

Friends of Pataka Inc SGM 2023
(Registered Charity number CC26074)

Minutes of the Special General Meeting 2023
Held in the Helen Smith Meeting Room, Pātaka, Porirua

Monday 20 November 2023

The meeting commenced at 7.00pm

Present: Jane Bolton, Sue Mortlock, Gillian Dodson, Allan Dodson, Liz Rockel, Jenny Jakobs, Roger Joyce, Frances Austin, Christine Healy, Lorna Kanavatoa, Roger Mortlock, Rhys Richards, Margaret Richards, Roy Slack, Judy Philpott, Penny Gorman, Paula van Wijmen, Tom Kneebone

Apologies: Meryll Evans, Tony Cross, Gordon Shroff, Elke Dunlop, Linda Sorenson, Aneta Wineera, Kristin Downey, Robyn Parker, Liz Gray

Note: Committee members for 2022/23 are underlined.

Co-President Sue Mortlock welcomed all

Purpose of Meeting

The meeting was called by the Friends of Pātaka Committee to vote on the following resolutions:

1. That Friends of Pātaka remains an Incorporated Society, and
2. That the Constitution is adopted.

Both resolutions were moved by Sue Mortlock, and seconded by Gill Dodson.

Discussion

Sue Mortlock presented a brief overview of the purpose of the SGM:

- The new Incorporated Societies Act (2022) which replaced the 1908 Act, became law 5 April 2022.
- All Incorporated Societies are required to reregister as an Incorporated Society and file a Constitution which is compliant with the new Act
- Friends of Pātaka decided to invite members to vote at a Special General meeting rather than an AGM, as the AGM in April already has several reports that members need to read and vote on.
- By completing reregistration late in 2023, we are ready to begin the new Financial year in January 2024 with the new rules.

Frances Austin, who researched and wrote the new constitution to comply with the 2022 Act, summarised the documents that were sent to all members 20 October, and outlined the process of developing the new constitution, which complies with the new Act.

The Final Constitution 18 Sept 2023

- Reinforces that our activities support Friends' purpose.

- Spells out:
 - governance principles and current best practice;
 - the rights, duties and responsibilities of members, committee members and specific committee roles; and
 - procedures to follow for committee business, decision making, financial management and reporting, record keeping, etc.
- Has some new sections requiring us to pay attention to and have processes for good governance: e.g. Disqualifications for committee membership, disclosing and recording Conflicts of Interest, and Dispute Resolution Procedures (to manage internal disputes consistent with natural justice)
- The constitution will remain on the website so that members may consult it at any time in the future.
- We have drafted operational processes, as required, for how to apply various aspects of the constitution in the day-to-day operations of the committee.
- We created the constitution using the “constitution builder”, hosted on the Companies Office website, which sets out rules that comply with the New Act.

The resolutions were read and put to the meeting.
 Secretary, Liz Rockel, the Returning officer presented her report.

Votes received:

Present at meeting	Yes 18	No 0
Voting forms received by email and post	Yes 15	No 0

The Secretary verified that all votes received were from current financial members.

The current officers were confirmed:

- Co-Presidents:** Gillian Dodson and Sue Mortlock
- Secretary:** Liz Rockel
- Treasurer:** Jane Bolton
- Communications:** Frances Austin and Roger Joyce
- Committee:** Meryll Evans, Allan Dodson, Lorna Kanavatoa, Christine Healy, Jenny Jakobs, Roger Joyce, Tony Cross, Frances Austin

There being no further business the meeting was closed 7.20 pm

Signed *Sue Mortlock* (Co President)

Dated 29 November 2023

Liz Rockel (Secretary)
Gillian Dodson (Co. President)