



ADULT AND COMMUNITY EDUCATION  
AOTEAROA INC (ACE AOTEAROA)

**Annual Report 2007**



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# Introduction

**E nga reo, e nga mana, e nga karangatanga maha**

**Rau rangatira ma, tena koutou, tena koutou, tena tatou katoa**

This report covers the activities of ACE Aotearoa Inc from 1 January 2007 to 31 December 2007. The annual reporting period has been changed to be consistent with the January to December financial year.

2007 was a year of significant challenges as it opened with the pending departures of our very experienced and long term General Manager, Philippa Conroy and the Project Manager, Carol Bourn. It was a difficult and very demanding year for the National Executive whereby important decisions and actions had to be made for the ongoing viability and sustainability of the organisation.

From April the National Executive and Interim Directors worked to re-position ACE Aotearoa as a membership organisation which has the capacity and capability to provide leadership for the ACE sector as a whole.

The funding from the TEC was changed from being project based, to bulk funding based on broad objectives, and reporting against outputs. The total funding from the TEC was increased.

The Interim Directors refocused the website as a site for the whole sector and completed the change. It is expected that the site will be used by ACE Aotearoa Branches and ACE Networks for their own needs, and that the professional development section will be significantly developed to 'house' all the professional development resources gathered as a result of a recent TEC PD Working Group project.

The Strategic Alliance focused on representing the ACE sector to the TEC on two significant issues, participation by ACE in the tertiary education regional facilitation process, and starting a dialogue about funding for the sector, particularly the unspent ACE funding and the overall shrinkage in money for the sector.

*Koia! Koia!* identified three issues for Māori in ACE: low levels of participation; the importance of the principle of education by Māori for Māori; and the difficulty Māori ACE providers have in accessing funding. In 2007 these issues, and the recommendations made by the Working Party in 2001, have been revisited and a draft paper and action plan prepared for consideration by the Māori caucus. The National Executive continue to work with members on strategies relating to this draft paper and action plan.

There has been some progress for Pasifika ACE. Initially a meeting was held with two Wellington-based Pacific ACE providers, who identified key issues and strategies for improving Pasifika access to ACE. The PD Regional Facilitator in Wellington, Colin Wharton, then accessed PD funding to hold a larger facilitated meeting. The result has been the beginnings of a strategy to improve Pacifica access to ACE.

Conference 2007 successfully recorded a high number of participants who were presented with the opportunity to hear the three keynote speakers from Tonga, Aotearoa/New Zealand and Europe respectively. This Conference held another memorable occasion when Lorraine Webber, the founding Chairperson of ACE Aotearoa was given a fond farewell as she set forth on a new journey and her job in Bahrain.

Adult Learners' Week He Tangata Mātauranga 2007 was concluded successfully. ALW He Tangata Mātauranga festivals were held in thirty-two regions around the country. This year media coverage was greater than previously, with publicity for many successful learners and learning communities. Once again the process of delivering the activities brought many ACE providers together to focus on their success.

The two successful applications to TEC have resulted in Canterbury University carrying out the research on Adult Learners' Week/He Tangata Mātauranga – exploring the extent to which involvement in international initiatives can enhance the capacity and capability of adult learners, educators and providers within the (NZ) ACE sector and PricewaterhouseCoopers is working on Stage one of a project which is measuring the economic value of voluntary and public sector inputs to the ACE sector in New Zealand and the outcomes for learners this investment generates.

The final months of the year brought two significant events. ACE Aotearoa was given the go ahead by TEC to prepare a detailed proposal to provide the coordinating mechanism to implement the Professional development strategy, and a new CEO-Te Tumuaki, Margie Scotts, was being appointed.

The year 2008 is set to be exciting for the ongoing development and restructuring of the organisation.

Miriam McLetchie & Cheryl Jackson

**Co-Chairs**  
**ACE AOTEAROA**

# National Office and Executive

## National Office

From April to December 2007 the office was staffed by two Interim Directors, Mary O'Regan and Jo Lynch.

Contract staff provided professional services and support for specific tasks until a new Administration and Financial Manager, Janice Hill, was appointed in August 2007.

## National Executive 2006/2007

### MEMBERS

The new National Executive members during 2007 were: Heather Clark, CPIT and Cheryl Jackson West REAP, and Moira Grennell from Te Ataarangi. The Māori caucus advised that one Māori position would remain vacant – a member could be co-opted as required.

In the latter half of 2007 the National Executive was: Miriam McLetchie and Matt Walters (Co Chairs), Heather Clark (Treasurer), Tyrone Laurensen (Secretary) Moira Grennell, Cheryl Jackson, Toni-Lee Hayward

### MEETINGS

During 2007 the National Executive met five times – February, April, June (at Conference), August and November.

## Finance and related matters

The Association's audited annual financial statements are presented as attachments to this report.

The 2007 year ended with a deficit. This is largely attributed to staff costs (payments to departing staff, employing temporary office staff, retaining Consultants as Interim Directors and for a longer period than expected, recruitment costs for a new CEO-Te Tumuaki etc).

The loss of the experience from the General Manager, Philippa Conroy was clearly felt in this area. The National Executive could monitor the Association's finances during the year as best they could through receiving written and verbal reports from the staff. Heather Clark became the Treasurer in July 2007.

In late 2007, the National Executive initiated a review of the financial reporting systems, in which financial information was to be presented in an easy to understand format. The aim was to achieve clearer, more comprehensive financial reports and greater clarity around the organisation's financial status. Mary Cretney, a consultant with considerable experience in working with NGOs undertook the review. Her recommendations were accepted by the Executive and implemented in late 2007.

## 192 Tinakori Road NRC House

Currently tenants at 192 Tinakori Road are the ESOL Home Tutor Scheme National Office and the Federation of WEAs. A draft five year maintenance plan for the property has been prepared.

### ACCESS TO ACE

*Koia! Koia!* identified three issues for Māori in ACE: low levels of participation; the importance of the principle of education by Māori for Māori; and the difficulty Māori ACE providers have in accessing funding. In 2007 these issues, and the recommendations made by the Working Party in 2001, have been revisited and a draft paper and action plan prepared for consideration by the Māori caucus.

### DRAFT COMMITMENT TO TE TIRITI O WAITANGI

At the Conference in June the *Draft Commitment to Te Tiriti o Waitangi* was received. The authors noted that the draft required further work, before being ratified by the National Executive. Because this document is one of the cornerstones of the organisation, the text is reproduced on the following page.



## INTRODUCTION

### Tēnā koutou katoa.

This Declaration of Commitment has been prepared by ACE Aotearoa to be discussed, debated and developed by members of ACE Aotearoa and the wider Adult and Community Education sector. It is written with the hope that it will be viewed like a spring, Te Puna, enabling Te Tiriti o Waitangi to bubble up from the ground of Aotearoa and trickle out across the land. It is written with the recognition that from listening comes learning and that open and ongoing relationships and dialogue are critical in our ability to demonstrate our commitment to Te Tiriti o Waitangi.

ACE Aotearoa sees Te Tiriti o Waitangi as the role-model, that is the foundation and the key reference, that actively helps show organisations of New Zealand how to operate. It is a guiding framework that enables ACE Aotearoa to give due recognition to the status of Māori as Tangata Whenua, and Tauīwi as citizens of our shared country. ACE Aotearoa therefore strives to represent all peoples of Aotearoa, providing specific support to the voice of all iwi Māori of Aotearoa to redress issues of imbalance for the benefit of all New Zealanders.

Our framework of accountability is Treaty driven and Treaty responsive and we include the following values in the ACE Aotearoa constitution:

- Inclusiveness
- Shared distribution of resources and decision making
- Open access to information
- Transparent processes for participation, collaboration and co-operation
- Commitment to quality
- Social justice and community development.

ACE Aotearoa accepts that the responsibility to nurture representation of the marginalised communities by the marginalised communities requires active promotion and specific strategies to change the traditional perception of ACE.

ACE Aotearoa understands that Adult and Community Education is a fundamental building block to a peaceful, just and sustainable society.

This Declaration of Commitment supports the right of every woman, man and child to understand the history of New Zealand, learning the impact of colonisation, and recognising the status of Tangata Whenua, and the place of Tauīwi, regardless of their cultural and ethnic origin, religion, age, gender, and physical, social or economic condition.

## STATEMENT OF COMMITMENT

We seek the development of a commitment to Te Tiriti o Waitangi that elicits the involvement of the entire community;

We believe that a commitment to Te Tiriti o Waitangi builds a nation;

We recognise the international principle of Contra Proferentum and therefore abide by the text of Te Tiriti o Waitangi as the text of the indigenous language;

**We ensure that all members of ACE Aotearoa** declare their commitment to Te Tiriti o Waitangi and work with hāpu and iwi, and Māori to ensure that adult and community education is relevant, accessible and excellent for Māori whanau and individuals as a key stakeholders of the sector.

### Ways in which we can express our commitment to honouring Te Tiriti o Waitangi

- ENSURE equal representation in decision-making between the Māori and Tauīwi parties – this is not about numbers, this is about power and influence
- CLARIFY the terms of Māori and Tauīwi, and other terms to enable common understanding of what we mean and what we intend – terms include tino rangatiratanga, kawanatanga, self-determination, respect
- HAVE a constitution and key objects that give expression and systemic requirement to carry out in practice Te Tiriti o Waitangi
- CREATE relationships with hāpu. Providing meaningful purposes and relevant outcomes is critical
- ARTICULATE AND DIFFERENTIATE the roles and relationships of the membership, the community networks and the TEC networks
- EXPLAIN why ACE Aotearoa uses Te Tiriti o Waitangi as the reference point – recognising the international principle of Contra Proferentum, ACE Aotearoa upholds Te Tiriti o Waitangi is a true and valid text
- LINK with other associations that have similar kaupapa
- KEEP talking and learning from one another, taking the time to talk things through
- PRONOUNCE Te Reo Māori correctly and learn tikanga Māori

# Pacific Activities

## ACE Aotearoa meeting

The Interim Directors organised a meeting with two Wellington-based Pacific providers. Some of the key points are summarised below/and identified some basic barriers to Pasifika access to ACE funding.

- There are a number of Pacific community organisations with a long history of successful involvement with their community, which have become PTEs to access funding 'by Pacific people for Pacific people'
- Applications directly to TEC are not successful. PTE funding does not allow the Pacific community organisations to address many of their most pressing community learning needs, which are non formal (see un-met needs, below).
- There are three main barriers to funding (a) Use of ACE funding via the community hours managed by schools is unsatisfactory: the sums are small; control often stays with the school. (b) Compliance costs can be high and (c) governance in Pasifika organisations can be weak, and this may be a barrier to funding.

It was suggested that what is needed is (a) flexible funding to meet basic un-met needs in a Pasifika environment, (b) governance assistance for Pasifika Learning Centres – which would form a Pasifika cluster within ACE Aotearoa; and (c) other compliance models should be investigated

## PD Regional Facilitation Pasifika cluster meeting

Colin Wharton, a Wellington PD Regional Coordinator followed up with a facilitated meeting of Pasifika providers and key stakeholders. Three key points emerged:

- The need for the cluster to be larger and more representative;
- The need for increased/more accessible funding at two levels: via schools; and the more difficult issue of accessing funding to support their own community learning centres. From the work to date it is clear that Pacific people will access ACE if the learning is provided in their "own place" (a basic principle of ACE).
- The need for a clear statement of Pasifika goals, objectives, principles etc.
- ACE Aotearoa followed up the meeting with a draft questionnaire which could be emailed around Pasifika ACE networks; and a draft vision and principles. This work is ongoing.

# Strategic Alliance

During 2007 there were two meetings of the Strategic Alliance. At the July meeting five key issues were discussed. These are summarised briefly below.

## 1. REPRESENTING MĀORI

At the October meeting the issue of Māori representation on the Strategic Alliance was raised. This will be actioned in 2008.

## 2. REPRESENTING THE VIEWS OF SMALL ORGANISATIONS

The group noted a concern that the Strategic Alliance is also able to reflect the perspectives of small organisations. ACE Aotearoa has a role in representing small organisations within its membership and the Alliance reaffirmed that it works in the interests of small organisations. Each member of the group is also committed to communicating with smaller organisations in their networks and bringing their views to the table/keeping them informed of Strategic Alliance initiatives.

## 3. TEC REGIONAL FACILITATION

ACE is largely invisible in the TEC Regional Facilitation process. The following recommendations were agreed to:

- That ITPNZ urge its members to ensure a full and active engagement with the ACE sub-sector of the tertiary sector, in the ongoing regional facilitation process.
- That ITPs seek to engage ACE agencies in their regions in their usual institutional processes that are directed at identifying education and community development needs (see note below)
- That the TEC require polytechnics to involve ACE agencies in their region in a meaningful way in the regional facilitation process
- That the TEC engages with the ACE Strategic Alliance to develop a programme of work to strengthen engagement between the ACE sector and ITPs
- That the TEC provide tangible support for the ACE networks to engage meaningfully in the regional facilitation process. Consideration is given to funding of the networks for regional facilitation and a support and capability role for ACE Aotearoa.

## 4. ENGAGEMENT WITH THE TEC

It was agreed ACE Aotearoa, on behalf of the Strategic Alliance, regularly invite relevant senior TEC officials to Alliance meetings to discuss the recommendations and general issues of ACE visibility in TEC processes.

## 5. FUNDING

The Alliance discussed ACE funding to polytechnics and the capped funding environment that results in lack of clarity about what will happen to unspent funding.

The focus of the October Alliance meeting was funding. Key points to emerge from the discussion with the TEC managers were:

### 1. ACE funding pool

It is the government that makes the decision about the size of the ACE funding pool. The TEC is aware of the static environment and the need to deal with the downstream implications of the changes to 5.1 funding. The case needs to be made to government. Under-spent money is an issue and the TEC agreed to follow-up on issues of systemic under spending. Compliance costs would also be reassessed. The TEC expects that the funding framework will use bulk funding and management by outcomes (not inputs). TEC would like to involve the Strategic Alliance to work through these issues.

### 2. Relationship with the Strategic Alliance

Senior TEC managers made a commitment to attend all future Strategic Alliance meetings. The ACE sector organisations will have a relationship with both the Investment and the Stakeholder Managers in the TEC. There will be one TEC voice.

### 3. ACE networks

The TEC sees ACE networks as vital to the sector and knows that continued support is necessary for all networks to become effective. Financial support will be made available to ACE Aotearoa to help support network development.

### 4. Meeting with the Minister

Members of the Strategic Alliance agreed that a small group should meet with the Minister of Tertiary Education as soon as possible to discuss ACE funding. Because of a change of Minister this meeting was deferred until 2008.

# www.aceaotearoa.org.nz

During the year the ACE Aotearoa website was developed and went live.

Branches and ACE networks can have their own space on the website. Those wishing to use this service need to contact the moderator at ACE Aotearoa ([moderator@ACEaotearoa.org.nz](mailto:moderator@ACEaotearoa.org.nz)) to receive a password.

The Financial and Administration Manager at ACE Aotearoa is the moderator for the website. She can be contacted at [admin@aceaotearoa.org.nz](mailto:admin@aceaotearoa.org.nz).



# Regional Activities – Branch Reports

This section includes the reports from five ACE Aotearoa branches.

## Auckland – Tāmaki Makaurau

The Auckland ACE Network held hui in 2007 that focused on engagement with communities and identifying professional development priorities. In Haratua (May)

Strengthening Community Responsiveness looked at how we currently assessed our community's needs and models of practice that enhanced consultation and dialogue within our diverse communities. Presentations offered a range of ways for ACE providers to do this with the opportunity to discuss and develop their own plan of actions and ways of working together.

A hui at Ruapotaka Marae in Here-turi-kōkā (August) reflected on the professional development needs identified by the network, what was done up to that point to progress PD and continued support for this to happen. The network continues to focus on Implementation of Te Tiriti practice, engaging with Māori and Pasifika peoples and increasing the capacity of ACE provision with the development of a toolbox of resources.

The network has also been engaged in working with the 4 other networks within the region to look at professional development and ways of collaborating to share ideas and resources in order to best utilise what we all have. It is envisioned that attendance in professional development activities will be open to all giving opportunities to share ideas, best practice models and tools for providers to further ACE.

There was also a push to revive our branch holding two hui alongside our network hui – this is an inclusive group of ACE educators and providers that dialogue and address challenges experienced within the field for the mutual benefit of ACE and is distinct from addressing TEC concerns.

## Waitakere

In the last year we have been involved with the following projects and activities:

- Implementing the Treaty of Waitangi (Te Tiriti o Waitangi)
- ACE Professional Development Research Project
- Waitakere Education Sector Trust (WEST)

- Adult Learners' Week/He Tangata Mātauranga
- ACE Conference – Waikato University Hamilton
- TEC distribution of the Avondale College Community Education Funds & Outcomes
- Professional Development Funding Plan
- Quality Assurance Workshops
- Continued support of the ACE SpACE
- Waitakere TEC ACE – Community Network Learning Plan 2007-2010

While putting this list together it occurs to us what an astonishing amount of activities and work we all do. A lot of the work we do is pretty much unacknowledged. But we all receive the fantastic rewards of seeing people in our communities becoming more

confident and achieving better skills than what they may have had before they arrived at our organisations. As we all whiz along in our hectic lives and work I do think we need to stop, reflect and celebrate the incredible successes we all achieve.

## Hamilton – Kirikiriroa

Currently the ACE Aotearoa Waikato branch is head down and tail up with a number of ACE projects for the year.

### RESEARCH CONTRACT

Having secured funding at the end of last year from the TEC "to develop a model of Professional Development that encourages greater diversity of representation within the ACE sector and increased strategic engagement with the TEC" the branch set about securing the services of Miss Adrienne Heath whose task was to research the "development of an inclusive and diverse model for ACE provision" that could become a guide for Community Groups working within the community. The branch selected a steering group of Assoc Professor Joyce Stalker, Dr Neil Bruce, and Ms Jan Martin to prepare a proposal and implement the research. They engaged Miss Adrienne Heath to do the research under supervision of Professor Stalker from the University of Waikato School of Education. A progress report was shared in draft form with the Hamilton ACE Aotearoa / TEC network and ACE Aotearoa branch in preparation for it being circulated on a broader front and presented at the next national conference in July.

## HAMILTON COMMUNITY MEN'S SHED

Acknowledging one of the groups consistently in the minority of those accessing ACE courses and funding – the men in our community – sparked off another educational initiative, reported recently in the December 07 Newsletter. Having attended the second Australian National Men's Shed Conference last September, Branch Chair Dr Neil Bruce began the drive to establish a pilot shed with some public meetings and a launch of the concept in December. With the confirmation of a steering group in the New Year, the first shed was established on March 9th. Using a vacant building rent free for the first months, donations of work benches, tools and miscellaneous equipment were gratefully received. Establishing regular meetings on the third Wednesday, the steering committee formalised itself to become five Trustees, with a Shed committee of five men. From the first meeting a community request from the SPCA for assistance regarding the repair of animal cages was acted on immediately to their absolute appreciation.

Much interest nationally has been expressed and Neil has been invited to share insights into the establishment process with groups inside Hamilton and beyond. A lot of time has been spent - often by busy people - to get things right in the form of procedures, database of members and potential members, and regular meetings. A wonderful resource published and available from the Australian Land Cove Community Shed, has made the establishment process clear and concise and is a must for any aspiring Shed Group. Interested groups can obtain copies of this manual by ringing Australia +61 2 9418 8459.

Other matters have largely been dealt with as general business but seeing many members have a close relationship between the ACE / TEC Hamilton Network and ACE Aotearoa Waikato Branch i.e. most are in both. Our suggestion to merge into one has aroused some concerns about clarity which is a task for our next meeting. We are also looking forward to continuing the theme of Learners' Stories for Adult Learners' Week in the coming term. One observation Neil made at the Adult Learners' Week hui in Wellington in April was the

need for the media to be primed on a regular basis of important initiatives and projects leading up to the ALW proper. His suggestion was to have a media release for each month in the lead up that was either something local or national but could also be both. Let's keep the ACE message always in the public mind especially as it relates to the local region in their papers.

## Wellington – Te Whanganui A Tara

ACE Aotearoa Wellington has enjoyed its first full year of operations since it regrouped reorganised and restarted in mid 2006. There is a symbiotic relationship between the branch and the very vibrant Wellington ACE network. The branch gets together on an 'as needs' basis to scan and respond to issues in the political environment for ACE.

One key achievement for 2007 was to review and respond to the challenge of participating in 'Regional Facilitation'. This new process has emerged through the tertiary reforms and involves Institutes of Technology/ Polytechnics leading consultations with regional stakeholders to come to an understanding of tertiary education learning needs – including ACE – for their area. The process was set up with tight deadlines and our branch identified some concerns about the ability for ACE organizations to participate. Not happy to sit back, we sent a letter to the TEC and engaged with them over a period of time to find effective ways to include the ACE community in Regional Facilitation. As a result, ACE networks and Polytechnics were each provided with each other's contact people/details, ACE was put on the map both with the TEC Regional Facilitation personnel and with the Polytechnics themselves.

The Wellington branch took its first action by advocating for ACE recognition and understanding. I'm sure we will have plenty more opportunities to do the same in the future.

*Claire Szabo for ACE Aotearoa Wellington.*



## Christchurch – Otautahi

From the Garden City, our mountains are the Southern Alps, our river is the Avon.

Our meetings are held everywhere from the WEA to Canterbury University.

The members of ACE Aotearoa ki Otautahi provide continued support, expertise and leadership to the Christchurch TEC ACE Network. Our branch offered to take responsibility for establishing the TEC ACE Steering Group. This group plans the agenda for meetings, proposes topics for general discussion and future planning. The two distinct roles of the Network and the ACEA branch are the parameters around which we hold all of our meetings. The advantages of maintaining a Branch and our reasons for promoting it are centred on this distinction.

Adult Learners' Week /He Tanagata Mātauranga is a focus for us each year and there has been continued growth in the number of events held and the number of passive and active participants. We meet at organized functions or on our tours of the city in a mini van. We are fortunate that we always have great support from local iwi for the launch of the week in Christchurch. Last year our ALW/HTM bus trip took us to visit (and celebrate) everything from the Muse Community Music trust (where we experienced a most enjoyable Marimba lesson!) afternoon tea with the Kaumatua class at CPIT Te Puna Wanaka where we heard how powerful their learning journeys have been to date. The UC Family House at Canterbury University, the computer learning suites at South libraries, ARAS – adult reading assistance scheme, the refugee resettlement class and many more. Jennifer Leahy represents us on the ALW national committee. Matt Walters attended the International Adult Learner's week event in Manchester, UK.

A DVD of the one day tour of the city in a mini van was shown. It was a pleasant surprise to those on the tour to see the quality and quantity of learning opportunities available across the city. Those who were visited received as much pleasure as those who planned the visits, in having ALW/HTM come to them.

We invited Sandy Morrison to speak about her work and travels for ASPBAE. It was a fascinating and inspiring presentation and she encouraged all members to keep themselves informed of international events.

Our secretary Heather Clark won a place on an ASPBAE sponsored workshop in Indonesia on Leadership Development. She gave a colourful power point presentation to the Branch on her return.

Matthew Walters and Heather Clark have both held positions on the national executive. Liz Tully also promotes our ideas and our aims at a national level. For decades we have been fortunate to have had strong support from Canterbury University personnel. Robert Tobias and Katherine Peet are putting together a history of ACE activities in Christchurch.

*Sean Regan Convenor*

# Professional Development

## PD Coordination

ACE Aotearoa put in an application to the TEC PD Working Group to take over the role of coordinating professional development for the sector. A presentation was made to the Professional Development Working Group and senior TEC managers and the proposal was accepted.



# Adult Learners' Week/ He Tangata Mātauranga 2007

The ALW He Tangata Mātauranga theme for 2007 was, 'Learning in Our Place – Te Akoranga o Tātou', emphasizing the uniqueness of community based adult and community education programmes (ACE) which take the learning to the learner. Whether it is in the farm paddock, church hall, marae or neighborhood kitchen, adult learning happens everywhere. ACE programmes are tailored to the specific needs of the learner and take place wherever there is a learning need or a problem to solve.

The ALW He Tangata Mātauranga 2007 National Advisory Committee comprised: Mary O'Regan, Mino Cleverley Neil Bruce, Toni-Lee Hayward, Jennifer Leahy, Peter McNeur, Matt Walters, Hayden Montgomerie, Christina Melville (Launch) Mary Gavigan (Media Coordinator).

## National Launch

The National Launch was held at New Plymouth's spectacular waterfront museum, Puke Ariki on Monday 3 September. The hosts for this year's launch were the Taranaki ACE network. It was the first time the launch had been held outside the main centres and was an opportunity to acknowledge the significant work of adult educators in regions like Taranaki. Local awards were presented by MP Harry Duynhoven and Malcolm Harding, chair of the Taranaki ACE Network. They were followed by the presentation of the Dynamic Community Learning Awards by Mary Jane Rivers and Patrick McCombs. All of the Dynamic Community Learning Awards recipients were represented at the launch ceremony. A large group representing the Frankton/Dinsdale Rauawaawa Trust had travelled from Hamilton to receive their award. The launch celebrations concluded with entertainment from the Manukorihi Intermediate Kapa Haka group and karakia.

## Awards

The Awards ceremonies around the country are the highlight of the week for many regional coordinators. Awards recipients reflect the diversity of learning and learning situations which are the true essence of ACE. Many recipients have never before received acknowledgement for their learning efforts. Each year around half a million adult New Zealanders participate in adult learning programmes.

Awards were presented in over 20 Regions. Many regions gave awards in all three categories (Outstanding Learner, Exceptional Educator and Innovative Provider), while others gave only Learner Awards or chose to present Commendation Awards only. The awards continue to serve a very important role in acknowledging the huge efforts of learners, educators and providers.

### UNESCO AWARDS

The New Zealand National Commission for UNESCO did not award the UNESCO Adult Learning Award for Education for Sustainable Development or the UNESCO Adult Learning Award for and Informing Human Rights, Diversity and Participation in 2007.

### DYNAMIC COMMUNITY LEARNING AWARDS

These awards, supported by the McCombs-Rivers Family and Alison Broad, were established to celebrate the stories of education programmes that help strengthen communities. This year's recipients were the Frankton / Dinsdale Rauawaawa Trust, Eltham E-Learning and Fraser High School's Pacific Island Programme

## Regional Activities

Adult Learners' Week/He Tangata Mātauranga festivals were run in 32 regions this year. The way festivals were run and the number of events a region was able to offer depended on the resources available within the region. Some regional festivals were run by committees of volunteers who met regularly to prepare a wide range of events and activities while others were managed by a regional representative who provided a link between ACE Aotearoa and ACE providers in their region, disseminating information and resources.

## Planning for ALW He Tangata Mātauranga 2008

At the Planning Day following ALW/HTM, the regional coordinators decided that the theme for 2008 would be 'Celebrating Learners', and that the launch would be in Wellington.

# International Activities

During the reporting period ACE Aotearoa supported the following international activities:

## International conference on ALW, Manchester, UK

The New Zealand commission for UNESCO and ACE Aotearoa jointly funded Matt Walters and adult learner Christine Bruce to attend an International ALW Conference in Manchester, UK. The theme of the conference was *Reviewing a Global Advocacy Network on the Way Towards CONFINTEA VI*. The objectives were to:

- review the developments of national/regional adult learners' weeks and learning festivals during the past ten years and to identify the lessons learnt, in particular the factors leading to successful and sustained implementation of festivals as well as the reasons for failures;
- explore the future perspective of national/regional adult learners' weeks and learning;
- festivals as well as the International Adult Learners Week network, with respect to increasing the

promotional and advocacy potential for adult and lifelong learning as well as support mechanisms and structures;

- discuss the contribution of national/regional adult learners' weeks and learning festivals to the Education for All (EFA) agenda as well as to the Millennium Development Goals, by exploiting the possibilities for reaching out to adult learners and by advocating for the importance of adult learning and non-formal education for development; and
- Begin work on the collective development of an International Learners' Charter as an input for CONFINTEA VI.

ACE Aotearoa is taking a leadership role in the preparatory work leading up to CONFINTEA VI.

## Adult Learning Australia

Two ACE Aotearoa members were supported to attend the ALA Conference which was held in Darwin in the Northern Territory. Heather Clark and Toni-Lee Hayward attended.



# ACE Aotearoa Conference 2007

The 2007 Adult and Community Education conference was held on 26 -28 June at the University of Waikato. The theme of the conference was *Te Karanga o te Whanaungatanga: The call of the community*. This was chosen to provide the sector with an opportunity to explore how adult and community education and learning is, or is able to, respond to the critical issues of environmental, cultural, economic and social sustainability.

The Conference was attended by 195 participants from all parts of the ACE sector. There were 29 Conference workshops.

The Waikato Branch of ACE Aotearoa formed the local organising committee.

The Key note speakers were Tepania Kingi from Ngati Whatua, Professor Sitaleki 'Ata'ata Finau from Tonga and Professor Susan Geerthuis (who responded at short notice to replace Mililani Trask).

There were three plenary sessions.

The first session was led by members of the ACE Professional Development working group. They gave a description of

what they had done over the last three years to initiate implementation of the ACE Professional Development Strategy and Action Plan 2006-2010. Participants were invited to discuss their analysis of professional development needs and priorities and of how professional development happens – including how provision of professional development can encourage involvement by ACE groups not currently part of the local ACE network.

The second plenary session was a presentation of the evaluation of a Kaumatua community education programme run by the Frankton/Dinsdale Rauawaawa Charitable Trust in association with the Centre for Continuing Education at Waikato University. The findings from the evaluation led to the development of a template which outlines the issues involved for other providers wishing to run similar programmes.

The third session was a presentation by Grant Klinkum, Stakeholder Relationship Manager with the TEC on the TEC's Regional Facilitation Process and the implications for ACE.

At the final plenary session the conference developed a statement from the conference to be forwarded to the TEC.

# Funding

During the year ACE Aotearoa re-negotiated with the TEC on the way the organisation is funded. It was agreed that instead of being funded only for specific projects (e.g. ALW -He Tangata Mātauranga, the newsletter, and the conference); ACE Aotearoa would be funded on the basis of outputs.

The objectives of the funding will be:

- To ensure that there is effective co-ordination of the ACE sector peak bodies and other key sector relationships (including Māori and Pacifica providers and practitioners)
- To ensure that research available to inform ACE policy
- To increase information to and communication within the sector
- To increase the capacity of the sector to deliver effective adult and community education which meets the five TEC priorities?

In 2008 that ACE Aotearoa will report to the TEC against the following outputs for 2008:

- Strategic Alliance meetings
- Quarterly newsletter
- ACE conference
- Adult Learners' Week/He Tangata Mātauranga
- Network development;
- Website
- Research project: Community funding through schools; stage 1; full monitoring will not be in place until 2009/10
- Policy development
- Increased funding streams
- CLANZ funding (starting for the October 2008 round)
- International – preparation for CONFITEA VI
- Māori ACE
- Pasifika ACE
- Investment planning

# Newsletter

During the year we produced four 16 page newsletters. The newsletter format has changed so that the focus is more strongly on showcasing good practice and innovation across the sector. There are very many stories to be told about how ACE provision is meeting the needs of groups of people that fall within the TEC target groups.

Although the newsletter retains a notice board, and has a section on what's new, it is expected that the new ACE Aotearoa website ([www.aceaotearoa.org.nz](http://www.aceaotearoa.org.nz)) and regular e-newsletters keep members informed with current news items.

# TEC Regional Facilitation

In April 2007, the Tertiary Education Commission (TEC) contracted the Institutes of Technology and Polytechnics (ITPs) to develop Regional Statement of needs, gaps and priorities in tertiary education. The process was designed to contribute to the Tertiary Education Strategy objective of creating a comprehensive national system of provision in which tertiary institutions focus on their 'distinctive contributions' in response to the needs of employers, industry, communities and iwi.

ACE Aotearoa worked to support the TEC in actively including ACE in the process, and, within the limited time frame available, provided the regions with information about how to get involved.

Some of the Regional Statements clearly affirmed the role of ACE as a partner in the region's tertiary education and a key player in achieving regional goals which support the government's overarching objectives of economic transformation, secure families achieving their potential, and a sense of national identity.

The challenge in the future is to get greater recognition of ACE's role – and increased participation by ACE organisations in the process

# Research

In 2008 ACE Aotearoa was successful at winning TEC Innovation and Development funding for two research projects. These are described below.

## Adult Learners Week/ He Tangata Mātauranga

This research is being undertaken by Canterbury University. The team leaders are Dr Marion Bowl and Jennifer Leahy.

The general purpose of the research will be to explore to what extent involvement in international initiatives can enhance the capacity and capability of adult learners, educators and providers within the (NZ) ACE sector. The research question is: "What are the views of adult learners, educators and providers involved in the first decade of Adult Learners Week/He Tangata Mātauranga about the extent to which involvement in The Week strengthened their capacity and capability?"

The objectives of the research are:

- To explore to what extent involvement in international initiatives can enhance the capacity and capability of adult learners, educators and providers within the (NZ) ACE sector
- To provide a piece of solid research for and from the ACE sector which has wide applicability – for learners, educators, providers and policy makers
- To ensure credibility for Adult Learners Week/He Tangata Mātauranga celebrations by making them more informed
- To identify the benefits to the learners of being involved in ALW
- To enhance leadership capacity and capability within the ACE sector
- To strengthen the sector by pointing to where there are gaps in the implementation of the five priorities

## Economic evaluation of ACE sector outcomes

The aim of this project is to measure the value of non-market inputs, outputs and outcomes produced by the ACE sector in New Zealand. The research is being carried out by Price WaterhouseCoopers (PwC)

There are two phases. Phase one which was funded for 2007/08 will confirm the expected educational outcomes for:

- Individuals
- The community
- Civil society

It will then assess the contribution of the ACE sector to these outcomes and calculate the economic value of this contribution.

This will enable ACE to identify the economic return government receives from their investment in the sector.

The second phase of the project (2008) will use the results of phase one to inform strategies and plans to strengthen the sector's capability to improve its investment return:

- Through professional development programmes which strengthens provider's capacity to develop investment plans which achieve focus through a set of measurable and relevant indicators
- Through increasing the ACE sector's infrastructure capability within the context of Investment Planning
- Through providing a clear outcomes framework to enhance innovation and effective service provision

The process involves using five case studies of ACE sector organisations. Those participating are: Waitakere WEA; Frankton / Dinsdale RauawaawaTrust; Wairarapa REAP; Aranui Community Learning Centre; and Te Aroha Noa, based in Palmerston North.

## Ako Aotearoa

ACE Aotearoa has established a working relationship with the new centre for tertiary teaching excellence, Ako Aotearoa. The organisation will identify and promulgate best practice in diverse contexts, and set up mechanisms to foster excellence e.g. award schemes, research, designing opportunities to 'seed' and promulgate good practice. ACE Aotearoa proposed to Ako Aotearoa that an adult and community education teaching excellence award be made in 2008.

## Conclusion

The National Executive of ACE Aotearoa is pleased to provide this report of the activities undertaken in 2007. It has been a year of considerable challenge and change. Due to the commitment and skill from the interim Directors Mary and Jo, we are able to start 2008 with some excitement. We are taking on a sizeable TEC contract to coordinate the implementation of the Professional Development Strategy and there is a new CEO-Te Tumuaki starting in January. The National Executive is also committed to improving communications with the membership and working with ACE networks to increase local capability and capacity. The funding formula must be addressed satisfactorily. ACE providers are in critical need of better funding. Addressing the needs of Māori and Pasifika will also be a priority.

Co Chairs: Miriam McLetchie and Matt Walters/  
Cheryl Jackson

# Adult and Community Education (ACE Aotearoa) Incorporated Society Directory

YEAR ENDED 31 DECEMBER 2007

## Purpose of the Society

To actively promote and support the diversity of lifelong learning in Aotearoa New Zealand and foster collaboration and cooperation to the advantage of adult learners, educators and providers.

## Nature of Activities

To be a national umbrella organisation for adult learning in Aotearoa New Zealand.

To encourage membership from the broadest range of people and organisations involved in adult and community education.

To actively support the formation of local branches and networks of ACE Aotearoa and act as national representative of these groups.

To support other specialist adult learning areas, networks and organisations and foster co-operation and collaboration between these groups at local and national levels.

To advocate for lifelong learning opportunities and policies.

To foster inquiry, research, critical comment and publication of information to ensure the issues of the adult and community education sector are subject to informed debate.

To encourage opportunities for debate and discussion through the organisation of conferences, seminars and other training activities.

To support the recognition and celebration of International Adult Learners week as a national event in Aotearoa New Zealand.

To develop and maintain relations with international organisations in the field of adult and community education.

To undertake such other functions as are in conformity with the objectives of the Association and are approved by the Association.

Address	Auditor	Bankers	Solicitors
192 Tinakori Road WELLINGTON	Accountants Plus LOWER HUTT	Bank of New Zealand WELLINGTON	Harkness and Peterson WELLINGTON

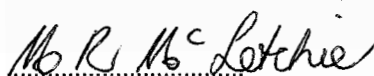
## Members of National Executive

Matt Walters	CoChair	Miriam McLetchie	CoChair
Heather Clark		Toni Lee Hayward	
Cheryl Jackson		Moananu Tyrone Laurenson	

## Audited Annual Accounts Statement of Responsibility

YEAR ENDED 31 DECEMBER 2007

- 1 The Management of the Adult and Community Education (ACE Aotearoa) Inc accepts responsibility for the preparation of the Annual Financial Statements and the judgements used in them
- 2 The Management of the Adult and Community Education (ACE Aotearoa) Inc accepts responsibility for establishing and maintaining a system for internal controls designed to provide reasonable assurance as to the integrity and reliability of financial reporting
- 3 In the opinion of the Management of the Adult and Community Education (ACE Aotearoa) Inc the Annual Financial Statements for the financial period ending 31 December 2007 fairly reflect the financial activities of the Adult and Community Education (ACE Aotearoa) Inc



Miriam McLetchie  
CoChair



Heather Clark  
Treasurer



## ADULT AND COMMUNITY EDUCATION (ACE AOTEAROA) INCORPORATED AUDIT REPORT

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To the Members of Adult and Community Education (ACE Aotearoa) Incorporated.

We have audited the financial report on pages 5 to 12. The financial report provides information about the past financial performance of Adult and Community Education (ACE Aotearoa) Incorporated and its financial position as at 31 December 2007. This information is stated in accordance with the accounting policies set out on pages 3 to 4.

### National Executive's Responsibilities

The National Executive is responsible for the preparation of a financial report which gives a true and fair view of the financial position of Adult and Community Education (ACE Aotearoa) Incorporated as at 31 December 2007 and of the results of operations and cash flows for the year ended 31 December 2007.

### Auditor's Responsibilities

It is our responsibility to express an independent opinion on the financial report presented by the National Executive and report our opinion to you.

### Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial report. It also includes assessing:

- The significant estimates and judgements made by the National Executive in the preparation of the financial report, and
- Whether the accounting policies are appropriate to Adult and Community Education (ACE Aotearoa) Incorporated's circumstances, consistently applied and adequately disclosed.

We conducted our audit in accordance with New Zealand Auditing Standards. We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to obtain reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial report.

Other than in our capacity as auditors, we have no relationship with or interest in Adult and Community Education (ACE Aotearoa) Incorporated.

### Unqualified Opinion

We have obtained all the information and explanations we have required.

In our opinion:

- Proper accounting records have been kept by the Adult and Community Education (ACE Aotearoa) Incorporated as far as appears from our examination of those records; and
- The financial report on pages 5 to 12:
  - comply with generally accepted accounting practice;
  - give a true and fair view of the financial position of Adult and Community Education (ACE Aotearoa) Incorporated as at 31 December 2007 and the results of operations and cash flows for the year ended on that date.

Our audit was completed on 18 April 2008 and our unqualified opinion is expressed as at that date.

*Accountants Plus*

Accountants Plus  
Chartered Accountants  
Lower Hutt, New Zealand

# Statement of Accounting Policies

YEAR ENDED 31 DECEMBER 2007

## Reporting Entity

The reporting entity is an Incorporated Society. The financial statements of the entity have been prepared in accordance with generally accepted accounting principles. The entity is entitled to use differential reporting exemptions because it is not large and not publicly accountable and has taken advantage of all differential reporting exemptions.

## Measurement Base

The measurement base adopted is that of historical cost unless otherwise stated

## Nature of Business

The entity conducts the business of providing resources and support to practitioners in adult education and community learning.

## SPECIFIC ACCOUNTING POLICIES

### Accounts Receivable

Accounts receivable are stated at expected realisable value.

### Fixed Assets

Fixed Assets are valued at cost less accumulated depreciation

### Depreciation

Depreciation is calculated using rates permitted under the Income Tax Act 2004

Building	2.50% CP
Furniture & Fittings	14.4 to 20% DV
Office Equipment	20 to 48% DV

### Income Tax

The entity has Charitable Trust Status so it is exempt from income tax.

### Goods and Services Tax

These financial statements have been prepared on a GST exclusive basis of accounting except accounts receivable and accounts payable which are GST inclusive.

### Comparative Figures

The comparative figures in the financial statements relate to a period of twelve months.

### Employee Entitlements

Provision is made in respect of Adult and Community Education (ACE Aotearoa) Inc liability for annual leave. Annual leave has been calculated on an actual entitlement basis at current rates of pay



## Statement of Accounting Policies continued...

YEAR ENDED 31 DECEMBER 2007

### **Statement of Cashflows**

*Cash* means cash balances on hand, held in bank accounts, demand deposits and other highly liquid investments in which Adult and Community Education (ACE Aotearoa) Inc invests as part of its day to day cash management

*Operating Activities* include cash received from all income sources of Adult and Community Education (ACE Aotearoa) Inc and records the cash payments for the supply of goods and Services

*Investing Activities* are those activities relating to the acquisition and disposal of non-current assets

*Financing Activities* comprise the change in equity and debt capital structure of the Society

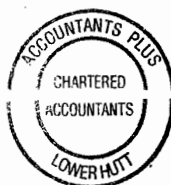
### **Changes in Accounting Policies**

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

# Statement of Financial Performance

YEAR ENDED 31 DECEMBER 2007

	NOTE	2007	2006
<b>INCOME</b>			
Conference Registrations		33,907	31,601
Interest		12,431	10,994
Membership fees		9,120	10,050
NRC House rental		47,988	55,381
Other		75	-
Photocopy		2,930	4,186
Sale of Journals		1,333	936
TEC Operating Grant	1	374,945	330,261
TEC Research Grants	1	62,945	20,000
UNESCO Grants	1	7,933	5,000
<b>TOTAL INCOME</b>		<b>553,608</b>	<b>468,409</b>
<b>LESS: EXPENSES</b>			
<b>Administration Expenses</b>			
Accountancy Fees		9,023	306
Advertising		340	660
Audit Fees		2,725	5,011
Bank Charges		260	225
Computer Expenses		395	1,604
Depreciation		6,876	10,620
Grants		300	-
Legal Expenses		-	750
Meeting Expenses General		810	-
Office Expenses		2,023	2,186
Organisational Review		3,456	-
Power		5,089	3,613
Photocopying Expenses		993	1,232
Postage, Printing and Stationery		3,931	2,849
Professional Services Contract		95,630	-
Rent		9,240	13,460
Trade Subscriptions		175	181
Telephone and Tolls		3,985	3,894
Travel Staff		897	2,546
<b>National Executive Expenses</b>			
NE Sitting Fees		5,131	11,044
NE Meeting Expenses		31,868	32,368
<b>Staffing Expenses</b>			
Wages		99,625	125,430
Recruitment		23,700	-
Staff Training		150	-
Professional Supervision		-	2,031
Provision for holiday pay		1,735	-
<b>TOTAL ADMINISTRATION EXPENSES</b>		<b>308,358</b>	<b>220,010</b>



The accounting policies & notes form an integral part of the financial statements & should be read in conjunction.



## Statement of Financial Performance continued...

YEAR ENDED 31 DECEMBER 2007

	NOTE	2007	2006
<b>LESS EXPENSES CONTINUED</b>			
<i>Projects and Workplan</i>			
Adult Learners Week / He Tangata Matauranga		55,711	54,643
Communication & Promotion		-	8,317
Conference		42,821	42,729
Consultation Database		-	2,339
International Relationships		10,013	868
Newsletters		29,450	25,492
Pacific Peoples		-	2,906
Professional Development Survey		-	3,119
Research Project: PwC Economic Benefits of ACE		63,000	-
Research Project: Scoping Exercise		-	17,990
Strategic Alliance Meetings		5,134	12,988
Treaty Implementation		1,500	5,101
Website Development		47,656	17,709
<b>TOTAL PROJECTS EXPENSES</b>		<b>255,284</b>	<b>194,201</b>
<i>House expenses</i>			
Cleaning		9,233	8,304
Depreciation		9,250	9,250
Insurance		3,093	2,545
Rates		4,359	3,810
Repairs and Maintenance		4,199	7,227
Valuation		-	1,210
<b>TOTAL HOUSE EXPENSES</b>		<b>30,134</b>	<b>32,346</b>
<i>Membership Activities</i>			
AGM		3,252	2,961
<b>TOTAL EXPENSES</b>		<b>597,029</b>	<b>449,518</b>
<b>SURPLUS</b>		<b>-43,421</b>	<b>18,891</b>

The accounting policies & notes form an integral part of the financial statements & should be read in conjunction.

# Consolidated Statement of Performance

YEAR ENDED 31 DECEMBER 2007

	NOTE	2007	2006
<b>INCOME</b>			
TEC Projects		374,945	330,261
Other Grants		70,878	25,000
NRC House Rental		47,988	55,381
Membership Fees & Donations		9,120	10,050
Conference		33,907	31,601
All other income		16,769	16,116
<b>TOTAL INCOME</b>		<b>553,608</b>	<b>468,409</b>
<b>LESS: EXPENSES</b>			
TEC Projects		255,284	194,201
NRC House		30,134	32,346
Membership Activities		3,252	2,961
Administration Expenses		308,358	220,010
<b>TOTAL EXPENSES</b>		<b>597,029</b>	<b>449,518</b>
<b>SURPLUS/(DEFICIT)</b>		<b>-43,421</b>	<b>18,891</b>

The accounting policies & notes form an integral part of the financial statements & should be read in conjunction.

# Statement of Financial Position

YEAR ENDED 31 DECEMBER 2007

	NOTE	2007	2006
<b>ACCUMULATED FUNDS</b>			
Equity		1,041,034	1,058,455
Organisational Development Reserves		10,212	4,000
Building Maintenance Reserve		20,000	-
Office Equipment Reserves		8,000	60,212
		<u>1,079,246</u>	<u>1,122,667</u>
<b>CURRENT ASSETS</b>			
Cash on Hand		130	129
BNZ Cheque Account		71,197	24,200
BNZ House Account		13,908	43,173
BNZ 27 acct		1,026	7,683
BNZ Call Account		10,690	5,993
BNZ Term Deposit		103,820	88,618
Accounts Receivable		16,289	19,801
Accrued Interest		1,038	593
		<u>218,097</u>	<u>190,190</u>
<b>NON CURRENT ASSETS</b>			
Fixed Assets	2	<u>985,179</u>	<u>998,030</u>
<b>TOTAL ASSETS</b>		<u>1,203,276</u>	<u>1,188,219</u>
<b>CURRENT LIABILITIES</b>			
Employee Entitlement		1,842	4,076
Accrued Expenses		17,535	15,873
Income Received in Advance		107,055	40,450
GST Owing		-2,402	5,153
		<u>124,030</u>	<u>65,552</u>
<b>TOTAL NET ASSETS</b>		<u>1,079,246</u>	<u>1,122,667</u>

Signed M. R. McLetchie Date 26/4/2008  
 CoChair

Signed AB Date 30/4/2008  
 Treasurer

The accounting policies & notes form an integral part of the financial statements & should be read in conjunction.

## Statement of Movements in Equity

YEAR ENDED 31 DECEMBER 2007

	NOTE	2007	2006
<b>Equity</b>			
Equity Brought Forward		1,058,455	1,046,564
Current Year Operating Surplus/(Deficit)		-43,421	18,891
Transfer from Organisational Development Reserves		50,000	-7,000
Transfer to Building Maintenance Reserve		-20,000	-
Transfer to Office Equipment Reserves		-4,000	-
		<u>1,041,034</u>	<u>1,058,455</u>
<b>Organisational Development Reserves</b>			
Balance at beginning of year		60,212	53,212
Transfer to Retained Earnings		-50,000	7,000
<b>Balance at end of year</b>		<u>10,212</u>	<u>60,212</u>
<b>Building Maintenance Reserve</b>			
Balance at beginning of year		-	-
Transfer from Retained Earnings		20,000	-
<b>Balance at end of year</b>		<u>20,000</u>	<u>-</u>
<b>Office Equipment Reserves</b>			
Balance at beginning of year		4,000	4,000
Transfer from Retained Earnings		4,000	-
<b>Balance at end of year</b>		<u>8,000</u>	<u>4,000</u>

The accounting policies & notes form an integral part of the financial statements & should be read in conjunction.

# Statement of Cashflows

YEAR ENDED 31 DECEMBER 2007

	NOTE	2007	2006
<b>CASH WAS PROVIDED FROM:</b>			
Revenue		610,758	490,847
Interest Received		12,431	10,994
		<u>623,189</u>	<u>501,841</u>
<b>LESS: CASH WAS DISBURSED TO:</b>			
Suppliers and Employees		579,007	496,053
Net GST Movement		9,932	-4,504
		<u>588,939</u>	<u>491,549</u>
<b>NET CASH INFLOW (OUTFLOW) FROM OPERATIONS</b>		<b>34,250</b>	<b>10,292</b>
<b>INVESTING ACTIVITIES</b>			
Purchase of Fixed Assets		-3,275	-
<b>NET CASH INFLOW/ (OUTFLOW) FROM INVESTING</b>		<b>-3,275</b>	<b>0</b>
<b>NET INCREASE (DECREASE) IN CASH</b>		<b>30,974</b>	<b>10,292</b>
<b>ADD OPENING CASH BALANCE</b>		<b>169,796</b>	<b>159,504</b>
<b>CLOSING CASH BALANCE</b>		<b><u>200,770</u></b>	<b><u>169,796</u></b>
<b>CASH BALANCES IN BALANCE SHEET</b>			
BNZ Cheque account		71,197	24,200
BNZ House account		13,908	43,173
BNZ 27 account		1,026	7,683
BNZ Call account		10,690	5,993
BNZ Term Deposit		103,820	88,618
Petty Cash		130	129
<b>BALANCE AT 31 DECEMBER 2007</b>		<b><u>200,770</u></b>	<b><u>169,796</u></b>

The accounting policies & notes form an integral part of the financial statements & should be read in conjunction.

# Notes to the Financial Statements

YEAR ENDED 31 DECEMBER 2007

## 1. GOVERNMENT GRANTS

These include money from Government by way of a contract for negotiated outputs

	<b>2007</b>	<b>2006</b>
Tertiary Education Commission Operating Grant	374,945	370,711
Deferred Income	-	-40,450
	<u>374,945</u>	<u>330,261</u>
Tertiary Education Commission Research Grants	170,000	20,000
Deferred Income	-107,055	-
	<u>62,945</u>	<u>20,000</u>
Ministry of Education - UNESCO	<u>7,933</u>	<u>5,000</u>

## 2. FIXED ASSETS

<b>2007</b>	<b>Total Cost</b>	<b>Depn Expense</b>	<b>Accum Depn</b>	<b>Book Value</b>
Land	285,000	-	-	285,000
Land Revaluation	471,000	-	-	471,000
Building	370,000	9,250	157,250	212,750
Office Equipment	102,797	5,578	93,544	9,253
Furniture & Fittings	24,894	1,299	17,718	7,176
	<u>1,253,691</u>	<u>16,127</u>	<u>268,512</u>	<u>985,179</u>

<b>2006</b>	<b>Total Cost</b>	<b>Depn Expense</b>	<b>Accum Depn</b>	<b>Book Value</b>
Land	285,000	-	-	285,000
Land Revaluation	471,000	-	-	471,000
Building	370,000	9,250	148,000	222,000
Office Equipment	108,789	8,831	93,043	15,746
Furniture & Fittings	15,627	1,788	11,344	4,283
	<u>1,250,416</u>	<u>19,869</u>	<u>252,387</u>	<u>998,029</u>

The land and buildings were donated to the Adult and Community Education (Ace Aotearoa) Incorporated and were brought into the accounts at the time of donation, at valuation, at that time.

The land revaluation has taken into account the Government Valuation dated September 2005.

The buildings have depreciated since that date at the rate of 2.5%CP.

There is a detailed asset register showing individual depreciation rates

Some items listed in the Office Equipment list for 2006, were incorrectly categorised and have been transferred to the Furniture and Fittings list for 2007



## Notes to the Financial Statements continued...

YEAR ENDED 31 DECEMBER 2007

### 3. STATEMENT OF COMMITMENTS

There were no Commitments for Capital Works as at 31 December 2007. (2006: Nil). In addition to core contract commitments Adult and Community Education (ACE Aotearoa) Incorporated has entered into agreements to provide services to numerous organisations, for the progression of education services.

### 4. STATEMENT OF CONTINGENT LIABILITIES

There were no Contingent Liabilities as at 31 December 2007. (2006: Nil)

5. RECONCILIATION OF REPORTED SURPLUS	2007	2006
Operating Surplus (Deficit)	-43,421	18,891
<i>Add: Non Cash Items:</i>		
Depreciation	16,126	19,869
	<u>-27,295</u>	<u>38,760</u>
<i>Add (Less): Movements in Other Working Capital Items</i>		
Decrease (Increase) in Accounts Receivable	3,512	36,082
Decrease (Increase) in Accrued Interest	-445	-
Increase (Decrease) in Employee Entitlement	-2,234	-
Increase (Decrease) in Accrued Expenses	1,662	-34,795
Increase (Decrease) in Income Received in Advance	66,605	-34,259
Increase (Decrease) in GST	-7,555	4,504
	<u>61,545</u>	<u>-28,468</u>
<b>NET CASH IN/(OUT)FLOW FROM OPERATING ACTIVITIES</b>	<u><b>34,250</b></u>	<u><b>10,292</b></u>

### 6. POST BALANCE DATE EVENTS

There have been no post balance date events that have an impact on the activities for Adult and Community Education (ACE Aotearoa) Incorporated.

### 7. FINANCIAL INSTRUMENTS

#### *Credit Risk*

Financial instruments, which potentially subject the Society to credit risk principally, consists of bank balances and accounts receivable. Generally the Society does not require collateral.

#### *Concentration of Credit Risk*

The Society is not exposed to a concentration of credit risk.

#### *Credit Facilities*

Director's VISA credit facility is \$3,000.00.

#### *Fair Values*

The method and assumptions used are that the carrying amount in the financial statements reflects the estimated value of the financial instruments including accounts receivable, bank, investment and accounts payable.





# Agenda for the Annual General Meeting 2008

Manukau Institute of Technology

Opening & Welcome

Apologies

Minutes of the 2007 AGM held in Hamilton on 26 June 2007

Matters arising from Minutes

Financial report

Remits

Election of members to National Executive vacancies

Location of Conference 2008

General Business

*Presentation: Future directions*

# Minutes of the ACE Aotearoa Inc Annual General Meeting held at Waikato University on 26 June 2007

## 1. Present

Lorraine Webber (co-chair ACE Aotearoa National Executive, Waikato University), Miriam McLetchie (co-chair ACE Aotearoa National Executive).

National Executive members: Matt Walters (Aranui Community Centre), Claire Szabo-Larsen (ESOL HT), Toni-Lee Hayward (He Waka Mātauranga).

Cheryl Jackson (West REAP), Tyrone Laurenson (PEC), Pauline Winter (PEC), Murray Clarkson (ACE mid Canterbury), Elaine Talbot (Green Bay Community House), Leone Appleby (Glen Eden community House), Marion Kernighan (Glen Eden Community House), Kathryn Keen (Glen Eden Community House), Dorothy McGray (Waitakere community), Jane Gilmour (Waitakere Adult Literacy Inc), Barbara Menzies (Literacy Aotearoa), Brenda Munro (Literacy Aotearoa), Glenda Caradus (NZ Play Centre Federation), Marg Carter (WinTEC), Dassia (Waikato University), Brian Barton (Literacy Waikato), Caryl Ginever (Hamilton Fraser High School), Emmanuel Mapanda Ruapehu REAP), Barry Kerr (Central Plateau REAP), Wendy Bucher (Christchurch City Libraries), Marion Bowl (University of Canterbury), Jennifer Leahy (University of Canterbury), Heather Clark CPIT Community Education), Catherine Delahunty (Kotare Trust).

## 2. Apologies

Mii Pamatatau, Faimai Tuimauga, Robert Tobias, Neil Bruce, Bronwyn Yates, Diane Goodley, Val Huggersbrook, Rosina Taueki.

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**MOTION** That the apologies be accepted.

Moved: from the chair

**CARRIED**

## 3. Minutes of the 2006 ACE Aotearoa Inc AGM

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**MOTION** That the Minutes of the 2006 ACE Aotearoa Inc AGM be accepted as a true and correct record.

Moved: Heather Clark

Seconded: Pauline Winter

**CARRIED**

### MATTERS ARISING

P6 Item 8: Life Membership. This item is still on the National Executive Agenda and is still active.

## 4. The ACE Aotearoa Inc 2006 Annual Report

Lorraine Webber spoke to the report.

### NATIONAL EXECUTIVE RESIGNATIONS

Lorraine noted resignations during the year: Soane Toupu, Faithe Hanrahan, and Sandy Elers.

### DECLARATION OF COMMITMENT TO THE TREATY

A draft copy of the Declaration is available.

### 'ACE STRATEGIC ALLIANCE'

The National Executive asked the AGM for a mandate for ACE Aotearoa's involvement with the 'ACE Strategic Alliance'. An initial motion approving the participation was amended as follows.

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**MOTION** Noting ACE Aotearoa's commitment to participatory democracy, the ACE Aotearoa membership endorses ACE Aotearoa's participation in the 'ACE Strategic Alliance'.

Moved: Katherine Peet

Seconded: Murray Clarkson

**CARRIED**



The National Executive said that the group had set out to be inclusive (a document outlining the principles of the Strategic Alliance was later circulated). It is a forum where information is shared and a place where the sector can develop a shared response to issues, as appropriate. The group has a strong commitment to the whole sector. There have not been key stakeholder meetings recently. It was noted that the NZ Play Centre Federation is an important stakeholder. The next meeting of the 'Strategic Alliance forum' address the issue of inclusive membership.

**MOTION** That the 2006 ACE Aotearoa Inc Annual Report be accepted.

Moved: L. Webber

Seconded: J. Leahy

CARRIED

## 5. Audited Financial Statements of ACE Aotearoa Inc for the Year Ended December 2005

Lorraine spoke to the annual accounts. Membership fees will remain the same.

**MOTION** That the 2006 ACE Aotearoa Inc accounts be accepted.

Moved: L. Webber

Seconded: P. Winter

CARRIED

## 6. Auditor

**MOTION** That Pritchard McCullough is re-appointed auditors for ACE Aotearoa Inc for 2007.

Moved: M. Walters

Seconded: c. Szabo Larsen

CARRIED

## 7. Remits

**Constitutional Remit: Addition of Pacific Island Executive Member (Proposer: National Executive)**

### Clause 13.2

Add the words to the end of clause 13.2: "At least one of the Non-Māori caucus executive positions shall be filled by a Pacific Island representative."

This recognises that within a Treaty based (bi-cultural) framework we can find ways to ensure affirmative action for other groups. In this instance we are making a commitment

to providing a special place for Pacific representation. While Pacific representation is part of the non Māori caucus in terms of numbers, the Pacific representative may be invited to caucus with the Māori caucus.

This constitutional remit required a two-thirds majority.

**MOTION** That the remit be passed.

Moved: L. Webber

Seconded: T-L Hayward

CARRIED

**Policy Remit: Caucus Titles (Proposer: National Executive)**

That the titles "Tangata Whenua Caucus" and "Tangata Tiriti Caucus" be used when referring to the Māori Caucus and Non-Māori Caucus respectively.

The use of these proposed titles to describe the two caucuses is appropriate for a Treaty based organisation as they place the focus on the status of both groups in relation to the Treaty.

This policy remit required a simple majority.

**MOTION** That the remit be passed.

Moved: from the chair

CARRIED WITH 1 ABSTENTION

## 8. Community-Government Forum

Katherine Peet reported on an agreement reached by the Tangata Whenua, Community and Voluntary Sector at a Community-Government Forum, 21 June 2007.

The text was as follows:

- The need for an independent from government, sector-led government –funded group representing the sector and this be based on the Tiriti/Treaty Relationships framework
- The way forward for the sector needs to operate locally, regionally and nationally
- There is a need for a sector-led review with government of all funding relationships for the sector
- The way forward builds on all of the existing developments such as the Tangata Whenua, community and Voluntary Sector Research Centre of Excellence, the clearing house, COMVOICEs etc
- To provide continuity, ANGOA be asked to facilitate discussions on interim and transitional arrangements with the Community Sector Taskforce towards the independent body in dialogue with the sector.

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**MOTION** That ACE Aotearoa support these agreements and work with ANGOA to achieve their implementation.

Moved: Katherine Peet

Seconded: Claire Szabo Larsen

**CARRIED**

## 9. Presentation by O'Regan & Lynch

Mary O'Regan provided the AGM of an overview of the results of a Scoping Report completed at the end of 2006, which had made recommendations for future development. The report is now available on the website.

## 10. Ace Aotearoa Inc National Executive Positions 2005-2006

### TAU IWI CAUCUS

The resigning members were: Lorraine Webber, and Claire Szabo Larsen.

The nominations were: Heather Clark, CPIT and Cheryl Jackson West REAP, Hokitika.

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**MOTION** That the two new nominations be approved.

Moved: Matt Walters

**CARRIED**

### MĀORI CAUCUS

The resigning members were: Faithe Hanrahan and Sandy Elers. The Māori caucus advised that one of the positions will be filled by Moira Grennell from Te Ataarangi. The other position would remain vacant – a member could be co-opted as required.

Katherine acknowledged the work of Lorraine Webber who has served the organisation with great commitment for five years.

Faithe acknowledged the work of Toni-Lee Hayward and Fraser Le Noel.

Lorraine acknowledged the work of Liz Tully. She also paid tribute to all executive members in the past 4-5 years for getting ACE Aotearoa back on track and their involvement with TEC. It was very pleasing to see such a large number at the AGM.

## 11. Location of Conference 2008

There were three suggestions for the location of the 2008 conference: Christchurch, Wellington and Auckland. It was agreed that a decision will be made by the new national Executive at their next meeting.

The Māori caucus suggested that the theme might be Colour my Language to fit with the UN Year of Languages.

The Māori caucus requested that ACE Aotearoa support an increased participation by non-TEC-funded Māori and Pacific at the Conference next year by paying registrations.

## 12. General Business

Katherine Peet raised the importance of ASBAE, UNESCO and other international events such as the World Social forum.



# Notes

# Notes





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