

**Cerebral Palsy Society of NZ Inc
Minutes of the Executive Board Meeting**



**Thursday, 6.00pm, 11th February 2010
Yarnton House, 14 Erson Ave, Royal Oak**

PRESENT:

Karl Sangster (Chair), Daniel Aldersley, Harvey Brunt, Paul Munckhof (Michael Northcott as interpreter), Tracy Wadsworth, Rosaline Fuata'i, John Wade as a guest to present the Iris Quarter

APOLOGIES:

Amy Hogan

As this was the first Board meeting since Todd Fernie's death, Karl Sangster requested a minute of silence to remember Todd, his contribution to our Board and the great guy that he was.

IRIS QUARTERLY FEEDBACK

John Wade had circulated the financial results up to the end of December 2009 to the Board. Also circulated were the 3 year projections. Distributed at the meeting was the dashboard KPI's. Latest quarterly forecast was above budget but had drop from the previous forecast. John did a review of each division. CE better as costs (staff) lower. Medical has revenue lower, less referrals, competition strong, ACC rationalising. Iris Support is doing well, although IF funding margins are being specified by MoH which could see \$280k off the bottom line. Rehabilitation is doing ok. CLS Auckland is getting better with price increase, costs have reduced around staff and recovery from clients has been more rigorous. New pricing increase should be known by May. CLS Midland on different pricing model, deficit is projected to be ongoing, clients are ID. Administration spread is done on Revenue spread for each division. Latest forecast probably conservative (\$100k surplus in Jan).

The Dashboard was reviewed. Development of Coyle St and what services reside there was hypothesised. Karl thanked John for his presentation.

John left the meeting at this point (6:50pm)

It was agreed that a one page summary was what was required. Karl to take this back to Iris Board.

MINUTES:

The tabled minutes of the meeting of the 11th December were moved as a true and accurate record of that meeting. Karl Sangster/Daniel Aldersley ... carried

MATTERS ARISING:

Karl reviewed further developments with Gary Endacott. He has withdrawn from wanting to be on the Board as he would like to leave contracting options open.

CONFLICT OF INTEREST REGISTER

Tracy, Harvey, Karl, Daniel and Paul had their Interest Register viewed by the Board. In future it will be only changes that need to be mentioned. Rosaline and Amy to submit theirs, Karl to resend form to them.

GENERAL MANAGER'S REPORT

The report was tabled and taken a read, changes to copy sent out prior to meeting were noted. Karl presented prizes at CP Holiday Boccia Tournament. Karl thanked Harvey and Michael for their work on the Boccia Tournament. Correction noted regarding date for non financial members to be struck off was 11th Feb as opposed to date in GM's report of 14th Dec.

It was moved that the report be accepted. Karl Sangster/Rosaline Fuata'i... carried

MEMBERSHIP

The following applicants (24) were put before the Board for membership:

Dennis Wilson (TNK)	Rebecca Moulton (PLN)
Stacey Pomare Family (AKL)	Teresa Englebretsen (TGA)
Craig Imlay (CHC)	Philip Baird (TGA)
Peter McTavish (WGN)	Carleen Broughton (NPL)
Ashley Pattison Family (CHC)	Bonnie Pascoe Family (AKL)
Deborah Fitton (NLSN)	Annette Hawkins Family (WHG)
Jayden Irvin Family (PLN)	Sandra Aish Family (WGN)
Joy Wilkinson (PLN)	Phil Rogers (DDN)
Daniel Jones (Oamaru)	Family Tuakura (AKL)
Edward Gardner Family (DDN)	Lori Morrison (PLN)
Denise Cook (HML)	Mark Wilson (TGA)
Ben Styles (AKL)	Te Rangihiria Potae (AKL)

After discussion, it was moved that the above 24 applicants be accepted as members: Paul Munckhof/Daniel Aldersley.... carried

Harvey mentioned that 44 non financial members with CP who are to be struck off will be contacted by phone by Janet prior to striking off.

FINANCIAL REPORT

December and January's accounts were tabled (had been circulated prior to meeting). A discussion re \$12k for Dr Kurtzberg was decided to be left under conferences. In general spending was down \$100k on budget. Interim dividend from Iris was budgeted for January but will more likely be in February. NZ Property and Australian Shares had created a non realised monthly loss in investments of \$100k. Karl moved that both accounts be accepted: Karl Sangster/Daniel Aldersley.... carried

OTHER BUSINESS

LOANS FOR MEMBERS

Harvey relayed how a member from Christchurch had asked if we do loans so as to assist members to finance mods to vehicles. This was debated as to whether the Society should do this and how it may be managed. Paul mentioned that he had received such a loan from CCS many years ago. It was agreed that Harvey would investigate CCS's experience and report back.

MORE TRIKES

Michael Northcott spoke to this item. A report had been circulated prior to the meeting. It was moved **that "a further \$17000 be allocated for the purchase of 8 trikes"** Karl Sangster/Rosaline Fuata'i... carried
The money is capital cost and trikes will remain in the programme for years.

OFFICE ASSISTANT

Harvey stated that administration to run the programmes and maintain a membership of 650 has absorbed spare resources and further investment in labour will be needed. Daniel suggested that resources be looked at in conjunction with our strategy going into next year so correct resourcing could be determined. This item was to be discussed at CPS strategy day.

SPECIAL EDUCATION REVIEW STRATEGY

The high need to very high needs review is open to submissions that will close on the 19th March. There is a public meeting with Heather Roy tomorrow. Harvey is to gather information together and to forward to the Board by next Tuesday together with information from the meeting. This is to be an item to be further discussed at the Society's strategy day. In order to assist parents and members to make submissions it was requested that an item go up on the website. Harvey to action.

BOARD REVIEW RESULTS

Karl to feedback results to the Board. Karl suggested that further discussion be left for the Society's strategy day.

(Karl Sangster had to leave the meeting at this time, Daniel assumed chair)

KURT PETERSON'S PROPOSAL

Kurt Peterson's proposal to run the length of NZ had been circulated prior to the meeting and was taken as read. Significant discussion as to feasibility, risk, return, capabilities ensued. After much discussion and diverse opinions it was agreed that the CP Society would not be supporting Kurt's proposal. The Board decided that we should inform Kurt of the decision but not give reasons for the decision.

GROUP ACCOUNTS SIGN OFF

It was agreed that Karl and Daniel would review the documents, sign them on behalf of the Board if they were happy and return them to Hayes Knight Audit for certification.

JIMMY CHONG INVITE?

It was agreed that Jimmy be invited to the next Board meeting to review the research that the Society assisted financially with. Harvey to invite.

OTHER

- Review of email discussion and decision process deferred to next meeting.
- Combined Strategy Day moved to 20th March. Paul Munckhof cannot make this date. Karl to finalise date with Focus. 27th March is possibility
- Next Board meeting date was discussed as Karl could not make the 11th March. After looking at alternative dates it was decided to remain with the 11th March.

Meeting closed at 8:26pm

Karl Sangster

Date

Next meeting on Thursday the 11th March 2010