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Minutes
Friday 9 August 2019
Registry Conference Room, Grafton

1. Opening Prayer - Meeting opened at 9.01am. Prayers were led by Mr David Ford

2. Attendees: Mr David Ford (Chair), John Adlington, Mr Ted Clarke (video),
Mr Gary Boyd.

Non-members: Mr Chris Nelson, Mr Blaine Fitzgerald (AFSA Head),
Mrs Annette Dent.

Apologies: Bishop Murray Harvey, Mr Phil Crandon

3. Conflict of Interest Declarations

The current standing register of interests as follows was noted:

- Bishop Murray Harvey - involved on various Diocesan boards and committees
- Chris Nelson - involved on various Diocesan boards and committees and Director of Anglican Insurance and Risk Services (AIRS)
- David Ford – Chair of Bishop Druitt College Council
- Ted Clarke – Agreement with Clarence Valley Anglican School
- Blaine Fitzgerald – Head of Anglican Funds South Australia

No new or changed declarations were required.

4. Confirmation of Minutes

That the minutes of the meeting of 23 May 2019 be accepted as true and correct.

Moved: Mr John Adlington

Seconded: Mr Gary Boyd CARRIED

On 3 July 2019, the following resolution was agreed to by Flying Minute:

“That the AFGD Board approves, effective from 1 July 2019, the following changes to the AFGD loan reference rates:

- Anglican Business Reference Rate from 6.05% to 5.85%
- Anglican Parish Reference Rate from 5.05% to 4.85%”

That the Flying Minute on Loan Interest Rates dated 3 July 2019 be ratified.

Moved: Mr David Ford

Seconded: Mr Ted Clarke CARRIED

5. Call for additional Agenda items and close of Agenda

No additional agenda items were requested.

6. Financial and Performance Reports

a. Finance reports

Balance Sheet and Profit & Loss reports for YTD 31 July 2019, Capital Adequacy and Liquidity, Loan Balances and Ord Minnett portfolio were considered. A small negative to budget was noted. It was also noted that the Expanded Services Agreement with AFSA will add unbudgeted costs.

That the AFGD Board receives the financial reports for the period to 31 July 2019.

Moved: Mr John Adlington
Seconded: Mr Gary Boyd CARRIED

That the AFGD Board requests that a draft 2020 budget be presented to the November 2019 meeting for consideration.

Moved: Mr Ted Clarke
Seconded: Mr David Ford CARRIED

The Board considered the effect of loan margins on profitability.

That the AFGD Board requests a management review of its schedule of investment and loan interest rates and, if movements are required, the Board requests a Flying Minute be circulated for approval.

Moved: Mr Gary Boyd
Seconded: Mr John Adlington CARRIED

The Board considered its delegation on liquidity management.

That the AFGD Board confirms that it delegates liquidity management to Mrs Annette Dent especially with respect of placing investments with Ord Minnett, Anglican Funds South Australia and the Melbourne Diocesan Investment Fund, and to seek advice from Mr Blaine Fitzgerald as required.

Moved: Mr David Ford
Seconded: Mr Gary Boyd CARRIED

b. Audit Update

The Board considered the Management Report arising from TNR's audit of AFGD for the year ending 31 December 2018 and noted that there are new matters relating to IT processes and recovery as well as those matters arising from the 2017 audit that were deferred. The Chair requested Mrs Annette Dent to create a tabular report on the status and progress of work to address each item and that report to be included in the papers for each meeting.

The Registrar advised that the IT issues will be considered from a whole-of-Registry perspective initially as similar issues were included as action points arising from the Corporate Trustees and Anglican Diocese of Grafton audits.

Mr Blaine Fitzgerald confirmed that both AFSA and Data Action have a documented Disaster Recovery Plans and will provide these to assist with meeting the audit requirements.

The Board also considered the proposal received from TNR for the 2019-year audit.

That the AFGD Board accepts the audit proposal from TNR at a cost of \$19,920 plus disbursements for the audit of the 2019 year.

Moved: Mr John Adlington
Seconded: Mr Gary Boyd CARRIED

7. Matters for Discussion and or Decision:

a. AFSA/AFGD Service Agreement

Mr Blaine Fitzgerald as AFSA Head spoke to the report that was included in the meeting papers including client contacts and training for Mrs Annette Dent in Adelaide from 13-15 August 2019.

The Board noted that major clients should receive formal advice from AFGD regarding any changes resulting from the Expanded Service Agreement. That communication should happen no later than the next Diocesan Schools Network meeting on 1 November 2019.

That the AFGD Board receives the AFSA Head's report on the Expanded Service Agreement activities and contacts with other major clients.

Moved: Mr John Adlington
Seconded: Mr Gary Boyd CARRIED

Loans to clergy for property purchases was discussed.

That the AFGD Board confirms that it will wind down its facility for providing property loans to clergy and will not offer new loans of this type.

Moved: Mr John Adlington
Seconded: Mr Ted Clarke CARRIED

b. Schools Update

Mr Blaine Fitzgerald spoke to the periodic reports on Lindisfarne Anglican Grammar School and Bishop Druitt College included in the meeting papers.

The AFGD Board receives Mr Blaine Fitzgerald's annual update on Lindisfarne Anglican Grammar School and Bishop Druitt College.

Moved: Mr John Adlington
Seconded: Mr Ted Clarke CARRIED

c. AFSA/AFGD Expanded Service Agreement

The Board noted the latest draft of the AFSA/AFGD Expanded Service Agreement and that this is close to finalisation.

That the AFGD Board supports in principle the current version of the draft Expanded Service Agreement with AFSA and delegates the negotiation of this agreement to the Chair and the Registrar so that the final version of this agreement is circulated by Flying Minute for approval.

Moved: Mr John Adlington
Seconded: Mr Ted Clarke CARRIED

8. Matters for noting and status updates

a. Anglican Diocese of Grafton – Privacy Policy

The Board noted the Privacy Policy is under review and that an amended version will be presented to a future meeting for consideration.

b. 2020 Meeting Calendar

The Board noted the draft 2020 meeting calendar for the Diocese of Grafton and supports the program for AFGD Board meetings on:

Thursday 13 February

Thursday 30 April

Thursday 18 June (includes meeting with auditor and Corporate Trustees)

Thursday 20 August

Thursday 15 October

Thursday 10 December

9. Correspondence

In: Email to Chris Nelson from Emil Ford Lawyers regarding organisational change – 10 July 2019

Out:

- Letter to Blaine Fitzgerald (AFSA) from Chris Nelson clarifying aspects of expanded service agreement and meeting in Adelaide – 28 May 2019
- Letter to Blaine Fitzgerald (AFSA) from Chris Nelson regarding expanded service

agreement – 27 June 2019

That the inwards correspondence be received and the outward correspondence endorsed.

Moved: Mr Gary Boyd

Seconded: Mr John Adlington

CARRIED

10. Next Meeting:

26 September 2019

The Chair requested that the agenda of future board meetings include an Acknowledgement of Country.

11. Meeting Close

The meeting closed with the saying of the Grace at 11.02am.

CONFIRMED as a true and correct record of proceedings of Anglican Funds Grafton Diocese Board meeting of 9 August 2019.



Chair – David Ford