



*Presbyterian Support*  
South Canterbury

### **105TH ANNUAL GENERAL MEETING**

**The minutes of the Annual General Meeting of Presbyterian Support Services South Canterbury Incorporated, held at Enliven Centre, 20 Queen Street, Timaru, on Wednesday 18th October 2023 at 7:00 p.m.**

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#### **PRESENT:**

Mr E Powell (Chair), and some 30 members, along with 19 staff, volunteers, donors, supporters, and friends.

#### **WELCOME:**

The Chair, Mr E Powell, welcomed all those present to the 105<sup>th</sup> Annual General Meeting.

#### **CONSTITUTION:**

The meeting was constituted by the Reverend Alan Cummins.

#### **APOLOGIES:**

Apologies were received from 12 members, staff, and friends.

**It was moved and carried on the motion of J Goodhew, seconded J Hide  
“THAT THE APOLOGIES BE RECEIVED.”**

#### **MINUTES:**

##### **Annual General Meeting:**

The minutes of the 104<sup>th</sup> Annual General Meeting held on Wednesday 19 October 2022 having been distributed were taken as read and confirmed.

**It was moved and carried on the motion of J Goodhew, seconded M Turley  
“THAT THE MINUTES OF THE 104<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON  
WEDNESDAY 19<sup>TH</sup> OCTOBER 2022 HAVING BEEN DISTRIBUTED WERE  
ACCEPTED AS A TRUE RECORD OF THE MEETING.”**

#### **MATTERS ARISING:**

There were no matters arising.

#### **CHAIRMAN’S REPORT:**

The Board Chair, E Powell, spoke to his report.

PSSC is a part of community rather than just a service provider. Programs like Christmas Angels, and Christmas on the Bay in December, which are organised by PSSC indicate the intent of caring for the community. The Refugee Settlement Services has done a great job by inducting more than 100 members in the Timaru region as part of their program.

PSSC's activities have increased over the last year with a very active group of volunteers. E Powell acknowledged Michael Parker's contribution in various leadership roles across different Presbyterian Support regions over 17 years. His passing in June 2023 touched the wider community in Timaru.

The Annual accounts were audited by new Auditors – BDO Christchurch instead of KPMG. The Annual financial reports prepared for the last financial year were more descriptive than previous years, due to the introduction of new accounting standards for charities' reporting. There is a service performance report added to the annual accounts. This report explains the purpose of the organisation and list of KPIs that were presented to substantiate the value add created by PSSC in the community over the last financial year. All these indicators were audited and confirmed.

There were no changes in Board members in the past year.

The Board Chair thanked all the many people for their work and support.

#### **CHIEF EXECUTIVE OFFICER'S REPORT:**

The Chief Executive, Carolyn Cooper presented her report.

The past 12 months had been busy ones due to Covid and staff shortages particularly in the RN space. The PSSC team simply carried on and did their job. Staff from the kitchen right through to managers have been very accommodating and have worked extra shifts and long hours to make sure residents and clients received the best care possible.

CEO congratulated those care givers and support workers who have achieved the level 3 or level 4 apprenticeship training.

Family Works continue to deal with some very complex family issues which have grown more complex due to Covid, inflation and the general cost of everything.

Community FIRST has done amazing work with clients in the community. With a looming Aged Care crisis – meaning there won't be enough Aged Care beds potentially by 2030 a service like this will be in demand. Community FIRST looks after people who have been assessed as needing rest home, hospital or dementia care yet want to stay at home. This service has 80 to 90 clients which is as big as a medium to large sized Aged Care Facility.

Christmas on the Bay is on 9<sup>th</sup> of December, 3pm, down at the Caroline Bay.

The CEO concluded by thanking everyone, the support received from the Board, staff, volunteers, suppliers, and the Community which enabled PSSC to do the work it does.

**CONSIDERATION AND ADOPTION OF THE FINANCIAL STATEMENTS AND ANNUAL REPORT:**

The Board Chair referred to the 2023 Annual Report and the audited financial statements.

**It was moved and carried on the motion of E Powell seconded D McFarlane “THAT THE CONSOLIDATED FINANCIAL STATEMENTS AND ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2023 BE ADOPTED.”**

**ELECTION OF BOARD MEMBERS:**

The Board Chair advised that the four Board member nominations received matched the number of elected position vacancies.

**It was moved and carried on the motion of E Powell, seconded J Goodhew “THAT NINA MACKAY, MARGARET TURLEY, JUDITH EARL- GOULET AND KEITH SHAW BE ELECTED TO THE BOARD.”**

**APPOINTMENT OF AUDITORS:**

The Board Chair noted the Board’s satisfaction with the auditors and the knowledge of PSSC they had built up.

**It was moved and carried on the motion of D McFarlane seconded J Crawford “THAT BDO CHRISTCHURCH BE APPOINTED AUDITORS FOR THE FINANCIAL YEAR ENDING 30 JUNE 2023 and 30 JUNE 2024 AND THE BOARD BE AUTHORISED TO SET THEIR REMUNERATION.”**

**GENERAL BUSINESS:**

There was none.

The meeting closed at 7:20 pm.

**Confirmed:** .....

**Date:** .....

**AGM SPEAKER:**

Sue Shewan, the Volunteer Coordinator at PSSC presented her experience of supporting an organisation called “Bamboo School” near the borders of Thailand. This school is a refuge for children who have medical issues, are orphans or who have been abandoned, due to border disturbances. Sue shared her story of the impact of saying “Yes” when it is offered to support or help others which was an inspiration from the book called “Love Does” by Bob Goff.

She explained in spite of tough circumstances and a struggle for basic needs of living, little kids are still looked after with love and warmth. With limited resources volunteers try to deliver their projects like construction, medical etc. With deep spiritual values and beliefs, the organisation is surviving and growing.

In closing Sue thanked those present for the opportunity to present her journey and hoped it provided some understanding of what it looked like to say “Yes”.

**PRESENTATION OF LONG SERVICE CERTIFICATES AND BADGES:**

The Chief Executive made long service presentations to staff.

- A long service badge and certificate for 20 years’ service was presented to Lois Adams, Candice Coulbeck and Carolyn Cooper.
- A long service badge and certificate for 15 years’ service was presented to Ellen McClintock, Kim Price and Lizzie McIvor.
- A long service badge and certificate for 10 years’ service was presented to Lois White, Olene Anderson, Eileen Morris and Tina Upston.  
Staff who were also entitled to long service badges and certificates but who were not at the meeting and will be presented at another time were:
  - 35 years’ service. Carol Smith
  - 15 years’ service: Waiana Deer, Megan Johns, Cheryl Tinnock
  - 10 years’ service: Leah Blackmore, Nicola Weir, Merryn Ferguson, Janine Kyle, Melanie Doull, Michelle Fraser, Anna Laurie, Nancy McGregor, Leisa Hamilton, Carolyn Kernohan

Staff with 5 years’ service receive recognition of this at their workplace.

The Chief Executive thanked all for their commitment to the organisation. The evening concluded with supper.