



Meeting Minutes

AVCC Committee Meeting

2 June 2021

5.30pm – 7:30pm Hui Room at AVCC

Welcome. Quorum Achieved?	Yes = Barbara Wheeler, Ingrid Downey, Liam Hunt, Richard Skinner and Jill Musgrave
Health and Safety Review	No discussion
General Meeting 24 April Minutes	Accepted
Review of Financial Reports	A review of operations in April and May was presented by Richard. Hall hire receipts were down compared to this time last year but overall we made a small trading surplus. The report was accepted.
Staff update And workload	<p>The Co-Chairs led a discussion about Dani, AVCC's employee, being unwell and the decision to offer her stress leave for the month of June to recover. Dani has become unwell due to stress and overwork. The decision for Dani to take leave was confirmed at a face-to-face meeting on 28 May, after emails from Dani alerted the Co-Chairs to the situation.</p> <p>The Co-Chairs also reported that they have been in discussion with Wellington City Council to inform representatives of the circumstances of AVCC suspending operations due to Dani being on leave. During these discussions with Dani and then with WCC the Co-Chairs proposed a number of responses:</p> <ul style="list-style-type: none"> • WCC has offered support for an Interim Office Manager to be engaged until December. This role will stabilise the admin functions and assist with operational improvements. A draft job description was discussed and accepted. It was agreed to accept WCC assistance for this role and that Ingrid and Barbara will interview candidates with Jill's help if needed. • WCC also offered to fund an operational review to make recommendations that would assist AVCC to become more sustainable. All members present agreed that an Operational Review is necessary. • It was agreed that Ingrid and Barbara would progress this asap. Jill offered to assist with drafting the review document that would be presented to the consultant leading the review. Barbara, Jill and Ingrid will work on the terms of the review document and Barbara will work with the consultant suggested by WCC .

	<ul style="list-style-type: none"> • It was agreed to engage an AVCC bookkeeper, referring to the candidate from Accounting for Charities. Ingrid will action that asap. • It was agreed to investigate contracting an external IT Administrator and Barbara will interview a few companies. Liam has relinquished the IT admin role due to current work commitments. • AVCC office is now closed (no office hours). The Hall is being used by regular classes and existing bookings but no new bookings will be taken until the Interim Office Manager is appointed.
Nikau Foundation grant	It was Agreed by all in attendance that these funds will be used to pay for locations for AVCC sponsored classes while the Hall is closed for renovations. (Sit and Be Fit, Tai Chi, Community Yoga. NOTE: ESOL comes to an end in July due to the teacher moving away from Wellington.)
Lighting Design for the Hall Renovation	It was Agreed by all in attendance that AVCC will enter into a contract with Inlucem to develop a more considered lighting design for the Community Hall than has been proposed by WCC. There has been discussion at the Steering Group meetings of the need for a lighting plan, but this did not happen with the plans they sent for Building Consent. It was agreed that Ingrid will follow up with the WCC project manager to inform him of this work being done
Preparations for GM on Saturday, 26 June <ul style="list-style-type: none"> • Comms • WREMO • Child activities • AVCC presentation and questions • Committee Roles – review • Committee Induction – discussion and assistance 	It was agreed that <ul style="list-style-type: none"> *Barbara will follow up on children’s activities and Ingrid will hang posters and keep FB and the website updated. It was also agreed that at the GM, in addition to the WREMO presentation we will: announce the pause in operations, the appointment of an Interim Office Manager and the commissioning of an Organisational Review <ul style="list-style-type: none"> * propose postponing the AGM until the operational review can be completed. * ask for ratification of the co-opting of Richard as Treasurer, noting we do not have a Secretary. * provide an update on Hall hire and Hall renovation.
Preparation for AGM on Wednesday, 21 July	It is likely that the AGM will be postponed until Operational Review is complete. No further discussion on this item.
Discussion of Voting Protocol. <ul style="list-style-type: none"> • 	It was agreed by all those present that a voting protocol for the AGM is needed but discussion of this item was suspended, pending the outcomes of the Operational Review.
Business Continuity Plan – discussion and assistance	It was agreed by those present that discussion of this item would be deferred until Dani returns to work or the Interim Office Manager is appointed.
	Next Committee Meeting 4 July at 11am