

| <b>MINUTES OF ANNUAL GENERAL MEETING</b> |                                    |                 |                |
|------------------------------------------|------------------------------------|-----------------|----------------|
| Venue                                    | Pegasus Toy Library                |                 |                |
| Date Of Meeting                          | Saturday 7 <sup>th</sup> July 2018 | Time of Meeting | 9.00am         |
| Chairperson                              | Michele Stevenson                  | Recorder        | Cheryl Lineham |

**Attendees**

|                   |                |
|-------------------|----------------|
| Michele Stevenson | Piki Hoskins   |
| Emma May          | Stephen Tippen |
| Julia Shore       | Bec Burns      |
| Cheryl Lineham    | Kylie Cronin   |

**Apologies**                      None received

**Minutes from Previous Meeting**

Motion:                      That minutes from the 2017 AGM be accepted as true and correct  
 Moved:                      Stephen Tippen  
 Seconded:                      Julia Shore

**Matters arising from previous minutes**

- None

**New Business**

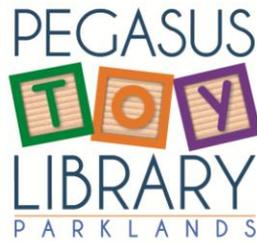
- None

**Pegasus Toy Library Incorporated  
 President's Report for the year ending 31 March 2018  
 AGM to be held 7 July 2018**

I am pleased to present this, my first, President's report for the year ending 31 March 2018. The 2017-18 year has been another positive one for the Toy Library, perhaps best described as a year of consolidation in our currently stable membership and financial position.

There has been some change to the Committee membership in the past year, with Emma May joining in June 2017 and Fleur Pagan resigning at the end of the year. We wish Fleur well and sincerely thank her for 6 years of service on the Committee through some tough times. Along with Emma and Fleur I would like to thank our dedicated committee members Secretary Cheryl, Treasurer Stephen and Bec for the hard work that they have put in during the year. In particular, Cheryl has continued to go above and beyond her duties to make sure the Committee and Toy Library wheels run smoothly and it was with great sadness that we received notice of her intentions to resign from her role in mid-2018 and from the Committee at the end of 2018. I'd also like to particularly thank the Committee members for the extra efforts they put in to ensure that the Toy Library continued to operate during periods of annual leave and sick leave that our Librarian, Julia, had during the year.

We welcomed two new Committee members in May 2018 (not within the year ending 31 March 2018 but needs a mention as growth in Committee member numbers is momentous for us!). We look forward to the contributions that Piki and Kylie will make to our team.



Julia has continued to be a great asset to the Toy Library as our Librarian. She communicates superbly with both members and the Committee and is always looking into ways to improve the running of the library. She is currently investigating alternatives to the Libratu digital catalogue that we currently use, with a view to having an online system that will have greater functionality.

We remain within our premises at the Parklands Community Centre and await further news about what will be happening with the building spaces now that the gym has re-located to the new QEII complex. We investigated options with the new Pukeko Centre at the Parklands Bowling Club and took part in a survey jointly run by Christchurch City Council and the Pukeko Centre to find out about community needs. We have, however, been assured that we will not be required to leave the Community Centre for the foreseeable future and feel that it is a better location with greater visibility in the community.

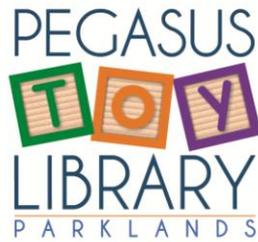
The layout of the library is a frequent topic of conversation amongst the Committee but with uncertainty about the premises until recently we haven't felt able to make significant changes. We have added a new wall hanging system for the balance bikes, which is working well, and hope to make changes to shelving in the coming year to improve the musical instrument display and highlight new toys as well as some toys that haven't been hired for a while due to limited visibility.

We were successful with three grant applications this year. Firstly, the CCC Strengthening Communities fund, from which we received a \$3,800 contribution to our Librarian's wages. We were part of the successful bulk Toy Libraries application to the Lotteries Community Grant through the Toy Library Federation of New Zealand, and received \$925 towards toy purchases. With that money we bought the Polydron XL, the Lego Tubes Experiment Set and two foam floor puzzles. The final grant was from Air Rescue Services Trust for new Zippit bags, of which we now have a fantastic supply to help us protect and display our toys.

We completed a stocktake in early July and this was followed up by a Toy Sale of those toys which hadn't been hired for quite some time. The Toy Sale was a successful event and raised us \$280. The stocktake, as well as feedback from members, helped us to identify gaps in our toy stock and with our strong financial position we were able to purchase a number of new toys including new bikes from Burwood Cycles and a mini-tramp which has proven to be very popular.

Marketing and promotion continues to be a focus for the Committee to ensure that our membership continues to grow and we can be of benefit to as many families in the community as possible. Our main marketing mechanisms have been distribution of brochures to local Early Childhood Centres, posters at local businesses and other community organisations, and posts and updates to our Facebook page and website. We welcome new ideas to increase our profile and encourage families to join the library.

We were again involved in the local community event Parklands at Play, which has been held in mid-February for 3 years now. Cheryl and I were involved with the organising committee for



the event and based on feedback from the community it continues to be successful, with great community involvement and in particular great feedback about the activities available for pre-schoolers. We had two new members sign up directly as a result of our involvement and I believe that this is an event we should continue to support in future.

With the successful grant applications and a stable membership of around 70-75 members we have maintained a strong financial position. We looked to restructure our bank accounts with Westpac during the year to increase the interest earned on our savings account and then discovered that we could receive far better outcomes by changing banks. Stephen led us through that change with ANZ and I'm sure will tell us more about that in his report. Stephen also did some analysis of Julia's paid hours compared to the hours she works, and as a result we increased her paid hours by half an hour per week to more fairly recognise her contribution.

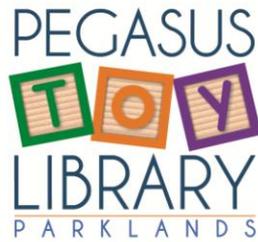
In summary, I am pleased with the position that we were in at the end of the 2017-18 year and look forward to another positive year with new Committee members on board and some exciting possibilities ahead for further improving and growing our service to our members and the community.

#### **Focus for 2018-19**

There are a number of areas that I hope we will be able to make progress with in the 2018-19 year:

1. Library layout – we need to re-confirm arrangements with CCC and further investigate and implement some new shelving and display options
2. Upgrade of database – we need to further investigate the options and decide on which system to progress with.
3. Eftpos/On the spot payments – we are hopeful that a new FastPay system will be available soon through ANZ, which will enable us to accept electronic payments within the library.
4. Member numbers – the membership numbers have shown a small drop in the last couple of months, so we need to keep brainstorming ideas to promote ourselves to new members as well as ensure that current members are satisfied with the service they are receiving. A newsletter and member survey are tools we could use to help with this.
5. Committee roles – the Committee has relied on the considerable efforts of just a few people for a while now and I would like to assign additional roles across the Committee members to share the load more evenly. This may include roles to lead with toy purchasing, membership issues and marketing.

Finally I'd like to again extend a huge thank you to all Committee members and to our Librarian, Julia, for your contributions to a successful year at Pegasus Toy Library.



**TREASURERS REPORT  
FINANCIAL YEAR ENDING 31<sup>ST</sup> MARCH 2018**

**WESTPAC**

Cheque account balance: \$48.54  
Savings account balance: \$0.00

**ANZ**

Business Current Account \$1,920.65  
Premium Call Account \$5,003.50  
Serious Saver \$5,067.10

This is was my second financial year as the Treasurer for the Pegasus Toy Library. In November of 2017 we started the process of moving the Pegasus Toy Library's banking from Westpac to ANZ. The decision to move to ANZ was made as we would be able to get more interest on our savings and an easier bank to deal with. Since the start of the 2019 Financial Year we are using ANZ as our main bank.

At the end of the 2018 Financial year between the two Cheque accounts we are up \$685.94, and between the savings accounts we are up \$1,024.35 compared to the 2017 Financial Year.

Revenue was generated from Subscriptions of \$2,725, Toy Rental of \$3,687 and Grants and donations brought in \$5,439. Overall revenue is down \$4,097 compared the 2017 Financial this mainly due to the fundraiser that was done in the 2017 Financial Year. Overall expenses have increased in the 2018 Financial year by \$1,994, this was due to spending \$1,887 on Zippit bags.

Overall we have ended the 2018 Financial Year in a stronger position.

**ELECTION OF COMMITTEE MEMBERS**

**President** Michele Stevenson  
Nominated by Cheryl Lineham  
Seconded by Julia Shore

**Secretary** Emma May  
Nominated by Michele Stevenson  
Seconded by Cheryl Lineham

**Treasurer** Stephen Tippen  
Nominated by Cheryl Lineham  
Seconded by Michele Stevenson

**Committee** Bec Burns  
Emma May  
Piki Hoskins  
Kylie Cronin  
Cheryl Lineham

Meeting closed at: 9.20am

Next AGM to be held: June 2019