

MINUTES OF ANNUAL GENERAL MEETING			
Venue	One Good Horse Restaurant		
Date Of Meeting	Monday 30 November 2015	Time of Meeting	7.00pm
Chairperson	Fleur Pagan	Recorder	Cheryl Lineham

Attendees

Fleur Pagan
 Carolyn Newman
 Ameliah Jarrett
 Bec Burns
 Julia Shore
 Cheryl Lineham
 Chris Lineham
 Danny Burns
 Kyle Saywell
 Craig Shore
 John Bell
 Leonard Pagan

Apologies

Michele Stevenson
 Liz Caselton

Minutes from Previous Meeting

Motion: That minutes from the 2014 AGM be accepted as true and correct
 Moved: Julia Shore
 Seconded: Carolyn Newman

Matters arising from previous minutes

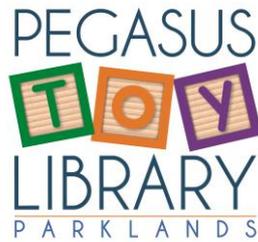
- None

Presidents Report:

I am pleased to present the President's report for the year ending 31 March 2015. 2014-2015 has been a better year for the toy library and I am happy to say that our committee has grown. We were very pleased to welcome Cheryl Lineham, Michele Stevenson, Liz Caselton and Bec Burns to the committee. It is with pleasure that Cheryl has agreed to become Secretary and Michele has agreed to assist with Grants. Amelia stepped down from her role as Treasurer and Cheryl has agreed to do this at present. We are always on the lookout for members to assist us in the committee duties.

It is with great sadness that our long standing librarian Robyn Johnstone resigned from her position. This was a huge change for the Toy Library and families who had gotten to know Robyn over the years, we wish her all the best in her next venture. It is with great pleasure that we announce that Julia Shore (previous committee member) has stepped into the role of toy librarian.

We are still located at Parklands Community Centre which is serving us well especially being so close to Plunket. The space though is quite small and we do struggle to accommodate everything over the winter months without the library looking cluttered. We do have a shared shipping container that assists with some storage however the QEII Gym also uses this space so it can be difficult to store things. Julia has done quite a lot of work since she started in her position ensuring the library is tidy, and the space is used to its maximum potential. She has also started a newsletter and toy review so our members are more informed.



The Toy Library decided to modernise its logo replacing the whale logo with toy blocks. We are also modernising the website and this has gone live in November 2015. 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

As part of looking forward and protecting the Toy Library for the future we are looking 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 applied for several grants the details of which are in the Treasurers report.

- Accounts

Please see attached financial statements as prepared by Sarah Ager/Christchurch Community Accounting.

- End of year position

In summary, 2014-2015 has been a great year; we have seen both the committee and the toy library membership grow. 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 not attempted any fundraising ventures this year and this will be one of our main focus points in the next year.

- Focus for 2015-2016

Membership Subscriptions:

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

Grants:

A range of grants have been investigated however most are focused on specific projects. We have decided that as well as again applying for the Lottery Grant, we also want to ensure our accounts look more financially stable. We also want to look at expanding our toys to include more mainstream toys and will be looking at Grants we can apply for in relation to this.

Fundraising:

Working with our members to try and fundraise as much as we can. We will be moving towards allocating fundraising activities throughout the year.

- Thank yous

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.

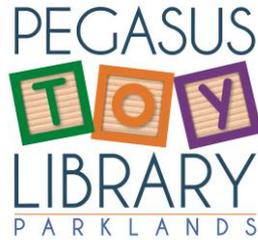
We want to thank our Toy Librarian Julia who without her dedication the toy library would not operate. Since beginning in this position Julia has made positive changes to the look and feel of the toy library. She has shown a personal interest in the continuation of the toy library and this can be seen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

Cheque account balance:	\$1,494.16
Savings account balance:	\$9,148.01
Moved:	Fleur Pagan
Seconded:	Ameliah Jarrett



Upon the resignation of Sarah Ager from her position as Treasurer Cheryl Lineham took over the role in April 2015. Many thanks to Sarah for the brilliant job she did and for setting up the accounts for the 2016 financial year, this made the handover extremely easy for Cheryl as she had no previous experience as a Treasurer.

Michele Stevenson took up the role of Grants Officer and with the assistance of Cheryl Lineham they applied for and were successful in obtaining the following grants:

- May 2015 – Air Rescue Services \$1,507, used to purchase toys from Toyworld
- August 2015 – COGS \$1,000 (applied for \$2,900) received \$1,000, used for librarians wages
- August 2015 – Fresh Choice \$150, used to purchase laminator
- October 2015 – Strengthening Communities (applied for \$6,900) received \$5,000, used for wages, insurance, phone, auditors fees and signage with the new logo

We currently have one outstanding grant application with the Lotteries Commission which was submitted through the Toy Library Federation. This year is the first time that applications could be made for either rent or insurance costs and we have applied for our annual rent fees. We are due to hear back regarding this in early 2016.

Along with the grants and monies received from the toy sale which was held in September we have been able to repay some of the funds withdrawn from the savings account. These withdrawals were made to keep us afloat when our cheque account was at its lowest. We have also deposited the Strengthening Communities Grant into our savings account to earn interest rather than have it sitting in the cheque account earning nothing.

▪ Membership Fees

At the July committee meeting the following changes to memberships were passed and came into effect on 1st October 2015:

- \$30 membership increased to \$40 per year
- \$60 membership abolished
- \$80 membership remained the same

Further to this it was agreed at the October meeting to introduce a Casual membership with the following conditions:

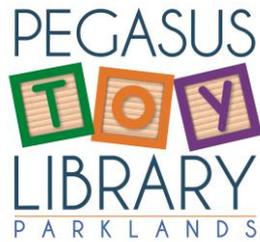
- \$20 Casual Membership – 12 month period and entitles the user to 3 hires per year (maximum 3 toys per hire i.e. 9 toys in total)
- For family use only (i.e. grandchild coming to stay) not available to in-home carers

▪ Auditors

This year we chose to go with Christchurch Community Accounting to audit our 2014/2015 accounts. Upon their recommendation we have changed our accounting system to Tier 4 Not-For-Profit reporting standards. Under this new financial reporting framework the Library does not need to apply accrual-based accounting which will decrease administrative burdens. As part of their audit the 2014/2015 accounts were converted to this system.

▪ Summary

This time a year ago we were on shaky ground financially. This was due to lack of grant applications and dwindling member numbers. Due to the hard work and commitment of the committee we have steadily increased our member numbers. The success we have achieved in obtaining the above listed grants, specifically the Strengthening Communities Grant, has stabilised our financial position as we head towards the end of the financial year. This has ensured we can continue to have a paid librarian which is essential to the success and endurance of the library. We need to continue to build on this success and not lose our momentum.



Cheryl Lineham
Treasurer

Election of Committee Members

President Nominated by	Fleur Pagan Cheryl Lineham	Seconded by	Ameliah Jarrett
Secretary Nominated by	Cheryl Lineham Fleur Pagan	Seconded by	Carolyn Newman
Treasurer Nominated by	Cheryl Lineham Fleur Pagan	Seconded by	Carolyn Newman
Grants Officer Nominated by	Michele Stevenson Cheryl Lineham	Seconded by	Fleur Pagan
Facebook Administrator Nominated by	Liz Caselton Ameliah Jarrett	Seconded by	Fleur Pagan
Committee	Ameliah Jarret Carolyn Newman Bec Burns		

Meeting closed at: 7.30pm

Next AGM to be held:
Saturday 25th June 2016 – 9.00am at Pegasus Toy Library