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Minutes
Thursday 22 February 2018

1. **Opening Prayer** - Meeting opened at 9.02am with prayers from Mr Gary Boyd
2. **Attendees:** Mr David Ford (Chair), Mr Chris Nelson, Mr Phil Crandon, Mr Terry Hunt, Mr Ted Clarke (until 12.23pm), Mr Gary Boyd, Mr John Adlington.
Ms Annette Dent attended for parts of the meeting.

Apologies: Bishop Sarah Macneil (attended for farewell), Mr James Flavin, Ms Lisa Mulvaney

3. Conflict of Interest Declarations

The current standing register of interests as follows was noted:

- Bishop Sarah Macneil – involved on various Diocesan boards and committees
- Chris Nelson - involved on various Diocesan boards and committees
- David Ford – Chair of Bishop Druitt College Council
- Ted Clarke – Agreement with Clarence Valley Anglican School

Mr Chris Nelson advised that with the Registrar position now including responsibilities for AFGD staff and some operations that he would abstain from voting for all items in this meeting. Mr Nelson declared involvement on behalf of The Corporate Trustees of the Diocese of Grafton dealing with Mr Bill Adler/ Imagine Education on the South Grafton Early Learning Centre.

4. Confirmation of Minutes

That the minutes of the meeting of 24 January 2018 be accepted as true and correct.

Moved: Mr Terry Hunt

Seconded: Mr Gary Boyd

CARRIED

5. Call for additional Agenda items and close of Agenda

With the exception of the late paper on a possible loan to Imagine Education, no additional agenda items were proposed. A new agenda item on a national Anglican meeting was raised later in the meeting.

6. Financial and Performance Reports

Balance Sheet and Profit & Loss reports for YTD 31 January 2018 were discussed. These did not include a comparison with budget due to budget being set prior to significant changes.

Revision of budget to be considered in the April meeting.

Request reports also show comparison with previous YTD figures.

That the minutes of the financial reports as presented be adopted.

Moved: Mr Terry Hunt

Seconded: Mr Gary Boyd

CARRIED

7. Matters for Discussion and or Decision:

a. Changes to retail banking

Ms Annette Dent reported to the meeting that in response to the letters mailed to retail account holders, there have been to date:

101 client contacts

21 declarations of 'associate' representing \$514K of accounts

18 pending declarations of 'associate' representing \$777K of accounts (includes couples where only one is an 'associate')

9 non-associate who have instructed account closure representing \$15K of accounts

53 non-associates whose instructions to close accounts are pending representing \$1,306K of accounts

Majority of respondents are disappointed but understanding

Only one letter returned-to-sender

Ms Dent also reported 58 accounts that are inactive representing \$21K.

The Board discussed the inactive accounts and agreed that an advertisement be placed in the North Coast Anglican.

The circumstances of inactive accounts will be reviewed in the April meeting.

That this meeting recognizes the significant input and output rendered by Ms Annette Dent during the recent changes to staff and organizational processes.

Moved: Mr Terry Hunt

Seconded: Mr Phil Crandon

CARRIED WITH ACCLAMATION

The circumstances of joint account holders where only one of the account holders is an 'associate' was considered.

That the AFGD Board requests the Registrar to update the AFGD Identification Statement to show that only one account holder needs to have associate status and lodge the updated statement with the Australian Securities and Investment Commission.

Moved: Mr David Ford

Seconded: Mr Phil Crandon

CARRIED

b. AFGD Staffing

i. Amendment of delegation schedule

A revised delegation schedule that included the Registrar was discussed.

That the revised schedule of delegation be recommended to The Corporate Trustees noting that the Registrar and the AFGD Chair will confer with staff regarding the duties of the AFGD Manager while this position is vacant.

Moved: Mr Terry Hunt

Seconded: Mr John Adlington

CARRIED

ii. Amendment of Diocesan Governance Ordinance

The meeting considered extracts of the Diocesan Governance Ordinance 2008 marked up with amendments that remove the Registrar as a member of the AFGD Board and confirm the Registrar's role with regard to management over both Registry and AFGD operations.

That the AFGD Board recommends the ordinance changes as presented for the approval of the Bishop-in-Council.

Moved: Mr John Adlington

Seconded: Mr Ted Clarke

CARRIED

iii. Vacancy

That the AFGD Board defers consideration of the AFGD Manager vacancy to a future meeting.

Moved: Mr Terry Hunt

Seconded: Mr Phil Crandon

CARRIED

A draft service agreement with Mr Blaine Fitzgerald was discussed.
That the AFGD Board approves that a service agreement be established with Mr Blaine Fitzgerald with charges on the basis of \$2,000 per month and an additional \$1,000 per quarter to cover travel and accommodation expenses.

Moved: Mr Terry Hunt

Seconded: Mr David Ford

CARRIED

The Chair requested that each member of the Board review the text of the draft service agreement and respond with feedback on the wording of the agreement.

c. Ord Minnett Advice and Portfolio Management

Ms Alison Perrott of Ord Minnett joined the meeting by video-conference at 10.35am to provide a presentation on investment management. Ms Perrott noted that since the proposal was written the MSC project had been cancelled and she suggested that this action made the recommendation more important.

That the AFGD Board requests a draft revision of the AFGD Investment Policy based on the information from Ms Allison Perrott's proposal and this be presented to the next AFGD Board meeting.

Moved: Mr John Adlington

Seconded: Mr Ted Clarke

CARRIED

That upon the receipt from Ord Minnett of revised conditions for portfolio management that the document be reviewed by Mr Phil Crandon, Mr David Ford and Mr Chris Nelson and then put to the AFGD Board for adoption.

Moved: Mr Phil Crandon

Seconded: Mr Gary Boyd

CARRIED

d. Possible loan to Imagine Education

The Board considered information passed on by Mr Blaine Fitzgerald about contact from Mr Bill Adler enquiring about a loan facility for Imagine Education's South Grafton ELC project.

That the Board requests Mr Blaine Fitzgerald to evaluate the loan request from Imagine Education on behalf of the AFGD Board.

Moved: Mr David Ford

Seconded: Mr Terry Hunt

CARRIED

e. National meeting

Mr Chris Nelson advised the meeting that at the instigation of Anglican Diocesan Registrars a meeting was being organized to discuss possibilities for cooperation between dioceses concerning religious development funds. This meeting is scheduled to 22 March 2018 in Adelaide. The Chair and Registrar are unavailable to attend.

The AFGD Board asked Mr Nelson to convey to the organisers that Grafton is interested but unable to attend and would welcome feedback from the meeting. It was also agreed that Mr Blaine Fitzgerald should be asked for feedback after his attendance.

8. Matters for noting and status updates

At 11.13am Bishop Sarah Macneil joined the meeting which is her last opportunity before retiring as Bishop of Grafton.

Bishop Sarah spoke on the activities and achievements of AFGD over her 4 years and thanked the Board for their good work. Bishop Sarah encouraged the Board to maintain renewal as a priority.

The Board members responded by thanking Bishop Sarah for her guidance and contribution and expressed good wishes for her future.

Bishop Sarah Macneil left the meeting at 11.29am

9. Correspondence

- In:**
- i. **Anglican Church of Australia General Synod** – Confirmation on Risk Weighted Assets Allocation.
 - ii. **Anglican Church of Australia General Synod** - regarding Anglican Diocesan Development Fund and ASIC Charitable Investment Fundraiser.
 - iii. **Melbourne Securities Corporation** – Anglican Investment Trust

- Out:**
- i. **Anglican Church of Australia – General Synod** – AFGD response regarding Anglican Diocesan Development Fund and ASIC Charitable Investment Fundraiser.
 - ii. **'ASIC'** – Decision not to proceed with the 'Anglican Investment Trust' and planned exist of 'Retail Non-Associated' clients.
 - iii. **'Managed Investment Scheme Anglican Investment Trust'** – Board decision not to proceed to: Melbourne Securities Corporation; Mills Oakley Solicitors; Pitcher Partners; Sandhurst Trustees Limited
 - iv. **'Blaine Fitzgerald and AFGD'**
Sent to: Alison Perrott (Ord Minnett), Troy Mountain, Les Murray, Mark Parry & Andrew David (Westpac); Business Manager of each of the five Diocesan Schools (EAC, SCAS, BDC, LAGS & CVAS); Estelle Graham (Anglicare North Coast); Heather Lewis (St Cuthbert's Retirement Living Complexes Inc.)
 - v. **Letter to all 'Retail Clients' regarding Important Changes to AFGD.**
 - vi. **Letter to 'Student Account' holders regarding closure of Student Account Program.**

That the report on inward and outward correspondence be adopted.

Moved: Mr John Adlington

Seconded: Mr Phil Crandon

CARRIED

10. Next Meeting: 9am 19 April 2018

Further meetings scheduled for 17 May, 28 June, 23 August, 25 October and 20 December.

11. Meeting Close

The meeting closed at 12.52pm with the saying of the Grace.

CONFIRMED- As a true and correct record of proceedings of Anglican Funds Grafton Diocese (AFGD) meeting of 22 February 2018.



Chair – David Ford