



APPENDICES MINUTES

Ōtaki Community Board Meeting

Tuesday, 16 March 2021

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Otaki Foodbank Inc
Management Committee Meeting
At Otaki Foodbank Main Street
Wednesday 10th February at 1pm

Agenda

1. Apologies
2. Minutes from the previous meeting
3. Matter Arising
4. Reports
5. Correspondence
6. General Business
7. Date for next Meeting

Otaki Foodbank Inc
Management Committee Meeting
At Otaki Foodbank, Main Street
Wednesday 11 November 2020

Apologies: Elizabeth Pairama-Mu, Rob Kofoed
Moved: Georgia Hapeta
2nd Lucy Tahere

Present: Lucy Tahere (manager), Georgia Hapeta (committee), Kathleen Blewman (Treasurer), Graeme Baugart (committee), Lavinia Hiakita (secretary), Marilyn Stephens (Otaki community board)

Minutes from the previous meeting: read & approved
Moved: Lucy Tahere
2nd Lavinia Hiakita

Matters arising: no matters arising

Reports: Manager: Lucy Tahere

- A huge jump of parcels this time round – 30 extra
- 2 more parcels for Correction Department
- Food parcels are given to a client on a monthly basis
- Inappropriate behaviour from client, the manager will not put up with any abuse. The manager will bar any individual if behaviour is improper

Moved: Georgia Hapeta
2nd: Graeme Baugart

Financial: Kathleen Blewman

- Meat donations are now finished
- Philips Family Trust donation of \$960.00 has not been used due to other donations.
- NO application to NZ Lottery Grant Board this year

Moved: Kathleen Blewman
2nd: Graeme Baugart

General Business:

- Lions Club Otaki will be having a FOOD DRIVE within Otaki, will need a team to help Lucy put food away. Date still to be finalised.
- All donator's and supporter's will receive thank you cards and letters.
- Kathleen to follow up about the Liability Insurance from Inpro Group.

Otaki Foodbank Inc.**Manager's Report 2020**

Statistics from 15th October 2020 1st December 2020 are as follows:

Organisation	Full	Top ups
WINZ	11	
Mini/Wage	18	
Corrections	02	
Senior Citizens	03	
Total	34	

Parcels given out between dates above were for reasons given: Private Rents, unpaid fines, Car registrations, Warrant of fitness, Loan repayments.

Our Management committee meeting was canceled for October 2020 these are the stats.

We have had a few fun and games with clients who are known to me the naughty people who seem to think they are above everyone else and our regulations and guidelines do not apply to them Thank goodness Work and Income are at the ready when required.

There have been a few enquiries about our boundary where we start and end. We cover from the Pekapeka Turn off to Kuku Bridge (Ngati Wehiwehi Marae) includes Waikawa Beach. This is covered also by Otaki Work and income.

Yours Faithfully

Lucy Tahere

Manager

Otaki Foodbank Inc.**Manager's Report 2021**

Statistics from 2nd December 2020 to 9th February 2021 are as follows:

Organisation	Full	Top ups
WINZ	48	
Mini/Wage	37	
Corrections	05	
Senior Citizens	09 (4 with Grandchildren/child)	
Whanau Ora	11	
Otaki Women's Health	08	
Total	118	

Parcels given out between dates above were for reasons given: Private Rents, unpaid fines, Car registrations, Warrant of fitness, Loan repayments.

93 of the total above were Christmas parcels. Oh my goodness biggest total for Christmas parcels ever. We managed to cater for everyone in our community that needed a little extra help as we have done for so many years.

To everyone and there are a lot of you **Thanking you** all kindly for the work you do behind the scene in helping our foodbank with cash/Food donations and with keeping our community feed and the service we provide.....No one here should be starving or need a food parcel every week.

Wishing you all happy, happy, joy, joy New Year and Stay safe.

Yours Faithfully

Lucy Tahere

Manager

- Ordered 108 chickens for Xmas parcels. To arrive on the 12th December 2020.
- Women's Institute donations given for Xmas parcels.
- Lucy will make up xmas parcels on the 17th December 2020
- Whānau Ora parcels to go out on the 24th December 2020
- Graeme to approach the manager at New World Otaki about the Foodbank donations box.
- Otaki Foodbank will be closed on the 24th December 2020 to Tuesday 19th January 2021.
- Condolence/ acknowledgement card to Kathleen Blewman.
- Next Management Committee meeting to be held on Wednesday 10th February 2021 at 1pm at Otaki Foodbank, OTAKI.

Meeting closed: 2pm

OTAKI FOODBANK INC.

Financial Report 1 December 2020 to 31 January 2021

Receipts

J & P Kettle	100.00
A Clarke & S I Kendri	135.00
Paul & Linda Crafar	200.00
Bill Flinn	200.00
Awahou Consulting	100.00
Miss B L Franks	300.00
Lions Club of Otaki	50.00
Otaki/Waikanae Presbyterian Parish	215.00
D A Landy	90.00
Mr John Jones	180.00
Robyn Gardner	500.00
Waikanae Baptist Op Shop	200.00
Otaki Yoga	150.00
A J & K A McGrath	800.00
M Harris & E Stevens	100.00
Mr Jules	200.00
N A Pinkham	100.00
Derek Kelly	200.00
S & H McMullin	200.00
Concrete Doctors	750.00
Otaki Volunteer Fire Brigade	150.00
Chris Greenwood	50.00
AWA	400.00
R B & R M Cole	100.00
B Nef & K M Daniels	100.00
Mrs Gilliland	20.00
P C Malpas & P M Malpas	30.00
K D Kee	50.00
Otaki Players Society	885.00

Totals	<u>6,555.00</u>
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Payments

Rent & Water Rates	1,920.68
Phone	285.62
Power	182.60
Volunteer's Travel Expenses	721.20
Admin/Stationery	634.09
Food	6,376.12
Meat	2,110.31
Insurance*	-
Accountant's Fee	-
Sundry	-

<u>12,230.62</u>

* Our insurer, Inpro Group, have kindly taken care of our insurance this year. Normally due on 6 December, Inpro Group have taken care of our invoice as part of their "Support Club A - Giving back to the Community programme".

Bank Reconciliation

Cash Book Balance as at 1 December 20	48,940.56
Plus Receipts	6,555.00
Less Payments	12,230.62
Cash Book Balance as at 31 January 21	<u>43,264.94</u>

Less

Unpresented Deposits

Plus

Unpresented Cheques

4086 360.60

Bank Balance as at 31 January 21 43,625.54

Grants

The Philipp Family Foundation Trust - \$960.00 (22 June 2020)

15 December 20 New World 1,030.31 1,030.31

Philipp Family Foundation, funds tagged for six months' meat - *all expended*

NZ Lottery Grants Board - \$9,484.00 (25 March 20)

25 March 20	Manager's travel expenses	440.60
25 March 20	Petrol - delivering food parcels	40.00
1 April 20	Thomson 2000 Trust - rent	960.34
14 April 20	Spark	142.81
20 April 20	Energy Online	24.85
30 April 20	Manager's travel expenses	500.60
1 May 20	Thomson 2000 Trust - rent	960.34
7 May 20	Railway Bookshop - photocopying etc.	36.00
13 May 20	Spark	142.81
20 May 20	Energy Online	75.14
29 May 20	Manager's travel expenses	420.60
2 June 20	Thomson 2000 Trust - rent	960.34
11 June 20	Spark	142.81
18 June 20	New laptop computer/security package	1,049.97
22 June 20	Energy Online	82.10
30 June 20	Manager's travel expenses	440.60
1 July 20	Thomson 2000 Trust - rent	960.34

14 July 20	Spark	142.81	
20 July 20	Energy Online	76.61	
31 July 20	Manager's travel expenses	460.60	
3 August 20	Thomson 2000 Trust - rent	960.34	
7 August 20	Railway Bookshop - photocopying etc.	13.20	
11 August 20	Spark	142.81	
20 August 20	Energy Online	78.28	
28 August 20	Manager's travel expenses	440.60	9,695.50

NZ Lottery Grants Board, funds tagged for operating expenses - *all expended*
Results Report submitted 8 February 2021

Grant Notes

COGS - Application for a grant of \$3,000.00 was submitted on 17 April 2020
Application was declined - 22 July 2020

The Philipp Family Foundation Trust - The grant of \$960.00 received on 22 June 2020 was not spent earlier due to a couple of generous donations made to the local butcher to supply meat to the Otaki Foodbank. In addition, there have been several donations of meat from a local farmer.

NZ Lottery Grants Board - No application will be made this year as we have more than sufficient funds to cover our expenses.

OTAKI FOODBANK INC.

Financial Report 1 October to 30 November 2020

Receipts

Otaki Yoga	215.00
Paul & Linda Crafar	200.00
D A Landy	90.00
Waikanae Baptist Op Shop	200.00
A J & K A McGrath	900.00
A Clarke & S I Kendri	80.00
M Harris & E Stevens	100.00
St Mary's Church, Otaki	240.00
S & H McMullin	200.00
Otaki/Waikanae Presbyterian Parish	270.00
N A Pinkham	120.00
AWA	600.00
Starbuck-Maffey	63.00
P C Malpas & P M Malpas	30.00
Otaki Mail Ltd	32.70
John Jones	250.00
Mr Jules	100.00
Te Wananga o Raukawa	280.00

Totals	<u>3,970.70</u>
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Payments

Rent & Water Rates	1,920.68
Phone	285.62
Power	168.42
Volunteer's Travel Expenses	901.20
Admin/Stationery	-
Food	803.50
Meat	-
Insurance	-
Accountant's Fee	400.00
Sundry	-

<u>4,479.42</u>

Bank Reconciliation

Cash Book Balance as at 1 October 20	49,449.28
Plus Receipts	3,970.70
Less Payments	4,479.42
Cash Book Balance as at 30 November 20	<u>48,940.56</u>

Less

Unpresented Deposits

Plus

Unpresented Cheques

4084	460.60
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Bank Balance as at 30 November 20	<u>49,401.16</u>
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Grants

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Philipp Family Foundation, funds tagged for six months' meat

NZ Lottery Grants Board - \$9,484.00 (25 March 20)

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28 August 20	Manager's travel expenses	440.60	<u>9,695.50</u>

NZ Lottery Grants Board, funds tagged for operating expenses - *all expended*
Results Report due 3 March 2021

Grant Notes

COGS - Application for a grant of \$3,000.00 was submitted on 17 April 2020
Application was declined - 22 July 2020

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