

Minutes from Committee Meeting of The Danish Society Inc

Date of Meeting: 9 March 2009

Venue: Danish House, 6 Rockridge Road, Penrose

Attending: Finn Nielsen, Marion Stewart, Roger Knights, Dawn Nissen, Kurt Marquart, Keld Burlon, Kim Basse, Inger Mortensen

Guests: Pam Logan (Editor)

Apologies: Antony Barrett

Agenda:

1. Minutes of previous meeting, matters arising + Secretary's report
2. Treasurer's report
3. Membership
4. Report from Danish House sub-committee, including social activities
5. Report from Valhalla sub-committee
6. News magazine
7. General Business

Meeting Start/Finish: 7.45pm / 10.30pm

Agenda Item	Summary of Discussion/Actions:	Accountable/Due:
<p>1. Minutes of previous meeting, matters arising and secretary's report</p>	<p>The minutes of the meeting on 9th February 2009 had been distributed prior to the meeting.</p> <p><i>Matters arising:</i></p> <p>It was discussed why we have to sign every page of the minutes. Finn replied that once upon a time someone had tried to alter a page after the minutes had been accepted by the committee. It was suggested by Keld, seconded by Dawn, that committee members should only have to sign the top page. This was carried by majority vote.</p> <p>Inger will still arrange with Lena when she has the time the possibility of posting the minutes to our website under the secure section.</p> <p>Kurt reported that the membership lists are now on the website (username and password required) and updated every few days.</p> <p>Finn reported that setting up the Google calendar for bookings of Danish House is under action.</p> <p>Some people still have not received their codes and / or keys. Dawn needs key and code; Inger needs a code; Marion and Keld need to have their access names changed (currently "John" and "Lena").</p>	<p>In future the committee members will only sign the top page of the minutes to show that they have read and agreed to the whole document</p> <p>Antony to issue codes, keys, access names</p>

	<p>It was further discussed that our security company have suggested that we change the lock as we have too many keys. The best way to do this, would be to have a weekend - say Saturday and Sunday of the May open house – when anybody with a key can come and get it exchanged. This will also give us an indication of who has a key as this is something that is not entirely clear at the moment. A notice will need to go in the April and the May magazines regarding this.</p> <p>We need to see a list of key-holders, so we can also advise certain hirers, cleaners, Nilfisk etc.</p> <p>We also need a log of codes telling us who has had access over the last month? According to Kurt it’s possible to set up such a log, and one should be produced every month, so we can go back and check for instance who was in the house when a door was left unlocked, or property was damaged.</p> <p>Kurt suggested that the job of looking after keys / security should be written up as a set of instructions to go on the website.</p> <p>Roger reported that MYOB is now working and a letter has been written to the charities commission.</p> <p>Kurt reported that the Swedish society’s membership status has been changed. Apparently they still haven’t paid their subscription, but they have an AGM coming up and usually wish to hire the hall.</p> <p>The secretary had nothing to report.</p> <p>A: That the minutes of the committee meeting held on 9 February 2009 be accepted:</p> <ol style="list-style-type: none"> 1. Kurt 2. Keld <p>Carried</p>	<p>Antony to write a notice for magazine and organise new lock and keys.</p> <p>Antony to provide a list of key-holders for next meeting</p> <p>Antony to provide log for next meeting</p> <p>Antony to write “job-description” (Kurt can load this when done)</p>
<p>2. Treasurer’s report</p>	<p>Report tabled and discussed, not attached. The report was also distributed via email prior to the meeting. Roger pointed out that all the zeros in the report were replications, they had to be input, then void, which shows as a zero.</p> <p>Roger reported that he had an initial telephone conversation with Nilfisk regarding the lease. The committee discussed whether it would be worthwhile to approach our valuer again to see what he thinks the lease should be, but it was agreed to first approach Nilfisk with the suggestion of a status quo on the rent, and the idea of 2 years’ lease + option of a further 2</p>	

	<p>years at the same rent – and see what they think.</p> <p>The monthly interest we pay is now only just under \$480.</p> <p>All direct debit authorities should be signed by new signatories. These are mostly for utilities:</p> <p>Auckland City Council, Rodney District Council, Telecom, Telstra, Metrowater, Building and Fireservice, ADT (Security), M & J Cleaning, Mercury Energy and Genesis.</p> <p><i>Charities Commission:</i></p> <p>As previously reported, Roger has sent a letter to the commission, advising that we will reapply. Now the idea has to be “sold” to the members of the Society. One of the sticking points will be that a lot of members will not want to see us as a charity. It’s important to remember that being registered with the Commission does not make us a charity as such.</p> <p>Auckland City Council new ruling will now only give rate-reimbursements to registered charities.</p> <p>We will need to change the wording of our rules. The first problem is around what happens in the case of liquidation. Currently any proceeds from a liquidation goes to the Consulate to give to a new Society – this would need to be changed to a “new Danish Society which also becomes a registered charity” or words to that effect.</p> <p>The second problem is around the purposes for which the Society / Charity exists. The Indian Society’s rules look much like ours, and we should be able to copy theirs to get the wording just right.</p> <p>These changes would have to be made at an AGM or at an EGM.</p> <p>B: That the treasurer’s report be accepted:</p> <ol style="list-style-type: none"> 1. Inger 2. Keld <p>Carried</p>	<p>Finn, Marion, and Inger to sign DD authorities</p> <p>Roger to write article for the magazine about the application and the advantages of becoming a registered charity</p>
<p>3. Membership</p>	<p>Jes and Gitte Mikkelsen were accepted as new members. Jes Mikkelsen is the hydrologist who will help us with issues at Valhalla.</p>	

	<p>C: That the new members be accepted:</p> <ol style="list-style-type: none"> 1. Roger 2. Keld <p>Carried</p> <p>In the past the Danish Consulate has been given a copy of the membership list. However, Kurt reported being concerned that giving a copy of our membership list to any third party could conflict with the Privacy Act. We collect names, addresses etc of members solely for the purpose of running a society. The Consulate can just contact us, the membership convenor, with individual requests.</p> <p>Finn replied that the purpose of the Society is to look after Danes in New Zealand, and it was therefore not a far stretch to let the Consulate have a copy to assist us with this purpose.</p> <p>Roger brought up the fact that there may be Danes who do actually not want to be found for various reasons.</p> <p>Finn suggested, Marion seconded, that we should put to the vote that a membership list be provided to the Consulate as previously done. The vote failed.</p> <p>Finn brought up that we sometimes do not know, if people pass away. Pam said she reads the death notices every day, as do some other members – that is probably really the only way we can know, unless a relative notifies the Society.</p>	<p>Inger to write to the Consulate advising our decision</p>
<p>4. Danish House Subcommittee</p>	<p>A report was tabled at the meeting, and a written copy given to the secretary for filing with the minutes.</p> <p>The subcommittee had a meeting on 25 February. They discussed some of the improvements that could or should be done either urgently or some time in the future. They included:</p> <p>A shade-sail for the courtyard (a quote of \$3789 including installation has been obtained)</p> <p>A basketball hoop for the car park</p> <p>A LCD-TV and DVD-player for the children’s room (about \$1100 cash including bracket – it’s a question of looking for the best deal on the day)</p> <p>Kitchen requirements (for instance trays, cake slices, colanders, racks for sandwich trays) – a potential new supplier has been identified: Southern Hospitality</p> <p>We seem to have a problem with trays and cake slices going missing. The wooden trays are quite expensive but there’s no</p>	<p>Danish House Subcommittee: Make up an initial inventory Notice in magazine</p>

	<p>decent alternative. Marion suggested that we should have an inventory every six months or so to discover sooner whether things have gone missing. Finn suggested that we keep more things locked in the pantry. Roger suggested we put a notice in the magazine kindly asking for trays and cake slices etc to come back, no questions asked.</p> <p>A supplier of snaps has been identified. It was a one-off purchase, but Keld is trying to convince him to import regularly. Roger suggested buying everything the supplier has for now as we have been searching for supplies for a long time.</p> <p>It was also agreed that Keld should go ahead and buy 20 new trays to start. We will set up an account with Southern Hospitality for such purchases.</p> <p>On the other hand, it was also agreed that other improvements such as the TV, basketball hoop and shade sail can wait for the time being, as we have some other urgent expenses as outlined below.</p> <p>For some time we have had leaks from the roof into the building and the problem has finally been identified and fixed by OTB (Keld's company). The gutter in the middle of the roof was far too low on one side for the amount of rain that we get. In the last rain storm, serious amounts of water started coming through.</p> <p>Kurt suggested, Inger seconded, that Keld should be given special thanks for stepping in and getting the job done, in particular in view of the urgency at the time. The committee agreed there was no conflict of interest, especially seeing as Keld also offered a very good price for the job.</p> <p>Roger asked and all agreed that payment to OTB should be approved immediately.</p> <p>Unfortunately, insurance does not cover this expense. There will be more expenses coming up relating to internal damage as a result of the leak – these may possibly be covered by insurance. The house is now ten years old, so we are starting to see the need for maintenance and improvements.</p> <p><i>Socials:</i></p> <p>We only have 30 people booked so far for the party on Saturday. This is a constant problem – people only book in the last minute, no matter what the deadline is, making it very hard to plan and buy food etc. Keld suggested committee</p>	<p>Everyone to think about possible solutions to this problem, bring up at next meeting</p>
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	<p>members could phone members known to be interested in parties prior to the deadline for each party. Another solution could be txt or email messages.</p> <p>Keld also brought up that we need a new socials convenor – someone who can do what Mia / Lena used to do. He is happy to be in the kitchen, but we need someone to organise helpers, cooks, flower-buyers, table-setters etc. We could try an “SOS” in the magazine asking for someone to be the convenor. We really need a team around that person and Keld. Committee members also need to help with parties.</p> <p>Kurt pointed out that it would be useful to get a check-list from either Karen or Mia as to what they used to do for parties.</p> <p>Next Open House: 5 April</p>	<p>Danish House Subcommittee: “SOS” notice in magazine re socials convenor</p> <p>Host: Antony</p>
5. Valhalla	<p>The Valhalla report was distributed.</p> <p>Marion reported that a quote has been obtained for the drainage of \$2000 for materials only (labour free) – however, it was agreed we put this on hold for the time being in view of other expenses.</p> <p>The committee went into “committee only” from 10.00pm to 10.20pm. Separate document covering this distributed to committee members.</p>	
6. News magazine	<p>Pam asked that committee members reply to her emails to let her know if they have anything for the magazine.</p> <p>Next committee member “blurb” to be written by Keld (assisted by Kim) regarding socials, Danish House issues etc. It was suggested that Keld should also include a little bit about himself.</p> <p>At each meeting we’ll decide who should write the next “blurb”.</p>	<p>Keld and Kim: “Blurb”</p> <p>Inger: include in agenda</p>
7. General business	<p>Vibeke has received phone calls from people complaining they’re not getting flowers for 85th birthdays.</p> <p>It was agreed a couple years back that we should only send flowers for round birthdays. However, members obviously do not realise this.</p>	<p>Kim to write a notice regarding this for the magazine</p>

	<p>It was agreed that we should not change the policy but keep in mind that at the committee's discretion, we could still send flowers for instance for 85th or 95th birthdays – or other events that we find suitable.</p>	
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Next meeting: 6 April 2009

Meeting Host: Antony