

**Brain Injured Children Trust**

www.braininjuredchildrentrust.co.nz

The Kollektive

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**Brain Injured Children Trust**

Learn, Grow, Achieve

**Minutes of Annual General Meeting held on Friday 20<sup>th</sup> November 2020, at The Wilson Residence, 383 Pyes Pa Road, Tauranga at 4.45pm**

**1. Welcome:** Chairperson welcomed all to the meeting.

**In Attendance:** Shirley Wilson, (Trustee/Chairperson), Fiona Morris, (Trustee) Mark Prujean (Trustee) Mark Passey, (Trustee), Karen Williams, (Administrator), Murray O'Donnell (Committee) Mark Wilson (Committee)

**Apologies:** Kerry Sykes, (Committee) Stewart Gauld, (Committee)

**2. Minutes and Matters arising of Annual General Meeting held on Friday 15<sup>th</sup> November 2019**

Mark Prujean proposed the minutes were a true record of the meeting

Mark Passey Seconded the minutes were agreed and signed by Shirley Wilson

**3. Present Trust Activity/Business Report 1<sup>st</sup> July 2019 – 30<sup>th</sup> June 2020**

This was presented by the Chairperson

**Action:**

Fiona Morris proposed information was correct.

Mark Prujean Seconded

**4. Charities Commission/Audited Accounts**

This was completed on the 17<sup>th</sup> November 2020 by Shirley and Kerry

**Action:**

Mark Prujean proposed that this was true

Shirley Wilson seconded

**5. Appointment of Auditor (Member of Institute of Chartered Accountants).**

KPMG Auditors are happy to commit to the audit in 2020-2021, with a preference that there is a move to a review, rather than an audit. If we need to have an audit done, for funding purposes or other reasons, then they can do 2020-2021 and this will give us sufficient time to find another Auditor. If we can carry out a review, then they are happy to do this for further years.

**Action:** It was decided that as per our Deed we are required to have a full Audit and so we will graciously accept their proposal to Audit 2020-2021 and we would in the meantime look out for a new Auditor. Shirley to arrange a meeting with KPMG.

Shirley Wilson proposed

Mark Passey seconded

**6. Appointment of Officers:**

**a) Trustee Positions:**

Continuing Trustee – Shirley Wilson

Continuing Trustee – Mark Prujean

Continuing Trustee – Fiona Morris

Continuing Trustee – Mark Passey

**b) Chairperson**

Shirley Wilson

**Unanimously approved**

**c) Secretary:**

Administrator Role

**Unanimously approved**

**d) Treasurer:**

Kerry Sykes

**Unanimously approved**

**7. Meeting Dates for 2021**

**General Meeting/Trustee Meeting**

**Trustee Meeting**

**General Meeting**

Tuesday 16 <sup>th</sup> March 2021	4.15pm - 4.45pm	4.45pm - 7.00pm
Tuesday 18 <sup>th</sup> May 2021	4.15pm - 4.45pm	4.45pm - 7.00pm
Tuesday 20 <sup>th</sup> July 2021	4.15pm - 4.45pm	4.45pm - 7.00pm
Tuesday 21 <sup>st</sup> September 2021	4.15pm - 4.45pm	4.45pm - 7.00pm

**Strategic Planning Meeting**

Saturday 13<sup>th</sup> February 2021 9.00am - 3.00pm

**AGM**

Friday 12<sup>th</sup> November 2021 5.00pm - 5.30pm

**Pedal and Spokes**

Saturday 13<sup>th</sup> November 2021 8.00am - All Day

**8. Xmas office Closure**

Monday 21<sup>st</sup> December 2020 – 11<sup>th</sup> January 2021


**9. Other Business**

**10. Meeting Closed – 5.30pm**

**Next Annual General Meeting**

To be held on Friday 12<sup>th</sup> November 2021 at 5.00pm

Signed *S Wilson* Dated *10-12-2021*  
*Shirley Wilson* Trustee/Chairperson

Signed:  Dated *10-12-2021*  
*Mark Prujean* Trustee