

Item	NAPIER COMMUNITY CHILDCARE CENTRE TRUST, GENERAL MEETING		
	MONTHLY MEETING HELD ON Tuesday 29 November 2011 at Port Children's Centre.		
	MEETING COMMENCED AT 6.05pm		
	CHAired BY: Christine Joyce		
	PRESENT		
	Trustees: Chris Joyce, Cath Wilde, Charlotte Chapman (arrived 6.20pm), Vicki Lawson, Harry Machiela		
	Staff Trustees: Laura Budge, Elizabeth Wynyard		
	Staff: Nicola Brown (minutes), Barbara Martin, Lynda Clark, Michelle Greene, Carolyn Anderson		
1	APOLOGIES – Trudi Rabbitte		
2	MINUTES OF PREVIOUS MEETING		Chris
	Moved minutes from the previous meeting, held 25 October 2011 at City Children's Centre be accepted as true and correct. Harry/Cath		
3	MATTERS ARISING FROM PREVIOUS MEETING		
	a) Storage shed update – The shed is up and waiting for the concrete to be laid. A parent at Port is kindly laying the concrete free of charge. One of the staff member's partners will install the shelving inside the shed. There is still the fencing to be completed. Lynda advised that as per her discussion with Chris prior to the Trust meeting the shelving would cost no more than \$300.00. Chris/Cath approved the purchase of shelving. Notice has been given at the storage shed and it is now empty.		Barb
	b) Barb advised that approximately \$1,900.00 was raised from the motor cross. The Trust expressed their thanks to Barb.		Barb
	c) Facebook/website upgrade/fundraising – defer to next meeting when Trudi is available.		Chris
4	STANDING MATTERS – Nil		
5	CORRESPONDENCE - Nil		
6	FINANCIAL REPORT – as tabled. Cath advised there was a loss of \$2,656.00. Although this loss was small there is still an overall loss of \$65,000. It is hoped we will maintain the \$65K loss through December. MOE funding was low this funding period. Chris and Cath gave Harry a run down on how the funding works.		Cath
7	CITY/PORT SUPERVISOR REPORT – as tabled. Enrolments at City are not great. Lynda is updating the enrolment form to the new mandatory form prepared by the Ministry. The new cleaner is not stepping up. Doors are not being closed and locked properly, the alarm is not being set and generally the centres are unclean. The cleaner is very embarrassed about it. Chris has requested that a formal letter be drawn up stating what is expected of the cleaner in relation to locking up and setting of alarms and about what is expected in the way of cleaning. Chris would also like a check list to be drawn up for the cleaner to be left in the reception area of both centres. The checklist to be signed by the cleaner as they leave the property verifying that the centres are secure, lights off and alarms set.		Lynd
8	CITY STAFF REP / ROOM REPORTS – as tabled.		Laur
9	PORT STAFF REP / ROOM REPORTS – as tabled. Liz asked whether the Trust would like to put in a donation for Jenny's baby shower. In lieu of flowers once the baby is born the Trust will contribute \$40.00 to Jenny's baby shower gift. Chris/Cath		Eliza
10	FINANCIAL AND CENTRE ADMINISTRATION REPORT – as tabled.		Nicol Barb

11

GENERAL BUSINESS

- i) Newsletter – Barb provided the Trust with a mock up of the proposed newsletter. For the first term of the newsletter the advertising spots will be blank with “advertise with us” on it. Parents and businesses won’t be approached before Xmas asking for advertising spots. A discussion was had on which format everyone liked and what size the newsletter should be. Barb presented an A5 newsletter but it was decided that perhaps an A4 newsletter would be good. Barb to discuss further at next meeting.

12

DATE OF NEXT TRUST MEETING

At Chris’s home, Wed 14 December 2011 at 7.00pm. The January meeting to be at Port Tues 31 Jan at 6.00pm

MEETING CLOSED AT 7.00pm

These minutes are a true and accurate record.

Christine Joyce

Chairperson

Trustee authorised on behalf of the Napier Community Childcare Centre Trust

Barb