



MANAWATU HOME EDUCATORS MINUTES of COMMITTEE MEETING

Monday 12 May 2014 at Andrew & Rachel Turner's house

WELCOME: Paul welcomed everyone at 7:24pm in Prayer. A special welcome to Lois to her first Committee meeting.

PRESENT: Astrid Hendra, Paul Dekker, Louise Dekker, Jenny Higham, Lois Wallace, Scott Ridsdale, Rachel Turner, Andrew Turner.

APOLOGIES: Maria Hughes, Janet Ridsdale.

MINUTES: MINUTES OF THE PREVIOUS GENERAL MEETINGS:

MOTION: That the Minutes from the previous General Meetings on 27th March 2014 are true and correct.

MOVED: Paul Dekker

SECONDED: Scott Ridsdale

AGREED

Matters Arising:

- MHE Laptop update.

ACTION: Astrid to purchase an external hard drive for the purpose of backing up the laptop.

- Travel Reimbursement for trip to Akatio School. Brief discussion was had about travel costs incurred.

MOTION: That we pay \$60 each to Astrid and Rachel for their travel to/from Akatio School.

MOVED: Louise Dekker

SECONDED: Jenny Higham

AGREED

- Babysitting donation to Astrid – This has been actioned. Astrid acknowledged receipt and was very appreciative. ☺

CORRESPONDENCE:

- Incoming:
 - Companies Office – we are dissolving the old Manawatu Home Educators. The Companies Office will go through the process for this, after which we can become Manawatu Home Educators Inc.
 - Voice of the Martyrs newsletter.

FINANCIAL REPORT:

- Scott presented our Income (\$5,595.17) and Expenses (\$4,659.83) from 1 January 2014 to 30 April 2014.
- Balance of Accounts as at 30 April 2014: 00 Account is \$10,379.18. 97 Account is \$3,432.18.
- A number of members have deposited money into the account but not provided a reference for the purpose of the deposits.
- We need to develop guidelines for members outlining the process for depositing into MHE accounts – including a reference to the purpose of the deposit, the payer family clearly identified, and stressing that one transaction be used per activity/etc. being paid for.
- There was discussion around Gym fees – payments & receipts – and the confusion over attendance numbers and charges.

ACTION: Scott will speak with Mel regarding the accuracy of attendance figures, etc.

- We had a discussion about possible uses of the Savings money – including Term Deposit, purchase of a Gazebo, activity/event subsidies for low-income families, subsidize an out-of-town trip.

MOTION: That we invest \$5,000 from our 00 Account into a Term Deposit, the length of time being up to 6- (determined by which provides the best return).

MOVED: Paul Dekker

SECONDED: Astrid Hendra

AGREED

MOTION: That the Financial Report from 1st January to 30th April 2014 be accepted.

MOVED: Scott Ridsdale

SECONDED: Astrid Hendra

AGREED



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REPORTS:

RESOURCE LIBRARY:

- The Resource Library opened eight times throughout Term 1.
- Fifteen families visited the Library.
- Astrid is working at bringing the database up to date.
- Keen for some teenagers to come in and assist with tasks.
- We have one family using the Resource Library who are not members.

ACTION: *Paul will follow up with this family and inform.*

GENERAL BUSINESS:

WAREHOUSE STATIONERY ACCOUNT:

- We will investigate starting up a Warehouse Stationery Account which can be used for purchasing items as required for events, activities, Resource Library, etc..

ACTION: *Astrid to investigate and report back at our next meeting.*

BOOK DAY:

- We had discussion about the upcoming Book Day event.
- We had some ideas of visiting Authors and have contacts for a number of authors as well as a story-teller.

MEMBERSHIP FORM:

- We need to develop an updated Membership Form which includes Contact Details, children & their ages, membership subs, etc..

ACTION: *Astrid to prepare a sample Membership Form and either email out or bring to our next meeting.*

MEMBERS INDUCTION PACK:

- A brief discussion about developing a Membership Induction pack welcoming new members and include a range of things such as a guide to sourcing information about MHE events/activities, informing Members what their membership entitles them to, etc..

JOB PROFILES:

- We need to develop Job Profiles for certain roles in order to establish shared and agreed expectation for given roles. The intent is to provide clear guidelines for people assuming the roles and streamline processes and expectations.
- Develop Profiles for: Activities Coordinator, Resource Library, Communications person, Swimming Coordinator, Home & Country Show, Athletics Day, Science Fair, Membership Coordinator, Gym Coordinator, IT (website, email setup).

ACTION: *Rachel to contact Murrays, O'Donnells and O'Donnells to acquire the event guidelines for Home & Country Show, Science Fair and Athletics Day.*

- Need to establish Guidelines for Running an Event. The intent is to empower members to organize and run events by providing guidelines of what is expected by attendees and the Committee. The guidelines will include use of money, notification of event, etc..

NEWSLETTER:

- It is time for a newsletter.
- Include:
 - o Debrief from AGM.
 - o Introduce Committee member changes.
 - o Process for depositing into the MHE bank accounts.
 - o Contact details for MHE.
 - o Families to provide updated details.
 - o Call for help with Resource Library (teenagers).
 - o Include Facebook Group link.

ACTION: *Paul to prepare the bones.*

ACTION: *Andrew to beautify Paul's bones!*



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NEXT MEETING:

- Thursday 26th May 2014 7:00pm – home of Astrid Hendra (37 Snowden Ave, Palmerston North).

- AGENDA ITEMS:
 - Develop Profiles.
 - Membership Form.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9:20pm.

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