

Newlands Toy Library Incorporated

26 July 2016, Newlands Community Centre, Youth Room at 7.30 pm

Attendees:

Christine Tether (Chair), Aethalia O'Connor (Toy Buyer) Sharlene Rickard (Treasurer), Brigitte Beilensohn (Secretary), Sarah Williamson (Toy Librarian), Nicola Jones (member), Naomi Bennett (Rosterer)

1. Welcome, Apologies and Confirmation of Agenda

Christine introduced herself and welcomed everyone to the AGM. She asked if anyone would like to add anything to the agenda.

Apologies – Nil.

2. Confirmation of the previous AGM Minutes

Motion to accept the minutes for the 2014 AGM by Aethalia O'Connor, seconded by Christine Tether. Carried.

3. Chairperson's Report and arising discussion

Hi, my name is Christine and I am the Chairperson. It is my job to reflect on the last year in the life of the Toy Library.

Through acknowledging the efforts of our incredible committee of volunteers I will tell you what we've been up to.

- Brigitte is our Secretary. Her role is to look after the admin side of things, particularly around meetings and communication with members. Thanks for helping to organise our AGM and the refreshments tonight. Brigitte has awesome organisational skills and also helped interview for a new toy librarian earlier this year. I have valued her insights and advice.
- Aethalia, who you will all know, was our Toy Librarian until early this year. She brought drive to this role and introduced a number of innovative solutions to help make your visit to the toy library more enjoyable. It was great that she stayed on with the committee as Treasurer, until recently. She was instrumental in setting up new banking systems so that we are now able to do our banking on line. This new system is saving the committee a lot of time. She also put together a hazard register as we are required to comply with new health and safety requirements from 1st April this year and is now looking after

toy purchasing.

- Sharlene stepped into the role of Treasurer recently. This has been a tough job as we are required to comply with new reporting standards set by the External Reporting Board by September 2016. Sharlene has been instrumental in researching the best way to do this. Besides doing the day-to-day Treasurer jobs she has also worked closely with an Accountant at Accounting for Charities to ensure that our accounts are transformed as quickly and as accurately as possible.
- Brydon has recently resigned from the committee but assisted for a number of years, mostly as Secretary, and also with interviewing prospective Toy Librarians. He is not here tonight but I would like to acknowledge all his time and energy on the committee.
- I would also like to acknowledge the efforts of Claire, who until recently looked after our membership and drawing up the duty rosters. This wasn't an easy task as she didn't have access to a computer for these roles for most of the time. Despite not being a member of the toy library herself, she was happy to freely give her time to a good cause.
- Naomi has recently stepped into the role of membership and rosters and is already making these jobs her own. Thanks a lot for putting your hand up Naomi and welcome to our great committee.
- Sarah is our new Toy Librarian. We were very excited to find a person that fits the role so well after interviewing a number of candidates. Sarah was thrown in the deep end in a bit with a number of problems occurring at the outset (door off hinges) and she has proved to be an admirable problem solver whilst keeping a sense of humour. I hope that you continue to enjoy the role, Sarah, and that members aid with the forthcoming stocktake that you have planned.
- Besides the Chair, I have been looking after our grants – applying for them and filing accountabilities. I am stepping down from both roles and can explain the key responsibilities of each later, if members are interested.

During the 2015/16 financial year we were very fortunate to receive 3 grants which went towards key expenses:

- We received \$1,000 from COGs towards wages for the Toy Librarian. Wages are our largest expense and any assistance that we get is extremely helpful. By employing a toy library the committee is able to focus on running the operation of the toy library and best meet the needs of members.
- We also received a grant of \$900 from the Lotteries Commission which covered most of the cost of our rent in the Community Centre. Our rental agreement is renewed every 3 years with the WCC and we are grateful for both the Lotteries Commission and the WCC for maintaining and funding a stable rent.
- A grant of \$190 was received from the T G Macarthy Trust. This money will be applied against our 2016 membership subscription with the Toy Library Federation of New Zealand which supports toy libraries nationwide. Any monies left will be put towards toy purchases with Toy Express.

On behalf of the Toy Library and its committee I acknowledge COGs, the Lotteries Commission and the T G McCarthy Trust for their valued and ongoing support.

Other news for the year – you may have noticed that we have some signage outside now. We also have some more mobile signage for community events. These were bought with grant

money from the Pelorus Trust which we received last financial year. We also had a toy sale late last year of some old toys which was organised by Aethalia.

I encourage all members to join the committee. It is a great opportunity to meet new people and learn transferable skills.

The Toy Library is an incorporated society with charitable status. We are governed by a Constitution. Please contact us if you would like to view this.

4. Membership Report

Sarah confirmed 80 current members. 73 active members, only 7 members not coming in regularly. There are 5 non-rostered members. There are 118 children under ten, four members that are carers – 12 children counted approximately. We have updated home addresses, children and other details in the database. There have been 40 new members in the last year,

5. Treasurer's Report and Confirmation of Subscriptions for 2015/2016

Treasurer's Report

Sharlene presented the Profit and Loss report, Balance sheet and Budget (back page).

There has been a change in compliance with Charities Committee. Sharlene's been working with an accountant, accounts are now in new basis but not in new format yet. Hopefully figures shouldn't change but the presentation will. Sharlene is happy to circulate once finalised and will be on Charities website by 30 September. Sharlene also would like to decide in the AGM the requirement of auditing the financials – proposing to change to review in our TL Constitution. It can be done by accountant, rather than auditor which would be much cheaper. Sharlene motioned, Brigitte second. Motion passed.

The financials are currently cash and accrual, so moving to proper accrual accounting going forward. Main change for toy library is toys purchases have been treated as assets previously but now will just be through profit and loss. Only big items like bouncy castle will be assets.

Grants during year - \$8,000 - \$6,500 not spent from last year recognised. TMG grant – used towards subscriptions and toys, 2015 – recognised as spent in 2016 year. Lotteries – used for rent, COGs – used towards librarian wages.

Expenses – depreciation is high because all toys have been changed from assets – going to increase rate over next few years (by 2020) to get them off the books. Non-cash expense so won't affect cash flow.

General expenses – other big expense – higher than previous year - \$2,000 spent on toy bags. Pelorus grant meant this was high as well as shelving etc. Expect it will be lower in the following years.

Overall result is a loss – (\$2,200) – due to depreciation but won't affect overall cash flow.

Balance Sheet - \$11,000 in cash. There is \$11,500 currently. Reasonable cash fund. Grant receivable – as at 31 March hadn't received yet – comes through as credit so sits as negative on balance sheet. Shelves, toys, depreciation – will take a few years to get rid of this showing on the balance sheet. Liabilities – wages, paye, equity – loss flows through, assets – toys – as depreciation goes through this will reduce.

Aethalia – bouncy castle and party packs were split – profit and loss – to show how much was bouncy castle – this is why it was bigger last year.

Should we split out toy bags as separate expense if it is quite high? Sharlene – past been treated as general expense. Make separate coding – think this would be worthwhile.

Naomi - Perlous trust grant - \$20,000 - \$15,000 in toys spent – so very large, came into this financial year but spent last year.

No new grants this big and wouldn't expect in next few years but will need to look at this area soon for more toy buying.

Fundraising – will need to look into this and having someone on the committee to do this role – most successful fundraising for the toy library was a movie night. Some grants do require us to show we are making an effort to fundraise.

Budget – grants \$3,290. Membership subs coming in which is good. Bank fees can be taken off as free for charities. Insurance has dropped this year considerably so that's good news. Wages – our biggest expense. Accounting costs have been high due to the accrual change.

Motion Christine – budget and profit and loss documents – accepted that they could change. Second by Aethalia. Motioned passed.

Auditor – cost \$500 ongoing – chartered accountant – try to find someone within membership or friend to do this as quite a big expense going forward.

Clause 9.5 – delete. Auditing. Write in: We will decide at AGM as to whether a review will be undertaken and appoint a Chartered Accountant to undertake this. Sharlene to check. Aethalia raised she could ask her Aunty.

Confirmation of Subscriptions for 2016/2017

Taking into account the profit and loss – not taking into account depreciation outlye, we are going fine. Recognise we are one of the cheapest toy libraries, low socio-economic area and not out to make profit. Johnsonville one is \$72.50 with two fundraising and 3-4 duties.

Proposed no change to subscriptions for this year – Sharlene motioned. Aethalia seconded. Motioned passed.

The committee still believes that the Newlands Toy Library is very good value and the subs are set at a reasonable cost compared to other toy libraries in the region.

6. Confirmation of Officers and Election of Committee Members

Nominations

- Chair – responsible toy library, conduct meetings, good knowledge of rules and constitution, safe guard the good name and values, recruit committee members and volunteers, librarian, check up on outstanding issues. Aethalia – Christine nom, sarah seconded.
- Treasurer – Sharlene – Christine nominated, Sarah seconded
- Secretary – Brigitte – Sarah nominated, Naomi seconded.
- Naomi Bennett – rostering and membership – new in this role
- Grants and Toy Buying– Nicola Jones to take on this role.
- Publicity - website, fb – currently filled by Secretary and Toy Librarian.

Christine to liaise with Aethalia on other members keen to join committee.

So the committee is now made up of the following:

Chair	Aethalia O'Connor	
Treasurer	Sharlene Rickard	
Secretary	Brigitte Beilensohn	
Toy Librarian	Sarah Williamson	
Membership and Rosters	Naomi Bennett	
Grants and Toy Buyer	Nicola Jones	
Fundraising	Vacant	
Committee members	Brydon Gillam	Help with ad hoc projects.

Motion Christine moved to accept the officers and committee members as stated. Aethalia seconded. Motion carried.

7. Other Business

Stocktake

8-9 October – Youth Room booked for both Saturday and Sunday – only time during year left. Work out broken toys, good sets of toys – combine, make toys great, make sure everything is in bag, laminate correct, bags in good condition.

Rostered and non-rostered need to help with stocktake. Need to ensure the members forms are updated with this.

Operation of Toy Library

General comments about operations. Everyone still believes four weeks is a good amount to change toys over. There is an issue with people turning up late in the operating hours – Sarah to email members soon and for Sarah being tougher on closing time.

We all agreed it would be ideal to have toy library mobile so Sarah doesn't have to use her personal phone and number. Suggested text only and only use during operating hours.

Prepay 2 degrees or similar.

Extensions of toys – reasonable reasons and time limit. Popular toys being held and whether this is causing more work.

Other items:

Christine's last day as Chair and committee member – discussed to do drinks or dinner. Invite Jane and Brydon and have on Friday or Saturday. She wishes to be a lifetime member of the library – motioned.

Meeting Closed at 9.06 pm