



WAIHEKE TOY LIBRARY

AGM - Annual General Meeting

Date: Wednesday 1st August 2024

Time: 6pm - 9pm

Location: Arcadia Restaurant, Palm Beach

Current Committee: Sian Higgins (Chairperson), Jennie Watson (Acting-Treasurer), Nadine Croucamp (Toy Procurement), Maria Betania 'Betu' Salas (Communications), Denise Biggs (Lead Librarian), Sandi Shillington, Audrey Ferguson (Acting-Secretary), Maria Victoria 'Vicky' Retegui Gadea

AGENDA:

1. Minutes of previous AGM

A. Motion to accept the previous AGM Minutes as a "true and accurate" reflection of the meeting?

Y

B. Updates on previous AGM Agenda items

- Opening hours/days feedback
 - Currently Saturdays (fortnightly) 9:30am to 11:30am (dependent on helper volunteers and Librarian's availability) Could be every week in Summer - 1h mid week after school. People going away weekends so mid week would work well. \$30 voucher.
 - Membership prices
 - Casual membership / one-off hires - feedback? \$5 for non members.
 - Party hire pricing feedback?
 - Payments
 - 6 Monthly and 12 Monthly Memberships / Helper or Non-helper rates feedback?
 - Bond feedback? (bouncy castle = \$100, car seats = \$50)
 - Late Fees feedback (\$2 per toy per fortnight for members, \$5 per fortnight non-members)
 - Involvement of members
 - Communication / inclusion at monthly meetings and AGMs feedback?
 - Any feedback from previous meetings on drive (can be found on FB page)?
 - SETLs (SErious Toy Library Software)
 - Feedback on the new online system: holds, membership renewals, payments, click and collects (no longer using) how is it all working for everyone
 - Party Hires
 - Feedback on how the process currently works and the fee structure (\$15 special appointment fees, \$10 reservation fee and email bookings via the info website vs using holds on SETLs)
 - Toy Wish Lists/procurement suggestions?
 - Website feedback / usability and clarity?
 - Container shop layout / site safety suggestions?
 - Any other feedback / suggestions?
- > Automation email at the end of the membership and how to renew.
- split into 2 sets/crates so people can hire small amounts of plates/bowls, etc. \$5 fixed price for 6 months then reevaluate if needed.
\$400/year on toys maintenance + batteries

Decking/fencing to get finalised with council - Early next year plan.

2. Chairperson

- Chair Report

3. Financials

- Treasurer's Report - \$1500 for librarians

4. Librarian

- Librarian Report - moving non-hired toys to get them hire. Needs a procedure for pushing. Posting on social media
- Procurement Report

5. Party/Special Hires

- Special/Party Hire Report -

6. Procurement Report

-

7. Open to Members for Discussion & Feedback

-

8. Election of Committee Members

Standing for re-election:

Committee Positions to fill:

- Maria Betania 'Betu' Salas
- Denise Biggs
- Nadine Croucamp
- Maria Victoria 'Vicky' Retegui Gadea

- Chairperson
- Treasurer
- Secretary
- Comms & Reservations
- Toy Procurement
- Librarians
- General Committee members

Names of new interest for the Committee?

- Sandi Shillington
- Audrey Ferguson
- Jennie Watson
