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HOPE PRESBYTERIAN

23

**ANNUAL GENERAL MEETING
WEDNESDAY 26 JULY**

CONTENTS

Introduction	1
Agenda	2
AGM Motions	4
Finance Report	6
- Hope Church	
- Hope Youth	
Hope Funerals Report	8
Business Life Trust Report	9
YSWC Trust Report	9
Minutes of the 2022 AGM	14
- Hope Church	
- YSWC Trust	
- Community Trust	
- Business Life Trust	

Introduction

This booklet outlines the Annual General Meeting (to be held Wednesday 26th July, 7:00pm at Hope Hornby) where we deal with the various items of business that are specified in the PCANZ Book of Order.

A pre-AGM meeting will be held at Hope Hornby on Monday 17th July at 7:00pm. This is a chance to ask questions and have a more in-depth discussion than is possible at the AGM.

You may recall that we have already celebrated 2022 late last year with Celebration Sunday and the Hope Highlights booklet. The AGM is the business focus.

We want this to be an engaging occasion where we reflect on who God is and His faithfulness to us in 2022 in a period of praise and worship, followed by a reflection from scripture. These elements are vitally important as they set the scene and remind us of our purpose and what our life together with God is all about. The formal elements of the AGM will then proceed.

Feel free to bring this booklet with you to the AGM and follow the outlined agenda, the various motions that are part of an AGM and participate in the formalities. Hope to see you there.



Blessings,

Gerald Bradfield - Executive Pastor
On behalf of the Hope Leadership Team

Agenda

HOPE PRESBYTERIAN ANNUAL GENERAL MEETINGS OF COMMUNITY TRUST, BUSINESS LIFE TRUST, HOPE CHURCH, YSWC (YOUTH SOUTHWEST CHRISTCHURCH) TRUST

WEDNESDAY 26 JULY 2023, 7PM AT HOPE HORNBY

OUTLINE AGENDA

- Welcome
- Worship

Community Trust AGM

- Apologies
- Previous minutes - printed in this booklet – so taken as read
 - Annual Report Review*
Overview of highlights: Colin Price and Carey Ewing
 - Q&A
- Motions as per the AGM Booklet
- Any other business; closure

*Copies of the Annual Report and/or audited financial statements can be requested from director@hpct.org.nz

Business Life Trust AGM

- Apologies
- Previous minutes - printed in this booklet – so taken as read

- Annual Report Review

Overview of highlights: Geoff Angus and Peter Hunter

- Q&A
- Motions as per the AGM Booklet
- Any other business; closure

Hope Church AGM

- Apologies
 - Previous minutes - printed in this booklet – so taken as read
 - Annual Report Review
- Overview of highlights: Mark Henderson

- Q&A
- Motions as per the AGM Booklet
- Any other business; closure

YSWC AGM

- Apologies
 - Previous minutes - printed in this booklet – so taken as read
 - Annual Report Review
- Overview of highlights: Shaun Stockman and team

- Q&A
- Motions as per the AGM Booklet
- Any Other Business; closure

- Closing Prayer

AGM Motions

COMMUNITY TRUST MOTIONS

Motion 1: “That the minutes of the previous AGM be accepted as a true and accurate record”

Motion 2: “That the Annual Report for the 2022 year be accepted”

Motion 3: “That the audited accounts for the 2022 year be approved”

Motion 4: “That Smith and Jack Ltd be appointed auditors for the 2023 financial year”

BUSINESS LIFE TRUST MOTIONS

Motion 1: “That the Annual Report and report on Hope Funerals for the 2022 year be accepted”

Motion 2: “That the audited accounts for the 2022 year be approved”

Motion 3: “That the Hope Presbyterian Church Finance Committee be authorised to appoint auditors for the 2023 year and to be ratified by the Network Elders”

HOPE CHURCH MOTIONS

Motion 1: “That the minutes of the AGM for the 2022 year as printed in the AGM Booklet for the 2022 year be accepted as a true and accurate record”

Motion 2: “That the Annual Report for the 2022 year be accepted”

Motion 3: “That the Hope Presbyterian audited accounts for the 2022 year be accepted ”

Motion 4: “That the Hope Presbyterian Church Finance Committee be authorised to appoint auditors for the 2023 year and to be ratified by the Network Elders”

Motion 5: "That the Finance Committee for 2023 be as per the following list"

Finance Committee

Chair: John McWhirter.

Members: Jim McClintock, Gerald Bradfield (Executive Pastor), Vanessa Anderson (secretary), Margaret Grantham, Jeremy Ross.

It is intended to add new members to the Finance Committee in the coming months. These appointments will be subject to approval by the Network Elders.

YSWC TRUST MOTIONS

Motion 1: "That the minutes of the AGM for the 2022 year as printed in the AGM Booklet for the 2022 year be accepted as a true and accurate record"

Motion 2: "That the Annual Report for the 2022 year be accepted"

Motion 3: "That the Hope Presbyterian audited accounts for the 2022 year be accepted"

Motion 4: "That the Hope Presbyterian Church Finance Committee be authorised to appoint auditors for the 2023 year and to be ratified by the Network Elders"

2022 Finance Report

Overall Hope Presbyterian ended with an operating deficit of \$8,599. Building donations spent made the total surplus \$1,663,502.

Significant factors that make-up the 2022 financial reports include:

- 1) Overall giving was lower than both budgeted and 2021 actuals.
- 2) Overall key operating expenses were more than 2021.
- 3) Hope Presbyterian contributed \$29,074 to Youth SouthWest Christchurch, and on top of that a further \$2,320 was given by donors through Hope Church to YSWC.
- 4) Hope Presbyterian contributed \$20,000 to Hornby Presbyterian Community Trust

Hope Presbyterian Church 2022 Brief Financial Summary

	2022 Actual	2022 Budget	2021 Actual
Total Operating Income	\$2,104,129	\$1,910,444	\$2,131,026
Less Operating Expenses	\$2,112,728	\$1,981,085	\$1,960,660
Net Operating Surplus/ (Deficit)	(\$8,599)	(\$70,641)	\$170,366
Non Operating Income (Expenses)			
Insurance and Investment Recoveries	-	-	-
Building Fund Donations	\$672,101		\$250,700
Specific Capital Donations	\$1,000,000	-	\$500,000
Site Development Expenses		-	
Net Non-Operating Items	\$1,672,101	0	\$750,700
Net Income/ Deficit	\$1,663,502	(\$70,641)	\$921,066

Hope Youth

Youth SouthWest Christchurch

Through Tumanako and 24-7 the trust continues to make meaningful connections with young people.

2022 saw a reduction in staff costs, along with savings in programme costs enabling the trust to finish the year with a surplus of \$75,979.

Youth SouthWest Christchurch

2022 Brief Financial Summary

	2022 Actual	2022 Budget	2021 Actual
Total Operating Income	\$411,164	\$431,801	\$576,903
Less Operating Expenses	\$335,185	\$447,646	\$610,573
Net Income/ Deficit	\$75,979	(\$15,845)	(\$33,670)



Hope Funerals

2022 Report

2022 was Hope Funerals' second full year of operation and it completed 143 funeral events over that period and to the end of April 2023 had completed circa 350 funeral events since commencing operation. The company recorded an operating surplus of circa \$133,000 for the year which has provided a sound financial base to fund future growth and capital expenditure.

We acknowledge our appreciation of the ongoing and generous support of Hope Presbyterian Church. Lead Pastor Steve Talbot joined the board during the year to reinforce that relationship.

Despite a pleasing result over our first two years, we are now entering a period of consolidation and potentially lower profitability with the employment of additional staff, the commitment to other costs and to new capital expenditure, all of which will be required to meet the expected on-going levels of business and to deliver the company's charitable purpose.

My thanks to Peter Hunter our General Manager and his team of Alistair Donaldson and Peter Yearbury. This level of activity has also necessitated additional staff resources and experienced funeral director Roy Winton joined the team in May 2023. The higher number of funerals than expected has placed significant pressure on Peter and his team whose unwavering attention to detail and the delivery of high-quality service levels has established our valued reputation in the market and has been critical to our success to date.

My thanks also to my fellow non-executive directors, Hamish Galloway, Steve Talbot and Dave Diggs, whose diverse experience and perceptive insights have also provided an invaluable contribution.

Geoff Angus
Chair
Hope Funerals Christchurch Limited

Business Life Trust

2022 Report

The Business Life Trust (“BLT”) is currently not actively pursuing any initiatives and is seeking additional trustees. New prospective trustees have been identified and currently the process of their formal appointment is being finalised. The appointment of new trustees will enable the trust to review its strategic direction and operational plan which is expected to be progressed in the next few months.

The BLT remains the shareholder of Hope Funerals Christchurch Limited and discharged its statutory duties as shareholder of that company. A separate annual update has been provided by Hope Funerals Christchurch Limited.

Geoff Angus and Peter Hunter
On behalf of the Trustees

YSWC Trust

2022 Report

I would like to update you as Chair of YSWC, from a Financial/ Governance position, some of the team will update you with what's happened on the ground, and Shary on our strategic Plan and some initiatives we are working on.

The Board of YSWC is still small being myself, Shary, and Jonny. We can have up to 5 on the board, if you are interested in being considered as a Trustee, please speak to one of us.

Vanessa Anderson supports the trust with financial reporting, Gerald Bradfield, Executive Pastor is the church representative at Board meetings. We are grateful for this support.

The Trust has had a full year of the new collaborative structure which sees the Site Pastors, Youth Pastors & 24-7 working in collaboration with the trustees.

Tūmanako Alternative Education School also sits under YSWC, with Jimmy Finlayson as the manager, and head teacher of the day-to-day operations. The Hornby school is celebrating its 10th anniversary this year. They worked with 20 students in 2022 and we recently opened a Tumanako School at Rolleston with capacity for 16 students.

Shaun Stockman
Chair YSWC Trust

STATEMENT OF SERVICE PERFORMANCE 2022

Description of Youth Southwest Christchurch Trust's Outcomes

Enhancing and promoting the physical, mental, spiritual, emotional and relational well-being of people under the age of 25 in the Southwest of Christchurch and Selwyn. This includes, but is not limited to:

- Provide quality youth work in these areas by empowering young people and their whānau to reach their potential, including seeing and showing value in themselves and the communities they belong to.
- The provision of Alternative Education, support and care for young people that have disengaged from mainstream education between ages 13-16.
- Working to develop young leaders who will be positive influences in their communities and beyond.

Description and Quantification of Youth Southwest Christchurch Trust's Outputs

Tūmanako Alternative Education

Literacy - 86% percent of students have made improvements
Numeracy - 86% percent of students have made improvements

88% percent of students have had a completed IEP
74% percent of students have made improvements with their IEP goals

Attendance - 74% percent of students have improved attendance

Note: these percentages are calculated based on the number of students that were with Tūmanako Alternative Education for 30 days or more in the year to 31 December 2022.

Additional information:

“The staff do a review most terms, and ask us what we like, what we don't and what changes we would make next term or next year. They listen - they don't just do it to tick a box, they put in the changes we would like.” - Student

“Thank you for all you've done - my child would not be at High School without you.” - Parent of a student

24-7 YouthWork

Youth work hours in school:	Hornby 1,600 hours Rolleston 1,149 hours
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Mentoring connections (1 on 1):	Hornby 793 Rolleston 721
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Group connections:	Hornby 6,406 Rolleston 7,644
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Event connections:	Hornby 963 Rolleston 2,257
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Additional information:

Under the 24-7 YouthWork model, it is up to individual schools to decide what areas they would like their Youth Workers to be focusing on. For some, this may involve coaching sports teams or attending school camps while for others it may be supporting a specific group of students, or running different events. It will usually change throughout each term and during the year, but the end goal is the same: supporting young people to be better people.

“We wouldn't have been able to make it to our sports tournament without the help of our Youth Worker, they helped with everything and most importantly gave their time to the team. Thank you so much for your time and effort.” - Student

YSWC TRUST STRATEGIES - SUMMARY OF ACTIONS

Chair's feedback on Strategic objectives met for AGM 2022. The Board is steering progress to strategy, adjusting to change and understands its role in stewardship and stakeholder relationships.

Strategy One: A strong framework for strategic governance is built.

- An **online Governance Guide** has been developed for the purpose of trustee orientation, clarifying leadership responsibilities, expectations of the trustee role, church leaders & trustee relationships defined, strategic relationship management, collaborative decision making, legal obligations, and essential policies. The result is a good practice resource that can be updated easily with all the information in one place. Intention is to bring in more trustees.
- **Shared Policy Library** (online) with a streamlined collection of essential policies. They are mostly completed & proofed, to the point of being signed off by the Chair. They will be reviewed every 3 years.
- **Contract between the Church and the Trust** has been agreed to by both parties.
- **Trustees have taken on leadership of portfolios to guide each strategy:** Governance, Partnerships & People.
- **Trustees reviewed the 2021 – 5 year Strategic plan** and updated it to align with the current structure and responsibilities of the Trust.
- **The practicalities of “interdependence” continue to unfold** and this has resulted in increased collaboration and respect between church leaders and the Trust.

Strategy Two: Our people are fully supported.

- **Commenced project with the Executive Pastor to update employment documents and HR processes.**
- **Structural and functional relationships between the Trust and the Church** have continued to be clarified, including ongoing pastoral care for 24-7 youth workers by Site Pastors. Feedback

indicates these relationships are going very well. It was agreed the Tūmanako Manager would receive pastoral care from the Executive Pastor.

- **Established a termly group meeting with Youth Workers & Tūmanako Manager** to catch up.
- **Streamlined** reporting from youth workers and alternative education manager.

Strategy Three: Building partnerships raises the profile and reach of the Trust.

- **Reached an agreement with a donor to help fund new vans** for youth workers and church.
- **Website:** liaising with Comms Coordinator in the final steps of re-jigging the Youth website to represent YSWC Trust (24-7 & Tūmanako) and move the church Youth to a different front face.
- **Newsletter:** wrote about youthwork and youth workers
- **Refreshed some old promotional materials** with the intention of developing some externally focused fundraising processes.
- **Developed & delivered presentations to Rotary groups and one to businesses using Upstream.** Alt Ed Manager presented at one of the Rotary meetings.
- **Collected testimonials from youth workers & Alt Ed** for promotions.

Prepared by the Trustees.

Hope Presbyterian Annual General Meetings of Community Trust, Youth Trust, Business Life Trust and Hope Church.

Held at 7pm on Wednesday 22 June 2022 at Hope Presbyterian West Melton.

Outline Agenda

Welcome by Mark/Esther

Worship, brief devotional, prayer, short activity

Community Trust AGM

Apologies: Jeanette Rowden, Janette Park, Doreen Hawkins, Norman & Jean Dix, Glynis Price, Catherine McLean, Russell Frost, Marleen Rentoul

Previous minutes - printed in Annual Report – so taken as read

Annual Report Review.

Overview of highlights: Colin Price and Carey Ewing

Q&A

Doug Bacon noted the sign onto the main road is inconspicuous.

Motions as per the AGM Booklet:

Motion 1: "That the minutes of the previous AGM be accepted as a true and accurate record."

Moved: Lionel Graves

Seconded: David Dally

Agreed

Motion 2: "That the Annual Report for the 2021 year be accepted."

Moved: Ruth Velluppillai

Seconded: Jess Dreadon

Agreed

Motion 3: "That the audited accounts for the 2021 year be approved."

Moved: Ruth Velluppillai

Seconded: Marty Redhead

Agreed

Motion 4: "That Smith and Jack Ltd be appointed auditors for the 2022 financial year."

Moved: Steve Talbot

Seconded: John Vargo

Agreed

Any Other Business; closure

Business Life Trust AGM

Apologies: Jeanette Rowden, Janette Park, Doreen Hawkins, Norman & Jean Dix, Marleen Rentoul

Previous minutes - printed in Annual Report – so taken as read

Annual Report Review.

Overview of highlights: Geoff Angus and Peter Hunter

Geoff Angus noted they are seeking more trustees for the Trust.

Peter Hunter noted that they are quite busy and will soon be looking for more staff to meet the demand.

Q&A

1. New location/renovation of Cooke House working well; cold in winter.
2. Mel Himin - Do you advertise? A lot of ads on Rhema and Google.
3. What is the percentage of families that come from the church? 1/3 of families come through a church connection
4. Ruth V – MGS operated The Fridge radio which advertises in the community; may be an option.
5. Steve Talbot – How have you rectified the stress that Peter Hunter was experiencing the end of last year? We took on higher staff costs, Alistair Donaldson to address this.

Noted (David Dally) that the auditors Nexia have not provided audited accounts for the trust. Motions will be amended. We will likely miss our deadlines for reporting.

Motions as per the AGM Booklet:

Motion 1: "That the minutes of the previous AGM be taken as accepted as a true and accurate record."

Moved: Peter Hunter

Seconded: Lionel Graves

Agreed

Motion 2: "That the Annual Report and report on Hope Funerals for the 2021 year be accepted."

Moved: Marty Redhead

Seconded: Geoff Angus

Agreed

Motion 3: "That the unaudited accounts for the 2021 year be approved subject to audit confirmation."

Moved: Lionel Graves

Seconded: Ruth Vellupillai

Agreed

Motion 4: "That Nexia NZ be advised that new auditors will be sought for the 2022 financial year."

Moved: David Dally

Seconded: Steve Talbot

Agreed

Motion 5: "That the Hope Presbyterian Church Finance Committee be authorized to appoint Auditors for the 2022 year and to be ratified by the Board of Trustees."

Moved: Lionel Graves

Seconded: Mel Himin

Agreed

Point of order – (Richard Morris) - Wording for Motion 5 should be ratified by the Network Elders rather than the Trustees.

Vote to change the wording

Moved: Ruth Velluppillai

Seconded: Shaun Stockman

Agreed

Motion 6: "That the Hope Presbyterian Church Finance Committee be authorized to appoint Auditors for the 2022 year and to be ratified by the Board of Trustees and the Network Elders."

Moved: Mel Himin

Seconded: Emma Geldard

Agreed

Any Other Business; closure

Hope Church AGM

Apologies: Jeanette Rowden, Janette Park, Doreen Hawkins, Norman & Jean Dix, Louis Himin, Jim McClintock, Steve Cousins, Mark & Ruth Richardson, Margaret Souder, Marleen Rentoul

Move to accept apologies

Moved: Steve Talbot

Seconded: Douglas Bacon

Agreed

Previous minutes - printed in Annual Report – so taken as read.

Annual Report Review.

Overview of highlights Ruth Velluppillai, Steve Talbot, John Vargo, Gerald Bradfield

Rolleston site reflections from Steve Talbot – We are building the building the people.

West Melton reflections from John Vargo - A lot to celebrate, new building, Mark knocked his NOM appraisal 'out of the park'. Grateful for the appointment of Rosemary Allison.

Network Elder reflection Ruth Velluppillai – Year of celebration but also challenges; Grateful for the leadership of Steve and Marty during this time. Recognise Jess Dreadon for stepping in to Rolleston Associate Pastor role. Recognise Marty Redhead as official site pastor for Hornby. God is building his church.

Q&A

Motions as per the AGM Booklet:

Motion 1: "That the minutes of the AGM for the 2021 year as printed in the Annual Report for the 2021 year accepted as a true and accurate record."

Moved: Emma Geldard

Seconded: Rob Bing

Agreed

Motion 2: "That the Annual Report for the 2021 year be accepted."

Moved: Esther Sabey

Seconded: Colin Price

Agreed

Motion 3: "That the Hope Presbyterian Church Finance Committee be authorized to appoint Auditors for the 2022 year and to be ratified by the Network Elders."

Moved: Shaun Stockman

Seconded: Lionel Graves

Agreed

Motion 4: "That the Hope Presbyterian unaudited accounts for the 2021 year be accepted subject to audit confirmation."

Moved: Lionel Graves

Seconded: Ruth Velluppillai

Agreed

Motion 5: "That Nexia NZ be advised that Hope Presbyterian will be seeking new auditors for the 2022 financial year."

Moved: Ruth Velluppillai

Seconded: Suzanne O'Connor

Agreed

Motion 6: "That the Board of Manager teams for 2022 be as per the following list."

Moved: David Dally

Seconded: Shaun Stockman

Agreed

Any Other Business; closure

Youth Trust AGM

Apologies: Jeanette Rowden, Janette Park, Doreen Hawkins, Norman & Jean Dix

Previous minutes - printed in Annual Report – so taken as read

Annual Report Review.

Overview of highlights Shaun Stockman and Emma Geldard

Shaun Stockman main points – Hope Youth reached and influenced 2000 youth;

Tumanako outreach – Jimmy Finlayson provided highlights:

Many of the kids have anxiety issues that need to be dealt with. Students being referred are not at the required level to be working at NCEA Level. Enjoyed surfing, rock climbing, gymnastics, annual trip to Mt Cook. Jimmy went on sabbatical to reflect on the kids they have worked with historically and reflect on where they are now. Ministry requires age 16 youth to leave the program and they do not want to move on. There is a need there to continue support.

2021 restructure, now have a collaboration partnerships with all of Hope Youth. Strategic plan runs to 2026. Reviewed strategic plans, governance, partnerships and people, trust vision, mission and values. Employed a collaborative leadership model, formalized reporting lines between youth pastors, leaders and pastoral leaders. Functional and structural relationships between trust and church have been clarified. Highlight of 2021 was to see Emma move from being Youth Director to Youth Pastor. Would like to personally thank fellow trustees Shary Vargo, Johnny Read, Amanda Thompson, Kesh Sabey and Laura Willan. Would like to thank Steve Talbot as church rep and Vanessa Anderson as report secretary.

Emma Geldard's reflections:

Thank you to Shaun Stockman and the rest of the board. There has been an effort to care for staff. We saw a lot of transition as people moved on – EJ Gauntlett moved on from West Melton, Brittany Smith (interim role) has continued into this year. There is currently a team working to appoint a permanent youth pastor. At Rolleston, Sarah Croucher finished, Laura and Jeremy Willan did a wonderful job filling in. Leanne Stewart and Mana Harema are also part of the youth team. Prayer need is for a 24/7 worker at Rolleston School to work with Years 7 and 8. At Hornby, Vinnie Wallace stepped down and Philip did a fantastic job filling in. Emma filled in the gap when Caitlin Wallace stepped down. Thanks to the board and the church, Carey Ewing from TWA. We are 6 months into our new structure, seeing great outcomes and staff wellbeing is a whole lot better.

Q&A

Question: Mel Himin – Notice there is a deficit, wondering what funding looks like for the next year.

Shaun Stockman – We have support from the church to help fill the gap. With the new structure, we are focusing on seeking funding. We have a R15,000 forecasted deficit for this year.

Emma Geldard – The new structure addresses some of the issues we were having as the youth pastors are employed by the church rather than the trust.

Motions as per the AGM Booklet:

Motion 1: "That the minutes of the AGM for the 2021 year as printed in the Annual Report for the 2021 year be accepted as a true and accurate record."

Moved: Jess Dreadon

Seconded: David Dally

Agreed

Motion 2: "That the Annual Report for the 2021 year be accepted."

Moved: Marty Redhead

Seconded: John Vargo

Agreed

Motion 3: "That the Hope Presbyterian Church Finance Committee be authorized to appoint Auditors for the 2022 year and to be ratified by the Board of Trustees and the Network Elders."

Moved: Lionel Graves

Seconded: Ruth Velluppillai

Agreed

Motion 4: "That the Hope Presbyterian hope Youth unaudited accounts for the 2021 year be accepted subject to confirmation"

Moved: Lionel Graves

Seconded: Margaret Grantham

Agreed

Motion 5: "That Nexia NZ be advised that Hope Presbyterian will be seeking new auditors for the 2022 financial year."

Moved: David Dally

Seconded: Ruth Velluppillai

Agreed

Any Other Business; closure

Update from Shaun Stockman on Rolleston build: Today we have received approval from CPT to sign contract with the builder. The plan is to begin building the end of July.

Closing Prayer: Steve Talbot

Coffee and Dessert.



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