

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



**Thursday, 6.30pm, 12th November 2009
Yarnton House, 14 Erson Ave, Royal Oak**

PRESENT:

Karl Sangster (Chair), Daniel Alderley, Harvey Brunt, Paul Munckhof (Michael Northcott as interpreter), Tracy Wadsworth, Rosaline Fuata'i, Amy Hogan, and Jody Hogan (Mobility Dogs)

APOLOGIES:

Todd Fernie

PRESENTATION & UPDATE FROM MOBILITY DOGS: Jody Hogan

Jody presented new posters, and said that Mobility Dogs had had many changes in the last 6 months. They had a new CEO, Susan Crowthers as well as a new faculty in Silverdale, which is leased via a joint project with North Shore City & Rodney District Council, with the potential to house 20 dogs at a time. Administration facilities were also available at the site. The number of puppies in prisons is very likely to be increased after pilot project finishes in December. Corrections are very happy with the results so far. Because of prisoners input, the training of the dogs has accelerated; also, refinement is being done on the matching of dogs & people. After the pilot project with Corrections finishes the project will probably go into Springhill & Paremoremo prisons also. Mobility Dogs will be providing ACC with 20 dogs over next 2 years. The aim is to produce 16 dogs a year, 10 for ACC, 2 to 3 for CP members and 2 to 3 for other people. Now there are 10 people with CP are on the waiting list. Jody will return to update the board on progress on the 8th April 2010.

MINUTES:

The tabled minutes of the meeting of the 8th October were moved as a true and accurate record of that meeting. Harvey Brunt/Daniel Alderley... carried
The tabled minutes of the Shareholders meeting on the 10th October were moved as a true and accurate record of that meetings. Karl Sangster/Tracy Wadsworth... carried

MATTERS ARISING:

No matters arising

GENERAL MANAGER'S REPORT

The report was tabled; there were no changes other than the number of new membership to the GM's report from that was sent out on the 8th October. Harvey spoke to the report. Harvey suggested that Dr Joanne Kurtzberg do a presentation by teleconference from Christchurch. The preference from the Board was that she present in Auckland prior to going to Christchurch. It was moved that the report be accepted: Karl Sangster/Daniel Alderley... carried

MEMBERSHIP

The following applicants (30) were put before the Board for membership:

Murray Preston (CHC)-has CP	Valerie Bachop (DDN)-has CP
Mali Adamson Family (AKL)-has CP	Kevin Thompson (WHK) –has CP
Naivote Valako Family (AKL)-has CP	Janet Chapman (AKL)-CPS employee
Rawiri Te Awa (AKL) –has CP	Daniel Klaassen (AKL)-has CP
Dalvin Hiroti (CHC)-has CP	Jared Castles Family (AKL)-has CP
Rebecca Copland (INV)-has CP	Suaso Motuga (AKL)-has CP
Reuben Cleave Family (CHC)-has CP	Kaleigh Mouncer Family (AKL)-has CP
Wade Herewini (WHK)-has CP	Jeffrey Gall (NPL)-has CP
Sussannah Old (AKL)-has CP	Mark Parish (TGA)-has CP
Curtis Phelps (TGA)-has CP	Christopher Ford (DDN)-has CP
Shirley Landrebe (TGA)-has CP	Marian Buckley Family (PLM)-has CP
Carmen Neary Family (AKL)-has CP	Lee-Ann O'Connor (DDN)-has CP
Stephanie Deverall (AKL)-has CP	Jean Benson (AKL)- Post Polio
Jenny & Tony Cartwright (AKL)	Thomas Cartwright (AKL)- has CP
Stacey Crapp (WHK)-has CP	Mark Wales (CHC)-has CP

After discussion, it was moved that the above 30 applicants be accepted as members: Karl Sangster/Rosaline Fuata'i... carried

FINANCIAL REPORT

The October accounts were tabled. Lion Nathan Shares have been sold & money received. After a discussion, it was decided to invest the dividend, \$650K with BNZ: Harvey Brunt/Karl Sangster... carried
After discussion, it was decided to invest the Lion Nathan Share money with BNZ: Karl Sangster/Paul Munckhof... carried

It was moved that the accounts be accepted: Karl Sangster/Daniel Alderley...carried

OTHER BUSINESS

GENERAL MANAGERS KRA'S

A lively discussion on a number of things was had. It was decided that KPIs be realistic & measureable, which work with current & future strategic plans & the vision of the CP Society
The period for reviews & budget need to be done in a timely manner. By 30th June, GM proposed KPIs would be given. Tracy proposed that the GM review should be done with an extra person without a business background. Suggested Harvey does a self-assessment by 1st July 2010 then a subcommittee meets with Harvey by the 31st of July 2010. Proposals to be circulated to board then agreed & completed by mid August.

Discussion re membership in Wellington & distribution of members across NZ. Harvey informed board that figures from Ministry had previously been publicised in the CP Review.

3.2 CP Register whose responsibility ###

Discussion on get Structured, CP awareness week etc

Tracy asked where do brochures go. She suggested one should be sent to the NICU

Parity with Blind will be over a longer-term 5-year plan.

Need to be more specific on how we measure how happy people are with the CP website. I.e. Unique users rather than downloads. Tracy said response to postal survey tends to be very low if you get 30% response, this would be very good.

Tracy thought the idea of feedback from the staff would be good. Perhaps via a presentation to the Board from time to time.

CPS BOARD VACANCIES

Two vacancies at present, one suggestion was Gary Endacott.

IRIS UPDATE

Karl updated board IRIS proposed surplus have been revised from approximately \$AAAK to \$BBBK. John Wade will prepare a quarterly reporting template Oct to Dec which will be due in January. Iris suggests that depreciation be changed to straight-line depreciation. **Motion 'to adopt straight line depreciation by Iris'**
...Karl Sangster/Amy Hogan Carried

Karl raised that Iris had had a serious incident of a staff member in midland using a clients Identity and using valium. John Wade & the HR manager went down to midlands. The staff member has been referred to the police.

Karl also raised some issues that Iris has with Individualised funding & potential claims back by the MOH & an investigation, which has the potential for Iris to pay back \$100 K as the people who have been paid, are unlikely to be able to repay the MOH.

RATIFY IRIS BOARD MEMBER-Debbie Espiner

Daniel had Googled her & found that she was contracted by Jan Bierman. This posed a conflict as Iris Board directors should be independent of each other. The Board Googled Daniel's reference. Karl will go back to Dianne Kidd after the meeting to find out more. Karl /Tracy discussed how/why the previous applicants for the board had been chosen & why the same process was not used this time.

IRIS CONSTITUTION

After their previous meeting, their proposed constitution was sent to us, Harvey took this to Kevin Ogles (Lawyer) to review. Harvey gave an over view of the history including how it related to the Companies Act. Karl suggested we review the information from the lawyer and defer discussion to the next meeting.

CP AWARENESS WEEK

The initial meeting of the Spastic Fellowship was held at Ardmore in December 1950/ January .At this stage it is suggested that the CP Awareness week be held in conjunction with the CP Society 60th Anniversary & that this occur in January/February probably at Alexandra Park in the Tasman room.

BRAINSTORMING/PLANNING SESSION

Tracy asked when and who, if anyone, would facilitate this meeting. Karl suggested this meeting occur 2 to 3 weeks prior to the combined Board meeting. The date suggested was the 27th February 2010 from 9 to 1pm for this brainstorming meeting. Combined Strategy day will be on 13th March 2010. We need an agenda, & outcomes -Tracy to collate & disseminate to board and the chair will be decided later.

GRANT COMMITTEE PRESENTATION

Deferred to next meeting

BOARD REMUNERATION

Discussion re payment of Society's Board members seconded to the Iris board. Discussion on purpose & roles of CP board members on Iris board. Previously the CP Board passed that Focus/Iris Board be remunerated. concern that not all information was available at the time & the ramifications of decision. Additional discussion about remuneration of roles on the CP board/ Grant Committee, etc. Discussion on the value added by board members & whether they should be paid or not.

CONDUCTIVE EDUCATION FOUNDATION LETTER

David Ching came back with some questions; see CP awareness week .Karl will email David with reply

CONFLICT OF INTERESTS REGISTER

An electronic copy will be emailed to board members to return with any conflicts noted. At each meeting, this register will be available to be updated as needed. It will also be tabled as an agenda item.... Karl Sangster/Daniel Aldersley... carried.

BOARD TRAINING

More training is needed which should include an induction of new board members. Karl suggested that this be put off until the 10th of December. Karl will investigate an online training form too.

ERZSI'S MEMORIAL

Tracy started a discussion on a memorial of a Kowhai tree & plaque for Erzi to be paid for by the CP Society & placed at IRIS. Tracy also raised the families wishes about the involvement of parents/children, staff & Iris. The CP board agreed that Iris would need to be involved in the memorial .With both the CP Society & Iris sharing the cost as Erzi was employed by both organisations, Karl will raise this matter with John Wade, after Tracy sends him a copy of the proposed costs.

Rosaline suggested we need to be mindful of setting precedents. Daniel suggested we need a policy. Karl put a motion of '**That The CP Society contribute to funding a memorial for Erzi to be held at 11 Coyle St**' Karl Sangster/ Paul Munckhof.....carried.

Karl will inform the Board of results of discussion with John & suggested Board have a policy on this for the future.

PROCESS FOR INFORMATION SHARING

Discussion on information being sent out prior to board meetings with feedback being emailed so that clarification happens prior to meeting. The Board will review this decision at the February meeting.

DATE FOR BOARD DINNER

Grants committee to be invited to Board dinner as a thank you.

It was decided to have this on the 4th December. A booking has been made at Gee Gees Restaurant in Manukau Rd, Epsom at 6pm onwards.

Meeting closed at 9.50pm

Karl Sangster

Date

Next meeting on Thursday the 10th December