



MANAWATU HOME EDUCATORS MINUTES of COMMITTEE MEETING

Thursday 11 August 2014 at Turners' Home

WELCOME: Paul welcomed everyone at 7:20pm and opened in prayer.

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

APOLOGIES: Lois Wallace.

MINUTES: MINUTES OF THE PREVIOUS COMMITTEE MEETINGS:

MOTION: *That the Minutes from the previous Committee Meetings on 26th June 2014 are true and correct with the addition of Maria and correct spelling of Esther's surname.*

MOVED: Paul Dekker

SECONDED: Astrid Hendra

AGREED

Matters Arising:

- An external Hard Drive has been purchased.
- Andrew is yet to complete the Newsletter.
- The Event/Activity Reminder emails are all set to go. We can now send out Event/Activity Notification emails to members.

CORRESPONDENCE:

- Incoming:
 - Nothing of note.

FINANCIAL REPORT:

- All Term 2 Gym and Swimming subs are up to date now.
- The balances of our Accounts, as at 11th August 2014, are: 00 Account is \$6641.18; 97 Account is \$3,440.84; Term Deposit is \$5,000.
- We had a discussion around what Membership money is used for. Discussed using money to assist running some events/activities. Regarding the running of events, we are prepared to underwrite some events (this requires guidelines under which such decisions would be made.).

MOTION: *That the Financial Report be accepted.*

MOVED: Scott Ridsdale

SECONDED: Paul Dekker

AGREED

ACTION: Paul to update the Charities Commission Annual Return.

REPORTS:

RESOURCE LIBRARY:

- Library has been quiet this Term.
- Astrid is working through some of the overdue items from years gone by. This has achieved some positive results to date.
- We have discussed using students to assist in the Library. This could be promoted among the Creative Group.
- The Resource Library is open most Thursdays.

GENERAL BUSINESS:

MEMBERSHIP FORM:

- We had a discussion around the proposed Membership Form. It is not yet at the point of sharing.



MANAWATU HOME EDUCATORS MINUTES of COMMITTEE MEETING

Thursday 11 August 2014 at Turners' Home

ACTION: Astrid to continue work on the Membership Form.

WEBSITE:

- A few amendments have been made to our website content.
- We will rethink the website – its purpose, the design, ideal content, etc. and discuss at a later time.

JOB PROFILES:

- We will continue working on Profiles.
- We continued discussion on the Job Profile for Activities Coordinator. Notes were made in an additional Word document.

ACTION: Andrew to contact Katrina regarding the preparation of the Job Profile for Activities Coordinator and invite her to contribute from the base of knowledge and experience she has in the role.

ACTIVITY LIST:

- The blurbs for some activities in the Activities List needed to be reworded to be more succinct and specific.
- Activities Coordinator needs to be responsible for rewording the blurbs for each activity – rather than simply using the notes that activity organisers send through.
- Activities List needs to be distributed in PDF format.
- Some people struggle with not knowing if emails they sent have been received. Maybe a polite 'received' could be sent to confirm the original email has been received.
- Money is available for Activities – need to make activity organisers aware of this.
-

ACTION: Astrid to prepare a Term Calendar for use at Activities Planning Meetings.

ACTION: Rachel to contact Katrina about setting/confirming the date of the next Activities Planning Meeting and then confirm with this with the Committee.

ACTION: Andrew to inform Katrina that MHE money is available for some activities and ask her to make activity organisers aware.

KEEPING OURSELVES SAFE:

- This is being run over four sessions during Term 3.
- There are ten students – five in each of the two groups.
- There seems to be very good value to the topics and discussions.
- We could consider doing the programme more regularly – maybe every two-years.
- We need to ensure the Activities List is out early enough to ensure families have maximum time to plan out their Term.
- We need to pay Gateways for hosting the Keeping Ourselves Safe.

ACTION: Scott to provide Louise with a cheque (made out to Gateways) to pay for the use of Gateways' venue for Keeping Ourselves Safe.

HOME & COUNTRY SHOW:

- This is coming up fast.
- We are not sure where things are at with this.
- Need to contact the Murrays to ascertain where they are at with organising this year's event.
- Need to confirm the Venue is booked.
- Forms need to be distributed to families.
- Confirm Judges have been organized.
- Need to acquire all the Home & Country Show planning meeting from Robyn Beals.

ACTION: Rachel to contact the Murrays to see where thing are at – as per notes above.



MANAWATU HOME EDUCATORS MINUTES of COMMITTEE MEETING

Thursday 11 August 2014 at Turners' Home

SCIENCE FAIR:

- The Science Fair will not be happening this year.
- We now have the planning notes from Rachael O'Donnell.
- Could consider running this event every second year – although it was also discussed that it would be good to have a science event every year to keep it in the front of people's minds.
- Could have a Science Day each year or a Science Exhibition.
- We need to start earlier in the year if we want to participate in the Regional Science Fair – partly due to the process for ethics approval.

NEXT MEETING:

- Monday 22nd September 2014 7:00pm – home of Astrid Hendra, 37 Snowdon Avenue, Palmerston North.
 - o AGENDA ITEMS:
 - Profiles – Resource Library Coordinator; Membership Coordinator; Event Organiser; Activity Organiser; Communications Coordinator.
 - Home & Country Show planning.

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