***Happy Family Cooperative***

North Coast Highway, Sisiak, Madang, Papua New Guinea

Minutes of Annual General Assembly held on ***6 September 2014*** at

***Madang Town Hall***

|  |  |
| --- | --- |
| Agenda Item | Minutes |
| 1. Opening of general assembly | Samson Peters (Chair) opened the general assembly and welcomed the special guests |
| 1. Confirmation of quorum | A list was passed around to record all meeting attendees. There were 113 members and 24 non-members. Quorum of 100 members was established. |
| 1. Approval of the agenda | No changes to the agenda were raised.  *Motion*: To approve the agenda  Motioned by Sarah Bullridge  Seconded by Gary Mika  Passed |
| 1. Reading and approval of the minutes of the last GA | Samson Peters (Chair) read aloud the minutes of the previous annual general assembly and motioned for them to be approved as accurate and fair.  *Motion*: to approve the minutes from the 2013 annual general assembly  Motioned by Richard Fuller  Seconded by Sarah Bullridge  Passed |
| 1. Presentation of annual reports:    1. Chairperson | The Chair presented the annual report of the organisation highlighting how the PDF project of building a dry mill was halfway through completion and expected to be completed in the next two months. The Chair also brought up the possibility for selling the Cooperative’s coffee to Gambi Coffee Company so that the cooperative could increase its Fairtrade certified product sales. The Chair said that negotiations were just beginning for this deal.  *Questions*:  Salesi asked why coffee was being sold to multiple buyers and not just one.  The Chair replied that this was so that the Cooperative could sell more of its coffee as different buyers wanted different amounts. |
| 1. Presentation of the financial report | The Treasurer presented the financial report for the year 2013.  Income was of K298,346 and against expenses of K263,446 resulting in a net operating surplus of K34,862.  *Questions:*  Gary asked why the surplus margin was so high,  The Treasure announced that this was due to increasing global prices for coffee which raised the Fairtrade Minimum price for green coffee bean. This amount had not been budgeted for in the previous financial year.  Rhonda asked what the plans for the under spend were,  The Treasurer replied that the Board had considered several options and that it decided that the best option would be to spend the surplus on a dividend to members and on the libraries projects in the different villages pending GA approval. |
| 1. Elections of new officials | As per the Constitution the role of Secretary is for 2 years only and this is the end of the second term for Patricia Onu’o. The Chair thanked Patricia for her role as Secretary and gave her a farewell gift.  The Chair introduced the GA to Maximus Connor, a Happy Family Cooperative member for the past 3 years who has experience in business administration. The Chair recommended Maximus as the new Secretary.  *Motion*: to elect Maximus Connor as the Secretary for Happy Family Cooperative for the next 2 years.  Motioned by: Miranda Rogers.  Seconded by: Sylvia Parker.  Passed by GA vote |
| 1. Motions | Motion: That 50% of the surplus of K34,862 (K17,431) be given as dividends equally to members.  Motioned by: Samson Peters.  Seconded by: Raoul Kitasi  Passed by GA vote  Motion: That 50% of the surplus of K34,862 (K17,431) be given to the libraries project.  Motioned by: Samson Peters  Seconded by: Grace Filipo  Passed by GA vote |
| 1. Other business | The Chair opened the floor to other members who had business they wanted to discuss.  Sylvia Parker wanted to know how the relationship with the buyer was going. The Chair replied that although they had had some issues in the past that both the cooperative and buyer were working together well now.  Michael Sava asked if there would be any more audits by FLO Cert this year. The Secretary replied that the audits only occurred once a year. |
| 1. Adjournment | The Chair adjourned the meeting by reviewing the key points discussed. The Chair stated that the minutes would be available within a week and announced that the next GA would be a special GA held in three months on the 6th of December |