

MINUTES OF ANNUAL GENERAL MEETING			
Venue	Pegasus Toy Library		
Date Of Meeting	Saturday 25 June 2016	Time of Meeting	9.00am
Chairperson	Fleur Pagan	Recorder	Cheryl Lineham

Attendees

Fleur Pagan	Leonard Pagan
Cheryl Lineham	Chris Lineham
Ameliah Jarrett	Kyle Saywell
Michele Stevenson	Marc Stevenson
Bec Burns	Danny Burns
Julia Shore	Craig Shore
Nancy Potter	

Apologies

Carolyn Newman
Liz Caselton

Minutes from Previous Meeting

Motion: That minutes from the 2015 AGM be accepted as true and correct
 Moved: Fleur Pagan
 Seconded: Julia Shore

Matters arising from previous minutes

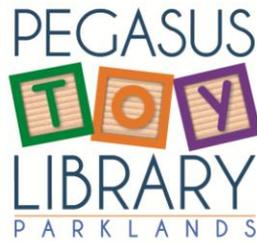
- None

PRESIDENTS REPORT (YEAR ENDING 31/3/16) THE PEGASUS TOY LIBRARY INCORPORATED AGM TO BE HELD JUNE 25 2016

I am pleased to present President's report for the year ending 31 March 2016. 2015-2016 has been a great year for the toy library and we have undergone many changes that have revitalised the library.

Our committee has not grown over the last year however the committee members have worked hard to revitalise the library and ensure that this resource remains within the community. Thank you to Cheryl who has been doing both roles of treasurer and secretary, this cannot continue so Cheryl is stepping down as secretary and we need to either allocate on a roster basis or someone needs to take on this role as without it we cannot function. We continue to look for new committee members to inject more enthusiasm.

Julia Shore has really changed the feel of the library in her role as the toy librarian. She has put the Libratu programme in place and is always on the lookout for things that would be of benefit to the library. She has obtained new shelving for the puzzles and games and this has really opened up the space within the library. She has also obtained a printer so that families get a receipt when they hire toys. She is very efficient within this role and this has made the library a better place with memberships increasing as a result. The newsletter and toy reviews continue to be generated and Julia has created online advertisement for the toy library. We are still located at Parklands Community Centre which is serving us well especially being so close to Plunket. The space though is remains small and it is a struggle to accommodate all toys.



However the composition of the shelving is something we will look at this year. We continue to share a shipping container with the gym and aim to clear this out as we have a lot of shelving and other things in there we don't need.

With the modernised logo we obtained new signage and a banner. We also updated the website which looks amazing and is much more user friendly. Our new logo is also printed on all things that come out of Libratu so we are getting our name out there. We reallocated roles at the previous AGM to ensure that the library could continue its momentum and move forward. We have applied for a lot of Grants, many of these have been granted so we are able to make progress with making the library more visible. We have also been more active on social media as a way of interacting with our members. Julia has also been using the e-mail to do this and Libratu has also increased our link to our members.

As part of looking forward and protecting the Toy Library for the future we continue to focus on marketing the library at every opportunity we have. We also want to focus on fundraising opportunities throughout the coming year to ensure the Toy Library is financially stable. We have done our first chocolate fundraiser that has proved to be difficult to get the return due to lack of participation by some members. We also had a toy sale to de-clutter the library and sold some further items on trade me. The focus over the next year will be to keep the library toys modern and up with the latest trends. Julia has also created a suggestion box at the toy library that encourages members to state toys they are after or changes they would like to see in the toy library so this will give us further avenues for ideas of how to improve the toy library. We also attended Parklands at Play and other community events getting our name out there and providing toys. This was an amazing experience and we have gained from participating in the local community and hope to do these events next year. We increased our membership fees and this has been met with acceptance, we are still one of the cheapest libraries.

We applied for the Lotteries grant and we successfully received a grant of \$900 to spend on rent. We would like to thank the Lotteries Commission for their continued support, which we really do rely on to keep the library running. We also applied for the Strengthening Communities Grant and COGS which are currently being processed.

▪ **Accounts**

Please see attached financial statements as prepared by Cheryl Lineham.

End of year position

In summary, 2015-2016 has been a great year; we have seen the toy library take on many changes and the enthusiasm from the toy librarian is amazing and as a result of this and the changes we have made our memberships are growing. We have had a clean out of toys and had a toy sale to make way for new toys and we have introduced some new toys. We have attempted one fundraising venture this year and it has been successful for the most part but the last few members returning their money has been difficult. Trying to find alternative fundraising ideas for the next year would be good.

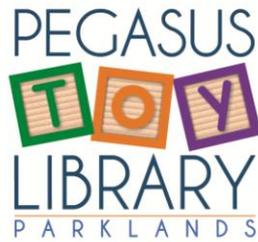
▪ **Focus for 2016-2017**

Membership Subscriptions:

Our membership numbers are increasing and we will continue to focus on marketing the toy library within the Eastern Suburbs throughout the next year to increase our membership numbers.

Promoting the Toy Library:

Through attending community events and social media. Ensuring the Facebook page has more



traffic.

Grants:

To remain financially stable going forward we will have to apply for grant to update toys and pay for operational costs.

Fundraising:

We will be moving towards allocating further fundraising activities throughout the year. We will also be charging members who do not participate \$10 per fundraiser.

Increasing Committee:

Working to increase the committee members to lighten the load.

▪ **Acknowledgements**

We would just like to say a huge thank you to all of the Committee members who volunteer their time to ensure the toy library continues to operate.

We want to thank our Toy Librarian Julia who without her dedication the toy library would not operate. Since beginning in this position Julia has made positive changes to the look and feel of the toy library. She has shown a personal interest in the continuation of the toy library and this can be seen in her commitment to her work. Thank you.

To any other members considering joining the Committee – you are very welcome. The time you commit is always needed and appreciated.

Fleur Pagan
Chairperson

**TREASURERS REPORT
FINANCIAL YEAR ENDING 31ST MARCH 2016**

Cheque account balance:	\$1,231.79
Savings account balance:	\$6,122.78
Moved:	Ameliah Jarrett
Seconded:	Julia Shore

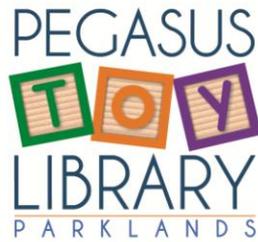
NOTE – the savings account balance includes the withdrawals made to pay for the Whittakers Chocolate fundraiser. This money will be replaced as the chocolate is sold.

I commenced as temporary Treasurer in April 2015 and whilst we have canvassed extensively we have yet to find someone to take on this role permanently. Due to changing circumstances I am unable to continue to cover both the treasurer and secretary positions. I have enquired with Christchurch Community Accounting as to whether they have someone available and if this proves to be successful I will hand over the position and continue as Secretary.

If this is not a viable solution I will have to resign as Secretary so that I can concentrate on the Treasurers role. At this stage is it more vital to have someone covering the Treasurers position so I feel that the priority lies there. I am hoping to hear back from Christchurch Community Accounting prior to our July monthly committee meeting.

▪ **Libratu**

A huge thank you to our Librarian Julia Shore for the time and effort she has put into getting Libratu up and running. This system will ensure that not only our stock holding will be far more accurate but it also provides a great deal of assistance in summarising the banking for each session. Julia put a massive amount of time into getting this off the ground and it is a major achievement for the toy library and her role in driving this change must be acknowledged.



▪ Grants

Michele Stevenson has continued to do an excellent job in her role of Grants Officer and has been successful in applying for the following:

- Lotteries Commission Grant \$900
This was the first time we were able to apply for a grant for something other than the purchase of toys. We applied for our rent expenses and this was granted. The balance remaining, which is approximately \$370 can be used for purchasing toys through Toy Express.

We have submitted applications to the following agencies and are waiting on the outcome of these:

- COGS, \$1000
- Christchurch City Councils Small Grants Fund, \$5000

▪ Auditors

The 2015/2016 accounts have yet to be finalised; unfortunately this is a result of my covering both positions however our preliminary result shows a profit of \$4,850. I hope to have the accounts to the Auditors in early July and we will once again be using Christchurch Community Accountants as we were very pleased with the service we received from them last year.

▪ Fundraising

Our major fundraiser for the year was selling Whittakers Fundraising Chocolate bars. Whilst those members who took part were successful in selling their allotted box of chocolate without any real difficulty, we have struggled to get all our \$40 members to collect their box for selling. This is extremely disappointing as without the commitment of these members we have yet to make the profit we had hoped for. Once all chocolate is sold the profit will be in excess of \$1,400 and this money will be used to purchase new toys.

▪ Summary

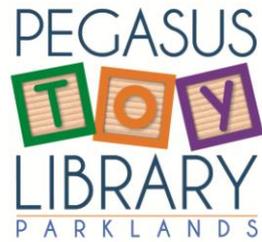
As proven by the Financial Statement of Performance without grants we would simply not be able to operate. I would personally like to thank Grants Officer Michele Stevenson for her commitment and professionalism in achieving the success we have. This has meant that we can continue to have a paid librarian which is essential to our continuing success. We have also managed to keep our cheque account at a stable balance and have not had to dip into our savings account as we were forced to do in the previous year. Our membership is steadily rising and we need to continue to build on our success of the past couple of years to ensure the library remains in a stable financial position for future generations.

Cheryl Lineham
Treasurer

ELECTION OF COMMITTEE MEMBERS

President	Fleur Pagan
Nominated by	Ameliah Jarrett
Seconded by	Michele Stevenson

Secretary	TBC – see Treasurers report
Nominated by	n/a
Seconded by	n/a



Treasurer TBC – see Treasurers report
Nominated by n/a
Seconded by n/a

Grants Officer Michele Stevenson
Nominated by Cheryl Lineham
Seconded by Fleur Pagan

Facebook Administrator Liz Caselton
Nominated by Fleur Pagan
Seconded by Cheryl Lineham

Committee Ameliah Jarrett
Bec Burns
Carolyn Newman
Liz Caselton

Meeting closed at: 9.45am

Next AGM to be held: June 2017