

Big Brothers Big Sisters of Nelson

Chairman's Report

31 December 2015 to 1 December 2016

This report is written for presentation to the 19th Annual Meeting of Big Brothers Big Sisters Nelson (BBBSN). It is again my privilege to chair the board of an organisation which, through the efforts of its board members, staff and volunteer mentors and supporters, contributes so positively to the lives of many young people in the Nelson Tasman community.

The philosophic base for BBBSN continues to be provided by its affiliation to Big Brothers Big Sisters International (BBBSI) through Big Brothers Big Sisters New Zealand (BBBSNZ). BBBSN continues to take the initiative to plan for the future within the national guidelines by reviewing and revising our Strategic Plan. The Programme Director and staff have formulated an annual Operational Plan linked to the Strategic Plan against which the performance of BBBSN is measured. These plans continue to provide clarity and direction for the board and staff.

The year covered by this report has been another positive one. Significant progress has been made towards establishing a secure financial base for BBBSN with the achievement of reserves sufficient to cover one year of operation of the programme at its current level.

We have had one significant staff change during the year. Rachel advised the board early in the year that she intended to resign from her position as Programme Director and in the middle of the year her resignation was accepted with regret. Rachel has been the catalyst for continued programme growth, development of significant commercial sponsorship and support, and community wide enhancement of the awareness and recognition of BBBSN and the contribution it makes to the Nelson Tasman area. The Board acknowledges her professionalism, leadership and commitment to BBBSN during her time as Programme Director and welcomes her decision to become a member of the Board following completion of her contract.

Rachel's resignation initiated a recruitment process which resulted in over fifty applications with a number high calibre people interviewed and the selection of Chelsea Routhan confirmed as Rachel's replacement in August. With Rachel's assistance with her integration into the role Chelsea has been able to work with her colleagues to continue the development of a strong effective unit which provides excellent support to mentors and their young people. The board wishes to acknowledge Rachel's contribution to making the transition as seamless as possible.

In the short time Chelsea has been Programme Director she has assimilated a lot of information, assessed and responded positively to a range of emerging demands and made excellent progress in establishing strong working relationships with the staff, mentors, sponsors, funding organisations, supporters and the Board. We look forward to gaining further benefits from Chelsea's enthusiasm, skills and knowledge of the Nelson Tasman community.

We unfortunately had a distressing disruption to our team when Georgie had a medical emergency which has resulted in her taking a spell from her administration support role. The board has, and will continue to support Georgie financially through her illness. We have been lucky to have gained the services of Arnella until the end of 2016.

Our working relationship with the Nelson Police continues to be a significant contributor to the success of our programme. The board wishes to thank the Police for the continued funding of the Programme Director's position, the provision of office space and support services and the close liaison and support. In particular the Board wishes to acknowledge the outstanding support provided by Charlie Parfitt and his team and close working relationship they have maintained with BBBSN. A change of organisation within the station has seen Charlie replaced as police representative on the Board by John Price. We welcome John

and thank Charlie for his contribution to the governance and operation of BBBSN and his willingness to be an ongoing supporter of the work we do.

We have also lost the services of Simon Thomas and Gavin Frampton, Board members representing the Motueka community during this reporting period. We thank them both for their contributions and wish them well as personal and business activities make their continued membership of the Board impractical for them. We are actively seeking two board members to represent the Motueka area and are confident appointments will be made early in the new year. My thanks to all of the following board members for their enthusiasm for BBBSN and for their commitment to the governance of the organisation:

Gaile Noonan	- Deputy Chair
Ross Stevenson	- Treasurer
Sue Gibbons	- Minute Secretary
Charlie Parfitt	- Police Representative
John Price	- Police Representative
Ian Langridge	
Sue Herd	
Martin Byrne	
Stephen Paul	
Simon Thomas	- Motueka Representative
Gavin Frampton	- Motueka Representative

Health and Safety

The new health and safety legislation has meant a lot of work has been done by the Board in reviewing and updating policies and by staff in ensuring systems and procedures meet the new requirements. The need to ensure individual and group safety is a fundamental part of planning and managing all BBBSN activities and our ability to achieve this has been enhanced by the work done. Board members acknowledge their joint and individual responsibility for close monitoring and adequate resourcing of the health, safety and wellbeing of all who participate in those activities.

Web site

We have just launched our new website. It provides a user friendly, information filled window to BBBSN and we acknowledge the support of those who have helped us develop, and will help us manage the new site.

Finances 2015-16 financial Year

The audited accounts for the financial year to 30 June 2016 show a net profit for the year of \$71,337.00. To produce this BBBSN had income of \$234,271.00 as against \$210,404.00 in the 2015-16 year. Expenditure totalling \$167,350.00 was down \$270.00 on the previous year. Staffing costs continue to make up approximately 80% of expenditure.

Total equity held by BBBSN at the end of the financial year was \$192,367.00 up from \$121,030.00 the previous year.

Finances 2016-17 financial Year

The 2016/17 financial year from July to the end of October has shown income approximately \$2,000.00 above budget at \$160,241.00 and expenditure approximately \$370.00 under budget at \$68,800.00 which included a significant fundraising activity cost over budget.

The level of income once again reflects the work that has been done to generate commercial sponsorship, making successful applications to new sources of grant funding and to effective local fundraising and donor support.

Keeping expenditure close to budget has ensured the overall financial situation has improved during the reporting period. At the end of October BBBSN held \$289,778 in bank balances and total equity of \$290,365 against \$234,195.00 at the same time last year. While this position is sound and BBBSN has achieved its target of holding one year's operational funding, it's important to recognise that finding the resources required to ensure continuing high standard of support for our mentor matches with young people and financial viability of the programme is an ongoing challenge.

Fundraising got another major boost with the 2016 edition of the dinner and auction in support of the Nelson programme, again organised by Sue Herd, Rachel and Martin, and the quiz and auction arranged by Simon, Gavin, Sue and Rachel and her team in support of the Motueka programme. Great events and generous audiences representing a range of businesses and organisations again resulted in just under \$40,000.00 being raised by the Nelson event, with Motueka raising over \$6,500.00 to boost resources supporting the programme there.

Rachel and her replacement Chelsea and their team have continued to be very successful submitting funding applications to organisations which have supported us in the past and to new organisations which have supported us for the first time. The success they have achieved is the result of well researched, professional applications and excellent communication with key people in those organisations. We wish to acknowledge the significant support from the Rata Foundation, Lotteries Grants Board, The Lion Foundation and Pub Charities along with the contributions made by a number of smaller organisations.

A major element of fund raising has been the contributions of Cornerstone commercial sponsorships in support of the BBBS programmes in the Nelson and Tasman areas. During the year covered by this report BBBSN has secured multi-year \$5000.00 per annum Cornerstone Sponsorships from the following businesses for the Nelson programme

Port Nelson
Pic's Peanut Butter
Intepeople
Fico Finance
Fulton Hogan
and
Heartland Fruit
for the Tasman programme

We have been fortunate to add Bowater Hyundai as a Cornerstone Tasman area sponsor with their provision of a vehicle and associated costs. We thank them for their support of BBBS Nelson.

These arrangements have added significantly to the sustainability of BBBS Nelson and we look forward to developing Cornerstone sponsorship agreements with other businesses in the Tasman area – particularly to support the development of the Motueka programme.

We must again acknowledge the other sponsors, commercial, organisational and personal who continue to contribute financially or in kind in support of BBBSN. Their continued support and enthusiasm for the work BBBSN does is vital in enabling our board, staff and mentors to continue to maintain the standards and get the results we have achieved to date. While there are too many to mention all of them in this report we wish to thank particularly Blueberry IT, Stevens Orchard, Rollos Locksmiths, Nelson Heat Pumps, Helloworld Richmond and Forsyth Barr for their support during the reporting period. All our supporters are valued by BBBSN and each is important to us.

The BBBSN Programme

Our last board report in November identified that there were 164 active matches. This is a lift from the same time the previous year when 146 were active. Indications are that 2017 will see us reach 200 active matches for the first time. This will generate the need for careful planning and resource management. There is still a need to remain focussed on match support, and to ensure training and matching process, reporting, and record keeping relating to those matches is effective and efficient. The obligation we have to

make the BBBSN environment as safe as we can for staff, mentors and young people in the programme is ongoing and requires us to ensure we are committed to excellence in match support and management.

At the end of November there were 26 boys and 20 girls waiting to be matched with a suitable mentor. While these figures are concerning it reflects the constant demand for the services provided by BBBSN and the reputation BBBSN and its staff have built. We have been fortunate that efforts to recruit new mentors have been rewarded and we have a number trained or being trained to be matched for the start of the 2017 year. Current costings indicate it requires \$1200.00 to cover the direct cost of each mentor/young person match for a year. The overheads required to administer the programme are additional to this taking the total to approximately \$1600.00 per match.

BBBS in Motueka

The board looks forward to continuing to work with the Motueka community to generate the resources required to provide opportunities for young people to gain the support and guidance of a Big Brother or Big Sister. Success in establishing a school based programme for 2017 is a significant step forward enabling us to match up to 15 senior high school students with primary school students who will benefit from having a Big Brother or Big Sister. Further development will depend on generating the resources required to meet the demand.

Thanks to special people

Last but not least we must acknowledge the contributions made by our auditor Graeme Scarlett and our honorary solicitor Brian Nelson.

Without these contributions BBBSN could not achieve the results outlined in this report.

The next year for BBBSN

In the 2016/2017 year we will be working to achieve:

- Continuity of funding, working with the commercial sector and other sponsors to maintain existing relationships and to develop new ones.
- Recruitment, training and matching of additional enthusiastic mentors.
- Continued development of a strong and enthusiastic group of "Friends of BBBSN".
- Development of the BBBS programme and its support structures and resources in Motueka.
- A comprehensive long term resource requirement analysis for BBBSN and strategies to meet the requirements identified.

To do this we must focus on stability and quality to support growth of BBBS in the Nelson/Tasman area and support for the programme in our communities.

In conclusion, I would like to thank all who have contributed to the ongoing success of BBBSN. I look forward to working with you in 2017.



Ross Newman

Chair, Big Brothers Big Sisters of Nelson.

1 December 2016