

E&CCT ANNUAL TRUST MEETING PROGRAMME

	MAY	JULY	SEPTEMBER	NOVEMBER	JANUARY	MARCH
TRUST MEETINGS	<p>Approval of Annual Financial Statements</p> <p>Biennial Board & Trustee Evaluation (next 2014)</p> <p>MCA March Q Report</p> <p>Election of Chair for two-year term (next 2015) - scrutineer</p> <p>Review of Common Seal Register</p> <p>Summer Reading & Maths is Fun Applications</p>	<p>Election of Deputy Chair for two-year term (next 2014) - scrutineer</p> <p>Appointment of Committees (next 2014)</p> <p>Annual Public Meeting Planning</p> <p>Trustees sign off on individual register of interests</p> <p>Sign off by 31st Aug of statutory requirements by Trust Manager; Minister, DIA, Gazette, APM (31st Oct), Notice of APM, Resolution by Trustees to adopt Annual Report, print Annual Report and circulated</p> <p>Auditor's Management Letter, etc</p>	<p>Biennial Review of Strategic Plan (next 2013). SWOT & impact report from Executive to be considered</p> <p>Annual presentation by an economist</p> <p>MCA June Q Report</p> <p>Annual Presentations by NZ Fund Managers</p>	<p>Annual Review of Investment Performance (MCA)</p> <p>Annual Review of SIPO Strategy (MCA)</p> <p>Annual Trustee Investment Training Day (MCA)</p> <p>Annual Presentation by Overseas Fund Managers</p> <p>MCA Sept Q Report</p> <p>Sport on the Move Report</p> <p>Trustees' liability Insurance sign off</p> <p>Meeting dates for following 15-month period</p> <p>Approve Strategic Plan (2013 – 2018)</p>	<p>Review of Donations Policy</p> <p>Finalise SIPO for coming year</p> <p>PNZ nomination(s) from the Trust to be considered</p>	<p>Finalise Donation Policy for upcoming year</p> <p>Finalise budget.</p> <p>Annual Review of Governance Charter</p> <p>MCA Dec Q Report</p> <p>Sport on the Move Application</p> <p>Review of Business Continuity Plan</p>

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COMMITTEE MEETINGS Following month	May Audit & Risk – Review annual report, Risk Register, internal control reports of fund managers & concerns & complaints register June Policy Review Retreats – Investments 2014, Donations 2015 Multi-year funding – June Retreat 2013	New Trustees Training Day – June or July Aug Annual Public Meeting – Masterton 2013, Napier 2014, Palmerston North 2015, Gisborne 2016.	Sept Annual Review of RSTs by Special Programmes Com. Sept Audit & Risk – Risk Register, Impact report of the components of SWOT by Executive (Sept 2013) Oct six-month budget review by Executive		Jan Audit & Risk if required – audit matters, interim report & annual report preparation Feb Proposed budget to Executive Feb RSTs 6-month Review and Ed Initiatives Review by Special Programmes Committee	March Audit & Risk if required Trustees Individual Performance Review in Feb or March (individual, peers & Chair) Trustees Report for the Annual Report to be circulated to all Trustees for comment – April or May
CURRENT TASKS FOR STAFF & TRUSTEES TO COMPLETE		Special Programmes Committee to progress Science Programme Think Tank Meetings (by 2014)	Draft Strategic Plan developed	Appointment of Trust Manager Annual Work Plan Exit Strategy for Trustees and staff Internal Assurance Plan	Independent Review of IT Platform	Identify and develop special initiatives (governance training, underwriting, multi-year funding & social loans)

OTHER REVIEWS & MEETINGS

Executive Meetings held on the months between Trust Meetings (e.g. February, April, etc.)

Special Programmes Committee Meetings as required.

Special Programmes Chair to visit the four Regional Sports Trusts annually.

Chair & Trust Manager to meet with Sport New Zealand CEO annually.

Trust Manager check of Forsyth Barr Esam Cushing Bond script on four monthly basis.

Five-yearly peer review of MCA NZ Limited (next 2015)

Three-yearly review of content of SIPO (next Nov 2016)

Auditor appointment (next 2016)

Annual Conferences – Community Trusts in New Plymouth (2014) and Philanthropy NZ (2015).

Trust Manager Review by Executive in March.

Last updated: 30th July 2013