

# Minutes of the Meadowbank and St Johns Residents Association

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*Held at St Chad's Church Meadowbank on Tuesday 5<sup>th</sup> May 2014 at 7.30pm*

**Attendees:** Ruth Mackintosh, Lynda McCarthy, David Reid, Patrick Hodgson, Matthew Kelly, Kate Cooke (Orakei Local Board), Terry Lord, Ian McLean, Judith Everitt, Sue & Hannah Caddie, SK Thuraisundaram, Francis Lai, Amanda Nicholas

**Apologies:** Mary Hill, Tim Duguid, Simon O'Connor

**Matter arising from previous minutes:** Ian received a brochure for Neighbours Day and wondered if the committee had been informed, in any way, as to what they were doing. They had not communicated with us but Ruth had emailed them to let them know what we were doing. She had not heard back from there.

**Minutes from Previous Meeting: Approved:** Ian **Seconded:** David

**Treasurers Report:** There has been no change in the cash position since last month. Closing balance is \$3,027.47

## **Agenda Items:**

- 1) AGM: Date has been set as Tuesday June 10th 2014 to be held at St Chad's Church, St Johns Road. Set up will commence at 6pm. Doors will open at 6.45pm with the meeting starting at 7pm. It was agreed to that we would pay the costs of kitchen hire and AV hire. The format will be as follows:
  - Official business – this will take approx 20-30 mins – this will include the election and confirmation of committee members.
  - To follow will be the guest speaker – Len Brown. He will speak for about 10 mins and then 10-15 mins of questions.

It has been suggested that the brief is transport and anything effecting Meadowbank and St Johns. Any other suggestions please let Ruth know. Brief needs to be sent to the Mayors office 3 weeks before the event.

It was discussed and decided that we will ask for people to email in questions that they would like put to the Mayor. We will also ask for some questions from the floor, depending on the time factor.

## **Event Volunteers**

- Volunteers are required for the delivery of flyers. We need a minimum of 12 people to help with the deliveries and an organiser. We will also include delivery to houses in Waitatarua Road and Kelvin Road. Date for delivery is the weekend of the 24/25 May. All of those present at the meeting volunteered to help with deliveries. Anyone else who would like to volunteer their time please contact Ruth.
- If you would be able to help on the night please contact Ruth. The more the merrier.
- We require a tag line for the flyer. Three tag lines will be circulated and feedback asked for.

### **Sponsorship:**

- Countdown will be approached for sponsorship for platters for supper. Other suggestions for companies to be approached are Meadowbank Bakery and the pizza shop.
- We are flexible with sponsorship and are willing for sponsors to have banners on display on the night.
- It was suggested that we could see if we could get sponsorship (in the form of goods) from companies and then run raffles to raise money for the association. Ruth will approach Linda (Meadowbank Chemist) to see if she would be willing to take the lead on the project.

### **Elections:**

Ruth presented suggested role descriptions for various committee roles. It was also suggested that we add a vice-chairperson to the list.

When an email is sent asking for questions to be presented to the mayor, we will also ask for nominations for the committee. These nominations will be presented at the AGM. **Please note:** As necessary we will co-op people onto the committee as required for special projects.

### **Membership:**

Renewal notices will be sent out prior to the AGM to encourage as many people to renew for the coming financial year.

There will be a letter go out via mail to those who don't have an email address or whose emails have bounced back when correspondence has been sent out. Lynda and Ruth to work on this.

### **Use of Funds:**

A request was made for approx \$500 to be spent on the printing of 5000 flyers for the AGM and approx \$100 to update signage to the new logo. Sue Caddie very kindly offered to laminate all the signs as required. **Approved:** David **Seconded:** Patrick.

- 2) Ruth sort approval for reimbursement for costs for the website hosting and domain renewal, which she has paid for. Approx \$144. **Approved:** David **Seconded:** Ian
- 3) Funding application to be in to the Orakei Local Board by 5pm 23<sup>rd</sup> May 2014. It is suggested that we apply for funding to do the necessary work on our website. Ruth/Mathew to work on the application.
- 4) St Johns 4kids has approached the MSJRA to see if we would be willing to be used as an umbrella organization for their grant application. After a discussion it was felt that we are not willing to support their application. It was suggested that they could approach the Meadowbank Community Centre to see if they would be willing to support them. Ruth to contact them.
- 5) Amanda Nicholas presented her report (a copy of which is attached with the minutes) on the Neighbourly website. We will support the promotion of the website. As a group we are willing to be involved with it.

Meeting closed at 8.40pm.