

ALLIANCE FRANÇAISE DE DUNEDIN

Minutes of the Annual General Meeting held

Thursday 17 November 2016

1. Present: Alice Harang, Alison Sammes, Audrey Santana, David Moir, Dannie Hawkins, Diana Rothstein, Elodie Desroziers, Frederic Dichtel, Frédérique Mourot, John Roxborough, Julien Delavoie, Kathleen Matyn, Kim Cousins, Lora Michaelian, Marine Brianne, Pascal Sirguy, Penny Dawson, Shirley Gillett, Romain Garby.
2. Apologies: Anna Johnson, Christiane Leurquin, Miranda Miroso, Nick Biggin, Rachel McDonald, Roger Bray, Romain Miroso, Vito Iannece
3. Approval of the Agenda: Moved Diana 2nd David
4. Previous Minutes dated 12th November 2015 Approved Audrey 2nd Diana
5. Matters Arising from the Previous Minutes: Nil.
6. Annual report – taken as read (see Appendix One) Moved David 2nd Diana
7. Treasurer’s report (see Appendix Two) Moved John 2nd Diana
 - Comment made about decrease in classes - main source of income, need to ensure we keep numbers up.
 - Recommendations made on membership fees as one of the lowest AF fees in NZ (see Course Fee Comparisons Appendix Three):
 - Individual membership \$25 to \$30 (\$5 increase)
 - Family/Couple \$35 to \$45 (\$10 increase)
 - Student \$15 to \$20 (\$5 increase)
 - Student enrolled in AF class discounted price \$10 to \$20 (\$10 increase)
 - Family enrolled in AF class discounted price \$20 to \$30 (\$10 increase)
 - School membership – \$25 to \$30 (\$5 increase)
need to review this – see what schools get for membership, used to be because of Concour Oral but Concour oral numbers going down only 35 kids this year.

All recommendations approved with committee having the right to review this if needed

Move Kathleen 2nd Diana Carried

- Kathleen suggested that we move from students in French classes having discounted membership to members having discounts in tuition fees.
- Diana suggested that we may need to consider Early Bird Discounts and other incentives for membership.

- Club de Lecture running at a loss, maybe people not paying - David to identify payments.

8. Nominations for Election of Officers.

Diana Rothstein for President:	Moved David Moir	2 nd Audrey Santana
Romain Garby for Vice President:	Moved Diana Rothstein	2 nd John Roxborough
John Roxborough for Treasurer:	Moved Audrey Santana	2 nd Julien Delavoie
Audrey Santana for Secretary:	Moved Romain Garby	2 nd Julien Delavoie

Executive Committee:

Alison Sammes	Moved Kathleen Matyn	2 nd Marine Delacroix
Elodie Desroziers	Moved Kathleen Matyn	2 nd Audrey Santana
David Moir	Moved Elodie Desroziers	2 nd Audrey Santana
Kathleen Matyn	Moved Kim Cousins	2 nd David Moir
Kim Cousins	Moved Kathleen Matyn	2 nd Elodie Desroziers
Pascal Sirguey	Moved Diana Rothstein	2 nd John Roxborough

9. General Business:

- New Dishwasher to be installed in kitchen F&P as well as electrical work and minor renovations. Deputé Euro 2000 to be used for this
- Fundraising Required – chocolates, T-Shirts
- Also need to apply for funding – have attempted in the past but no luck, should investigate this eg. Early Childhood Funding may be able to get 20 free hours for playgroup which could attract more families.
- Need teaching staff continuity.
- Pascal - helping set up a French Francophile Scientist Association – working on Stats to be drafted at the end of the year, distributed early next year for kick off June next year. Aim is visibility, promoting French excellence in Science and Education. Grants from French Embassy, Fond Pacific, NZ French Friendship Fund – can see what different projects have been funded.
- Kathleen – DELF – we should encourage more people to sit this exam. We are now a Centre de Passation for DELF which means that we receive a greater portion of fees than when AF Canterbury acted in this capacity.
- Père Noel – Sunday 11th December 2016
- End of year Pot Luck – Sat 17th December 2016
- Open Day – Saturday 28th January 2017

Meeting closed 8.25 pm

APPENDIX ONE

Report to AGM, 17 November, 2016

Alliance Francaise Dunedin is growing. We have many more members than we did a few years ago (about 80), about 150 (if we count the children), and we continue to add new members each month. I believe this is due to our dynamic committee, who work hard to organise interesting events and to support our adult and children's classes.

One of our aims this year was to increase our public profile, at which we have been successful, by inviting the public to some of our popular events such as Soiree Truffaut and Café Sci on les Tunnels d'Arras. Our marketing team (Kathleen, Elodie, Romain and myself) have done an amazing job setting up a new, automated Wordpress website and posts to social media. Many thanks to this team and especially Kathleen for getting us the most likes on Facebook of any NZ AF. Special thanks to member Allison for her kind help and advice with Wordpress.

I would also like to thank:

Audrey for her tireless secretarial duties and willingness to take on organising of many activities, including the Holiday Programme.

Kathleen for her innumerable and constant management of social media and website, organising activities such as Laser Tag and AF on Ice, classes and the Holiday Programme, and too many things to name.

David, for his work with Children's classes and Concours Oral

John for his tireless dedication as Treasurer to our finances, electrical safety, and wise counsel and therapeutic input.

Romain for Soiree Jeux and for his DVD and IT management. We are slowly entering the new millennium technology wise.

Elodie for all her work on marketing and publicity, particularly her wonderful posters.

Kim: for her work on the library, Holiday Programme and children's animations at DPAG (late Dec 2016).

Julien, for his work on our logos, graphic design, and the crepes and pizza!

Penny (and **Vito**) for yet again putting on a fantastic Raclette evening.

Christiane, for DELF exams, Concours Oral, and bilingual classes

Some highlights for the year:

Marine, for a very popular Conversation class and for taking playgroup

Janvier: Jour Portes Ouvertes attracted over 50 people and we gained several new members and students

Cafes Scientifiques: we held four Cafes Scientifiques on a range of topics, one of them, the well attended (50 people, most from the public) to hear about Les Tunnels d'Arras. Special thanks to Pascal and his team.

Soiree Jeux: thanks to Romain and Alice for 3 fun family evenings of board games for all.

Mai: Dégustation Vin fromage—the first but not the last. Special thanks to member Alexis Robin for compering the wine in a very lively manner.

Juin- Soiree Truffaut-was attended by 40 people, many from the public, special thanks to Frederic, Julien and speaker Alistair Fox

Juillet: Annual Soiree Raclette—a big success with 40 people, and a big thank you to Penny and Vito for organising the food, drink, and running the evening.

Atelier des Chefs—a special night with 20 participants, and thanks to Julien and Christopher.

Courts metrages-special thanks to Francoise and Emmanuelle Courtet-Givers for their interesting presentation.

August: Holiday Programme—a huge success after much hard work and planning, special thanks to Kathleen, Kim and Audrey.

Future plans

Adult and Children's Total Immersion Weekend

More regular Cafes Scientifiques

Events outside AF, such as films and talks at DPAG

More Atelier des Chefs

More Dégustations (vin fromage, pâtisseries)

Purchase of online membership management and accounting software

If you'd like to help organise events or have some ideas...please talk with me or a committee member.

APPENDIX TWO

Alliance Française de Dunedin: Financial Report AGM 2016.

1. Financial Position as at 31 October 2016

Accumulated Funds	2016	2015	2014
Opening Balance	\$22,051.82	\$21,429.96	\$20,678.64
Net Surplus (Loss)	(\$70.68)	\$621.86	\$751.32
<i>Closing Balance</i>	\$21,981.14	\$22,051.82	\$21,429.96

Represented By	2016	2015	2014
Westpac Current Account	\$6,239.32	\$7,140.13	\$5,755.33
Westpac Term Deposit	\$7,741.82	\$7,561.69	\$7,340.44
<i>Total Cash at Bank</i>	\$13,981.14	14,701.82	\$13,095.77
Depreciated value of assets	\$8,000.00	\$7,350.00	\$8,334.19
<i>Total Assets</i>	\$21,981.14	\$22,051.82	\$21,429.96

Comments

1. This year we purchased a new refrigerator, made a number of purchases relating to health and safety, and added to the shelving for the library. The depreciated value of our assets is an approximate estimate of the current value of our kitchen equipment, furniture, electronic equipment, teaching resources and the library.
2. Our cash balance includes \$860.16 from the 2016 Embassy Grant which is yet to be spent.
3. Some payments and receipts relating to the 2016 financial year were made after 31st of October, but the net result is little different from the cash figures above. An expected grant of EURO 2,000 is yet to be received which will cover the cost of the refrigerator already purchased and contribute to other expected renovation plans for the kitchen as well as additional wiring for the main room.
4. Subscriptions increased to \$2,420.00 in 2016 from \$1,645.00 in 2015. Our rates are nearly the lowest in NZ and we may wish to consider a modest increase.
5. Our net income from our now increasingly diversified educational activities, including classes for bilingual children and the Atelier des Chefs, was \$5,262.09 compared to \$6,289.64 in 2015. This reflects the continuing committed and creative effort by our teachers and the loyalty of our students.
6. The income from catering for our social events now covers the direct expenses involved.
7. We now carry insurance for public liability as well as for our contents.
8. We are a registered charity CC46230 and welcome donations to support our activities. Donations can be claimed for a tax refund of 33.33 cents for every dollar donated. Please discuss with me and be sure to get a receipt with our CC number.
9. A summary report of our income and expenditure is attached.

John Roxborough, Tresorier. 17 November 2016.

