

Paekakariki Community Trust (PCT) Minutes- Annual General Meeting - 18 September 2022

Minutes of the AGM held on Sunday 18th September, 3 pm, at St Peter's Village Hall

Attendees

Trust members – Ronda Thompson, Robyn Mills, Paul Riley, Jan Borland, Francis Mills, Cath Robinson
Guests - 19

Apologies – Ian Clark (PCT Chair) Julie Warren

Welcome

Jan Borland opened the meeting and welcomed guests as Acting Chair. It was noted that the PCT AGM followed on from the PICI AGM at 1 pm; and an afternoon tea, that celebrated the great PICI and PCT partnership work advertising hall services and events on the PICI website, was held at 2pm.

Minutes of the AGM 2021

These were circulated and tabled as read

***Resolution: That the Minutes of the AGM of 3 October 2021 be accepted as true and correct
Robyn Mills / Paul Riley / Agreed***

Matters Arising

Nil

Correspondence

Nil

Chair's Report - Cath Robinson read Ian Clark's Report in his absence.

Kia ora tātou
Welcome everyone.

The 2021/22 year has been even more challenging for the Trust members and the Paekākāriki community than the previous year. It has been a year of frequent interruption and frustration as we all did what we could to avoid the pandemic and mitigate its effects.

Despite the challenges, we have been able to accommodate many weddings, musical events and celebrations through the year.

We have also undertaken a programme of improvements to the hall facilities and general appearance this year. Francis Mills, Derek Borland and the members of their maintenance team have reimagined and reconstructed the south end of the hall, transforming a muddy and derelict corridor into a beautiful and functional entry to the basement, bike library and green room. Combined with the redesign of the garden between the hall and the church, led by Robyn Mills and her team, and a very splendid new Alan Wehipeihana gate to the deck, the approach to the hall has never looked better. Facilities inside the hall have been improved with new audio equipment and a new stove in the kitchen.

As always, we look to our three major fundraising events to pay for these improvements and help with ongoing maintenance. Once again, the Annual Art Show proved to be our major fundraiser for the year (We sincerely hope that the 2022- 2023 shows, which was postponed, will prove equally successful when it takes place next year over Waitangi weekend 2023 as now planned.) The other two fundraising events, the Annual Book Fair and the Paekakariki Film Festival proceeded and were financially successful. I want to acknowledge and thank the tremendous work put in by Graeme Browne and Andrew Armitage in planning and delivering our winter Film Festival.

We are continually considering our role in Paekākāriki, and what it means to manage the hall on behalf of the community. As Trustees, we do our best to provide the best venue on the Kāpiti Coast

for all manner of events, big and small, and it is these bookings that give us the ongoing core of our income, enabling us to keep the hall going.

Of course, it is all possible only with the help and support of countless volunteers from our community. We are always pleased to have new volunteers to help with the big fundraisers and all the many hiring occasions. This year we have initiated a system of volunteer hosts who work individually with every group hiring the hall to facilitate what is needed, from the kitchen, to sound equipment, to using the marquee, or for extra cleaning.

Jan Borland manages the hall bookings and does an amazing job. We thank Jan for her unfailing efforts and superb efficiency in doing a really complicated task, involving dealing with people and their many demands. She continually improves and streamlines our processes to make it easy for hirers.

You may have noticed that St Peter's Hall now has a presence on the Paekākāriki.nz website. The intent is to make the website a focal point for everything that happens in the village, and we have joined with PICI to develop the relationship. We have great hopes for the future of the website in making it easy for anyone to find whatever they want to know about Paekakariki.

We acknowledge Cath Robinson and Jonathan Aitken who are retiring as Trustees and thank them for their generous contribution.

We have three positions to fill on the Trust, and I encourage anyone interested in St Peter's Hall to put their name up for election at the AGM.

The election process:

1. The Trust deed allows for a show of hands for voting. We're going to improve on that by passing out a voting sheet, with the names of current Trustees and nominations we've already received.
2. Please add the names of any new nominations from the floor.
3. Mark with a tick, the people you want to vote for.
4. You may tick up to nine people

Our scrutineers will count and tell us about the successful Trustees for next year.

Thank you all.

Ian Clark

Chair

***Resolution: That the Chair's Report be accepted
Jan Borland / Janet Holborow / agreed***

Financial Report for Year ending 31 March 2022: (attached)

Financial Statements for the year ended 31 March 2022 were presented by the Trust's Treasurer, Robyn Mills.

Key matters discussed included the negative impact that the Covid pandemic had on venue hire revenue, over the year, resulting in a significant operating loss. Fortunately, the Hall's key fundraising events - the Art Show, the Film Festival and the Book Fair- made a profit, with the Art Show exceeding all previous annual turnover levels (good news for both the survival of the Hall and the artists who participated.) It was also noted that the Trust changed underwriters to Lloyds 's of London and the Hall was now insured for its full value of \$1.2 million. However, a decision had been made to not take up cover for natural disaster insurance – this would cost an additional \$12K per annum and was not considered a priority given the Trust's limited funds.

A number of questions were raised from the floor, such as what it cost on a weekly basis to run the Hall (\$700); more details on the annual KCDC grant of \$5k; and clarification of the insurance cover

should there be a natural disaster in which the Hall was destroyed. People commented on the clarity, informative nature and transparency the financial statements.

Both Robyn, and Eric Rodler who provides major support in preparing all financial reports to the Trust throughout the year, were warmly thanked by the Jan Borland on behalf of the PCT Chair.

***Resolution: That the Financial Statements for the year ending 31 March 2022 be accepted
Robyn Mills / Ronda Thompson / agreed***

Other reports and statements by Trustees Seeking Re-election

Jan Borland – Administration and Bookings:

Hi I'm Jan Borland.

This has been my second year as a Trust member and I hold the position of Secretary.

I also work for the Trust in a voluntary role for 8-10 hours per week, as the Bookings Administrator. That work includes the processing and invoicing of all Hall and Market Day bookings, enquiries, email communication with Hirers and stallholders, advertising on social media, liaising with our Cleaner, website updates, and more.

I also take care of the kitchen, and catering supplies, ensuring it is all kept tidy and well equipped.

This past financial year has seen some ups and down with regards Covid and cancellations, and our income dropped by \$11,000.00 in cancelled bookings. We seem to have levelled out to a satisfactory number of bookings now, with fewer cancellations occurring. Hall bookings are our core business, with fundraising being the icing on the top - we need both to maintain the viability of the hall.

There are approximately 10-12 hosted events at the hall each month – these can be anything from meetings, to birthday parties, to musical events; to celebrations like weddings. Each of these events has a Hall Host appointed to look after the Hirer; we have ten Hall Hosts who give up their time to make the hiring experience a memorable one. They guide the Hirer through the whole process, helping the Hirer remember their experience as one where they are not simply handed a set of keys; but are provided with personal service - this is our point of difference at St Peter's Village Hall. It starts with a good experience at the time of booking; and ends with an event where the Hirer feels satisfied and looked after.

Our bread-and-butter income is from regular hirers who use the hall every week for classes and meetings, and these Hirers are all given a discounted rate. There can be up to 22 regular hirer bookings each month. The Trust also supports local fundraising initiatives run within our community by offering discounts; and we continue to offer free hire for funerals and tangi for locals.

The St Peter's Village Hall website has been integrated with Paekakariki.nz this year – in doing that we were able to come under their existing successful platform - fulfilling another Trust objective of developing partnerships with other organisations.

You get two for the price of one with me as a Trustee, as my husband Derek is involved with the property and maintenance side of the hall, and is responsible for managing and training of the Hall Hosts. We have both been involved with fundraising activities, with Derek in charge of set-up at the Film Festival, and me with the Movie Munchies Café.

Our hall is hungry and takes a lot of feeding - if you are interested in becoming a Trust member, then there is much work to do. As well as attending monthly meetings there is a lot of activity in between,

and the Hall will take as much as you can give. Most people don't realise the volunteer hours that go into keeping it alive. It's a living breathing heart in the centre of our community, which achieves and represents so much for Paekakariki residents.

At a recent retreat our Trust members attended, there were many ideas presented by our team to take us into the future. This was an exciting and worthwhile time, as we reflected on our Village Hall; looked ahead five years; and shared our vision with each other. I would like to stay on the Trust to help initiate some of these.

I am putting my name forward again this year as I feel I have much to contribute particularly in the area of administration. I am a change-maker; am enthusiastic; not yet passed my used-by date; and look forward to contributing again for another year.

Many thanks for this opportunity.

Eric Rodler spoke from the floor to endorse Jan's contribution , hard work and service, following her comments: a view wholeheartedly supported by everyone present.

Francis Mills - Property:

This Hall belongs to all of us.

I have been a Trustee for a few years now and consequently feel a connection to the Community by way of this, at times, quite demanding service.

Whilst the community, can obviously never agree on everything, I often feel and I am often reminded, of the pride that is built up, within this Community, for its very own Hall and the special place where it sits in the scheme of things – that is – to be there when you need it. So, that is our overriding responsibility, to keep it that way – here when you need it.

My sense of time is not great – but - in recent times the Trust has finally finished the Green Room, below the stage, in the basement, and completed the external access - from both directions, east and west, including some retaining and a veranda over the entrance door. In the process creating valuable storage space in the gap between the stage and the greenroom ceiling - below stage.

For those who are unaware, the internal stairs up from the Green Room, access the stage via a pair of trapdoors – a unique feature that enhances the experience of the performers who choose to use it and the sloping stage – itself another unique feature.

From a maintenance perspective, there are constant small jobs happening to maintain and improve the space – inside and out. We recently created a long dreamed off, storage /cleaning cupboard below stage, next to the piano.

The basement area, including the part set aside for the Bike Library, but excluding the Green Room, has, on the whole, not been improved since 2007, except for the addition of timber bracing as earthquake strengthening.

The Trust has however, committed to a thorough borer treatment early next year, at which time they also intend to improve the usability of the basement by installing flooring where none exists (approx. 50% of the total area).

The outside of the building, below the Hall floor level, on the western side, has also never really been touched beyond a lick of paint earlier this century.

Initial plans for the basement, drawn up by or for the original Trust in 2007, have been seemingly shelved and a Bike Library currently occupies much of that available space - but a semblance of these plans surfaced spontaneously at a brainstorming session we held a few weeks back – including

the brand new “wow wouldn’t that be great – if only” possibility of a huge deck and a Community Office on the western side of the building at street level.

All the added extras now available to Hirers of the Hall - lighting, sound. Projection, kitchen, pie warmer, tablecloths etc make it a truly affordable and sought-after venue for private and commercial events – all crucial to the ongoing financial viability of the Hall.

And then there’s the fabulous new Alan Wehipiana gate, on the eastern side at the entrance to the deck, made from the old flooring - the exquisite adjacent garden on the slope up to the church - the Community Noticeboard across the road - and in conclusion I’d like to mention the camaraderie within the Trust that manages, to flourish against the odds of - burnout, old age, health issues and a myriad of other complexities that govern the swings and roundabouts.

And by the way – I would be more than happy to hand over the Trust to a bunch of young enthusiasts – but they have other priorities – no offence implied.

Thanks for listening.
Francis

Robyn Mills, BCA, CA – Treasurer Report:

Trustee & Treasurer for 2 years

Credentials

Personal:

- Parents Jack & Pearl Mills moved to Paekakariki in 1971 for their lifetimes.
- Have lived permanently in Paekakariki for 6.5 years with husband Eric Rodler, at parents’ house in Beach Road.
- Eric has been volunteering as Trust Accountant for 1.5 years.

Work record:

Chartered Accountant specialising in tax for nearly 36 years

- 20 years: Group Tax Manager NZ in the financial services industry: ANZ Bank, Colonial Life\Sovereign Insurance.
- 16 years: IRD Significant Enterprises Principal Advisor Insurance & Technical Specialist for financial services, overseas pensions, managed funds & R&D.

Voluntary activities:

- 2 years: PCT – help at Art Show, Book Fair, Trustee & Treasurer
- St. Peter’s Anglican Church, establish new garden at the eastern side of the hall with PCT helpers, Jan & Francie.
- Sang in Wellington & Auckland Choirs: Orpheus, North Shore Ladies, Sweet Adeline’s GAC, Takapuna Anglican.
- 10 years 1990s: Chairperson Woman’s Group, Wellington Chartered Accountants.

My purpose as a Trustee:

- Maintaining, improving and keeping the hall and its environs as hub of the community, safe in service of the community.
- Ensuring Trustees and volunteers maintain the charity focus, meeting custodial requirements, i.e., supporting local businesses\providing happy and superior meeting place for public and private events.
- Keeping the charges for the hall at a reduced price while remaining safe and solvent.

Ronda Thompson – Art Show:

My background – Accountancy.

I have been an accountant for the following companies -ACT Container shipping, Todd Motors, Teagle Smith (part of CPD), and Barr Burgess & Stewart (now PWC).

After that I had my own tax agency doing small business accounts.

During the last 20 years I have become a professional artist, and for 10 of those years was a gallery owner.

I have served on The PCT Trust for 11-12 years. Most of that time I was the Accountant/Treasurer, but last year I passed this work on to my fellow trustee Robyn Mills and her husband Eric Rodler.

Apart from the accounting, my main contribution to the Trust for the last seven years has been to produce the Paekakariki Art Show for the Trust. This show has gone from strength to strength. We started with sales of \$11,000 and a net profit of \$4,500 and our last show had sales of \$55,000 and a net profit of \$18,000.

Our next show will take place in Waitangi Weekend 2023

I have been involved in many other fund raising events over the years and this year myself and my husband have been involved in doing a stall at the Hall's monthly market to raise funds for the Trust.

Paul Riley

Kia ora tatou

My name is Paul Riley and a Paekakariki resident with my wife for over thirty five years.

I have been a member of the Paekakariki Community Trust since the last AGM and happy to put up my hand for possible re-election once again.

They say it can take around a year to really come to grips with the settling in period for any new personal enterprise and challenge, and I think that is possibly right. In the case of St Peter's I am still learning, and indeed there is much to learn.

Over the course of the last year I have been staggered how much time and effort other members of the Trust, and a core of wonderful volunteers, have given in making our village hall a vibrant and essential part of the Paekakariki community, and village life in general. It has been a privilege to have been able to assist with their efforts and to work alongside a team of very dedicated and capable people.

Notwithstanding the effect of Covid, others will tell you of the number of events organised, of the diversity of music gigs, art exhibitions, private hires, theatre, book fairs, food, cinema, funerals, yoga, Toastmasters etc etc.

Others will tell you of the extraordinary improvements undertaken to fabric of the building, to the necessary equipment to make the place operate, both inside and out and also to the upgrading of the church grounds. Just take a look at Alan Wehipeihana's gate, what a treasure.

These improvements are ongoing and will continue in the foreseeable future. St Peter's Hall is at the heart of our village life and I would consider it a privilege to continue on the PCT and play my part in the ongoing care of this wonderful building.

Kia ora.

Paul

Other Business:

Janet Holborow noted the work of the Trust in supporting the community through ensuring the Hall was available for tangi and funerals for a koha only; and the hard work of all the Trustees and volunteers in keeping the Hall so accessible and operational.

Acknowledgements were also made to the legacy of Margaret Griffiths in her support of the Hall during her lifetime and the late Nada Mills.

Jenny Clark talked about helping other groups like the Surf Lifesaving Club – we are all in need of financial resource.

Bike Library update

Speaking from the floor Jan reported on the work of the Bike Library that operates from the basement of the hall. She described its work as a collection and distribution depot, that absorbs 40 hours of volunteers work a week serving the people of Paekakariki.

She expressed thanks for the generous support of the Trust and was pleased to say that the Bike Library raised funds for the Hall each year and was thrilled to assist the Trust in fulfilling its goals.

Trustees stepping down this year:

Cath Robinson
Jonathan Aitken

Trustee Nominations:

Current trustees seeking re -election are confirmed as follows:

Ian Clark (current chair)
Jan Borland
Francis Mills
Robyn Mills
Paul Riley
Ronda Thompson

This left three vacancies with nominations from the floor received as follows:

1. Sean Tracey – nominated by Robyn Mills / Jan Borland

Sean spoke about his involvement in the community and that he had been attending PCT meetings in the past few months.

2. Julie Warren – nominated by Jenny Clark in Julie's absence / Janet Holborow

Jan mentioned that Sorcha Ruth a new Community Board members was happy to come along to meetings as a Youth Representative.

The following were declared as elected Trustees, with no voting required.

Ian Clark, Jan Borland, Francis Mills, Robyn Mills, Paul Riley, Ronda Thompson, Sean Tracey, Julie Warren.

The meeting concluded at 4.06.pm