

St Francis of Assisi Ohariu Parish
Finance Committee Meeting Agenda with Minutes
18 February 2026 from 5:00pm to 6:00pm Parish Office

- Opening Prayer – Fr Gerard Burns
- Attending – Fr Gerry Burns (Fr GB), Fr Alfred Tong (Fr AT), Graham Cooper (GC), Karen Kam (KK), Niknil D’Souza (NDS), Michael Oh (MO), Bel Manglicmot (BM)
- Apologies – Shane Dinnan (SD)
- Agenda Items:
 1. *Minutes of previous meeting and matters arising*

Minutes approved and any matters arising from the last meeting are included as items for discussion in the agenda.

Michael Oh was introduced as the new member.

GC mentioned that S Dillan had resigned from the Committee but will continue with the bank payment authorization / approval process.

NDS was asked if he can replace SD as authorised signatory. Just need a little more bank setup
 2. *Update on approvals received from the Archbishop of Wellington*

Following on the approval from Archbishop Paul to sell the St Benedict’s property, GC reported that the said property was put on the market using the tender process through the Professionals Real Estate Company.
 3. *Update on the tender document.*

GC reported that the two iwis who were consulted on for their interest in the area had advised that they would not seek the property.

Two signed offers were received by the closing date of the tender. The tender closed at 5 o’clock pm on 10 February 2026.
 4. *Responses to date on the tender*

The two tenders (Offer 1 and Offer 2) received were reviewed by the Professionals, ensuring that the appropriate tender process was complied with. Subsequently, a summary report was sent to GC as acting Chair of the Finance and Property Committees. GC presented to the Finance Committee (FC) members the report with a recommendation to accept Offer 1.

After the discussion of the committee members in its meeting on 15 February 2026, the Committee reached the unanimous agreement to approve Offer 1.

In addition, the underlying documentation for Offer 1 was reviewed by our solicitor, Tom Mahony.
 5. *Requirement for the FC to sign approve the offer and recommend the sale of St Benedict’s property for Archbishop Paul to sign off.*

Having agreed to approve Offer 1, the FC members were required to affix their individual signatures on the recommendation to sell the St. Benedict’s property. The signed recommendation will be attached as supporting document in the letter to Archbishop Paul for his sign off.

6. *Paish meeting on Sunday afternoon, 22 February 2026*

GC advised that he would be doing a finance update for year-to-date 31 Dec 2025 compared to 2024 at the Parish Hui.

7. *Challenge 2000 funding (Refugee Settlement Grant) position*

GC presented a copy of Challenge 2000 funding application for 2026, which was submitted by Kitty McKinley and Dr John Kleinsman. The application showed the intended projects and budget totalling \$113,415.00.

Fr GB mentioned that Kitty informed him that the application has been approved already. However, as of the meeting date, the funds have not been received yet.

With Kitty being replaced by Poto Williams as Chief Executive Officer, the collaboration between the Parish and Challenge 2000 may change and be different, including the supervision and management of the funds.

Another area the Committee is looking at on how to improve the relationship / collaboration is to have a two-way reporting process of the on-going activities involving the community.

The Committee will be informed on the results of the future discussions with Challenge 2000.

8. *Reuben Norris, General Manager of the Archbishop of Wellington to join our next FC meeting.*

GC confirmed the Reuben Norris will be joining the next FC meeting on Tuesday, 17 March 2026.

9. *Financial statements as of 31 January 2026 (Balance and Profit and Loss Statements)*

The copies of both statements were provided earlier to the FC members. The account movements from last reporting were due to regular business operations.

Fr GB asked about how the collections are looking at. BM responded that the income from collections were consistent with the previous months which were within the \$16,000 to \$18,000 monthly level, although collections for the month of December was higher due to the additional Christmas collections.

For next reporting, GC requested to show the account variances on a year-to-year basis.

In addition, the Committee was informed that the BWOFF (Building Warrant of Fitness) for St Andrew's Church, Newlands was received and submitted to the Wellington City Council as part of compliance.

10. *Other matter*

The Committee asked to inquire with St John Ambulance about some training on how to use the defibrillator. BM had volunteered to contact St John and provide feedback.

The meeting was adjourned at 5.55pm.