

MANAWATU HOME EDUCATORS MINUTES of COMMITTEE MEETING

Thursday 26 June 2014 at Astrid Hendra's house

WELCOME: Paul welcomed everyone at 7:19pm and Louise opened in prayer.

PRESENT: Astrid Hendra, Paul Dekker, Louise Dekker, Jenny Higham, Esther Theo, Scott Ridsdale, Rachel Turner, Andrew Turner, Janet Ridsdale.

APOLOGIES: Lois Wallace.

MINUTES: MINUTES OF THE PREVIOUS GENERAL MEETINGS:

MOTION: *That the Minutes from the previous General Meetings on 12th May 2014 are true and correct.*

MOVED: Paul Dekker

SECONDED: Jenny Higham

AGREED

Matters Arising:

- A Term Deposit has been made.
- An external hard drive has been purchased.
- Progress is being made to acquire information about running the event – not yet complete.
- The Book Day was a great success. Numbers were good, about 25, but could have been more. Need to pay before the day – some RSVPed but did not turn up therefore putting pressure on the expenses. Need to keep the energy levels for the kids. There was lots of variety. McKenzie Books was keen to participate. The event could be an annual event or biennial.
- The Membership Form is a work in process. We have some samples to begin working from.
- We now have an Account Application Form for Warehouse Stationery to complete.

CORRESPONDENCE:

- Incoming:
 - Nothing of note.

FINANCIAL REPORT:

- Scott presented a statement of our Income (\$3,361.50) and Expenses (\$8,749.50) from 1 May 2014 to 26 June 2014. See Addendum #1.
- We have set up a Term Deposit of \$5,000 @ 4% for 6 months.
- The balances of our Accounts, as at April 2014, are: 00 Account is \$4,991.18; 97 Account is \$3,435.00; Term Deposit is \$5,000.

MOTION: *That the Financial Report be accepted.*

MOVED: Scott Ridsdale

SECONDED: Astrid Hendra

AGREED

REPORTS:

RESOURCE LIBRARY:

- The Resource Library has opened six times so far throughout Term 2.
- Seventeen families have visited the Library so far during Term 2.
- The Facebook promoting is really useful for families as a reminder of the days/hours the Resource Library is open.
- The upcoming Newsletter will look to further promote the Resource Library.
- It would be interesting to find out if the day/time the Resource Library is open is the most convenient day/time for families to make use of the Library.
- Will look to involve the older kids to run the Library.

MANAWATU HOME EDUCATORS MINUTES of COMMITTEE MEETING

Thursday 26 June 2014 at Astrid Hendra's house

GENERAL BUSINESS:

MEMBERSHIP FORM:

- We had a discussion around the proposed Membership Form.
- What to include? Names of parents, names of children, address, phone number, email, ages or birthdates of children.
- The data acquired from the Membership Form could form the basis of a Contact Directory.
- Include the Purposes of MHE.
- Could bullet-point or summarise some aspects of Obligations of Membership (based on our Rules).
- Need to have a simple way of tracking payments into our account.
- Astrid made specific notes during the discussion to assist with the continued development of our own Membership Form.
- Could look at having an online store for members to pay.
- Could use an online spreadsheet and/or form to keep track of who has (or hasn't) paid. Multiple people need to have access to this information – so online is more accessible.

ACTION: Astrid to investigate an online payment system that allows us to set up different sale items (i.e. fees for various activities) and automatically sends a receipt of payment.

ACTION: Astrid to upload a copy of the Rules to our website.

NEWSLETTER:

- Paul has prepared the basis of our next Newsletter.
- This was read out during the meeting.
- Will look to include our logo, website, Facebook page, etc. and beautify it.
- Will send it out in PDF format to all members.

ACTION: Andrew to contact Katrina and ask for the Activities List in PDF format.

JOB PROFILES:

- We want to establish shared and agreed guidelines for certain roles (e.g. event organisers).
- Start with Science Fair.
- We need to store these Profiles files on the Resource Library computer and in an online storage facility (e.g. Google Drive/Dropbox).
- Some events (e.g. Home & Country Show and Athletics Day) already have some guidelines for organising/running. We need to acquire these in order to establish a consistent format across the various profiles.
- Guidelines for Activities Coordinator
 - o Establish, set and publish dates & times for Planning Meetings previous to the Term being planned for.
 - o Facilitate Planning Meetings.
 - o Fill in the regular events/activities on the calendar first (e.g. Swimming, Gymnastics, etc.).
 - o Members suggest possible activities. Slot activities into the Term calendar.
 - o Try to include a range of activities – sports, art, craft, academic, etc.
 - o Receive blurbs from each event/activity organizer by the start of Week 1 of the Holidays.
 - o Collate blurbs and prepare the Activities List ready for distributing at the start of Week 2 of the Holidays.
 - o Activities List needs to include a blurb “Some events/activities may involve an obligation to pay regardless of attendance when registering your interest.”
 - o Activities List – each activity/event needs to include as many of the following as appropriate: date, start time, finish time, cost, venue, max/min number limits, brief blurb, organiser contact details, age restrictions, specific equipment/clothing required, adult supervision, RSVP requirement.
 - o The MHE Committee may underwrite the initial costs of running some activities/events to ensure the organizers are not unduly out of pocket.
 - o In order to assist, encourage and support new activity organisers, buddy up with experienced organisers.
 - o Provide the checklist of Running An Activity (yet to be created) for activity organisers to use when planning their event.

MANAWATU HOME EDUCATORS MINUTES of COMMITTEE MEETING

Thursday 26 June 2014 at Astrid Hendra's house

- It would be helpful for the Activities Coordinator to attend Committee Meetings.
- Running An Activity will include a 'debrief' section to establish what worked well, what did not work, things that could be done differently next time, etc.
- Could establish a handy contact list for venues that can be used when planning future activities (e.g. Youth Space, various church contacts, Gym and Pool contacts, YMCA, etc.).

ACTION: Andrew to contact Robyn Beals and ask for the guidelines for running Athletics Day and Home & Country Show.

ACTION: Andrew/Rachel to contact Rachael O'Donnell and ask her to keep a track of the planning process she goes through for the Science Fair.

ACTION: Astrid to set up a folder on Google Drive for Science Fair and upload the Science Fair documents to there.

EVENT/ACTIVITY REMINDERS:

- Set up events and activities in the Google Calendar.
- Set up reminders to email members@mhe.org.nz for reminders to be distributed to members.

ACTION: Andrew & Astrid to trial this before going live.

ACTION: Astrid to allow Gmail account to send to members@mhe.org.nz - if trial is favourable.

KEEPING OURSELVES SAFE:

- This is being run over four sessions in Term 3.
- Age groups are 5-8yrs and 9-13yrs.
- Maximum of 30 students in each group.
- There needs to be a commitment from families to attend all the sessions
- Parents Meeting will take place at Maria's to inform parents what will be covered during the sessions.
- Gateways will be used. The charge is likely to be \$50 each session.
- It was discussed that MHE Committee would cover the cost of this activity as a service to members. Generally we were supportive of paying for this event but want to take future years.

MOTION: *That Manawatu Home Educators cover all the costs associated with running this event (for 2014) as a service to members.*

MOVED: Louise Dekker

SECONDED: Scott Ridsdale

AGREED

NEXT MEETING:

- Monday 11th August 2014 7:00pm – home of the Turners, 167 Botanical Road, Palmerston North.

- AGENDA ITEMS:
Develop Profiles.
Membership Form.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10:00pm.

MANAWATU HOME EDUCATORS MINUTES of COMMITTEE MEETING

Thursday 26 June 2014 at Astrid Hendra's house

Addendum #1: Financial Report

MHE Income & Expenses 1 May to 26 June 14			
Income		Expenses	
Subscriptions	\$ 160.00	Monrad Rent	\$ 80.00
Swimming	\$ 1,923.00	Swimming	\$ 1,344.00
Gym	\$ 1,040.00	Gymnastics	\$ 1,800.00
Athletics Day		Athletics Day	\$ 114.00
Library		Postage /PO Box	
Activities		Activities	
Scholastic	\$ 238.50	Scholastic	\$ 261.50
Home&Country		Home & Country	\$ 150.00
Cash		Bank Fees	
Donation		Misc. Expenses	
Interest		Gifts	
		Reimbursements	
		Donation	
		Stationary	
		Term Deposit	\$ 5,000.00
Total	\$ 3,361.50		\$ 8,749.50
Deficit Income over Expenses		-\$ 5,388.00	
Difference Open Bal vs Close Balance			-\$ 5,388.00

Opening Balances 01/05/14	Open 1/5/14	Closing 26/04/14
00 Account	\$ 10,379.18	\$ 4,991.18
97 Account	\$ 3,420.91	\$ 3,435.00
Term Deposit	\$ -	\$ 5,000.00
Total	\$ 13,800.09	\$ 13,426.18

Note: Outstanding fees from Term 2:	Gym	\$ 750.00
	Swimming	\$ 455.00
	Total	\$ 1,205.00

Mel & Maria are in the process of following up people that owe money.