passed: Unanimously
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### **Voting for Foster Carer Member Representative:**

Anne Morrison was co-opted onto the Board after the last AGM as a Foster Carer member representative. This was for a short term until an election could be held at this year's AGM. There were two nominations received for the Foster Carer Member representative position however Trudy Heath recently withdrew her nomination. Therefore, we welcome Anne Morrison back to the Board.

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

Gillian Lynch asked what the future plan was to mitigate the deficit going forward. Racquel stated that the sector has experienced significant cuts however Linda has several plans to try help alleviate the loss. Linda stated that we have a two-year plan in place but thanks to 12 years of saving money, we have sufficient funds put aside to see us through these hard times. Linda also noted that we won't be back in the black this financial year but hope to be next financial year while also staying within the operating reserves policy.

There were no further questions.

**Motion:** That the Financial Report for the year ending June 2023 be adopted.

Moved: Samantha Lenik	Seconded: Sally Mowbray-Lee	Passed: Unanimously
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**Presentation and adoption of Annual Report:**

Marina noted that the auditor has stated that an amendment needed to be made to the annual report after it was printed. On page 11, the words "Service Performance" needed to be added under "Our Year at a Glance".

**Motion:** That the 2023 Annual Report be adopted.

Moved: Gillian Lynch	Seconded: Emma Ward	Passed: Unanimously
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**Confirmation of Patron/s:**

**Motion:** Confirmation of the current Patron, Dame Cindy Kiro.

Moved: Denise Green	Seconded: Greg Cvitanovic	Passed: Unanimously
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**Appointment of Auditor:**

**Motion:** Re-appointment of our current auditors – PKF Kendons (Chartered Accountants).

Moved: Colin Hardgrave	Seconded: Sally Mowbray-Lee	Passed: Unanimously
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**CEO Address:**

Linda presented a power point presentation with Caring Families Aotearoa's highlights throughout the last financial year.

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

Moved: Ebony Phillips	Seconded: Denise Green	Passed: Unanimously
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**Other Business:**

Sally Mowbray Lee asked that Gill and Richard Keyworth be formally acknowledged as life members. She stated that they were made life members some time ago and

that Gill has the clock to prove it. Sally also asked that Val Masters, although now passed, be honored for her work with the organisation.

Barbara Burt formally thanked the organisation and was very happy to see the growth it had achieved since it was founded.

Linda Surtees thanked the board for their unwavering support.

Gillian Lynch also queried whether Mary Moody was a life member as she was a founding member.

Racquel made a suggestion that the Board form a sub-committee to meet with founding members to ensure that we have not missed any crucial history.

Greg Cvitanovic thanked Linda and her team for the ongoing work they do.

**Closing:** Karakia by Mikaira Pau.

**With there being no further general business, the meeting closed at 5.27pm**  
***These minutes were approved by the membership as a true and correct record on:***

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

**Signed by Board Member:** \_\_\_\_\_