

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



**Thursday, 6pm, 16<sup>th</sup> July 2009  
Yarnton House, 14 Erson Ave, Royal Oak**

**PRESENT:**

Karl Sangster, Daniel Aldersley , Amy Hogan , Rosaline Fuata'i, Todd Fernie, Paul Munckhof (Michael Northcott-interpreter), Immanuel Koks (via video Skype), Tracy Wadsworth and Harvey Brunt

**APOLOGIES:**

**MINUTES:**

The minutes of the meeting of the 9/6/2009, as tabled were adjudged to be a true and accurate record.  
Moved: Daniel Aldersley/Amy Hogan.... carried

**MATTERS ARISING:**

Karl gave an update on the GM's review. Document is with the GM for self assessment. Review is progressing with Harvey to complete the next step.  
Harvey relayed his efforts in contacting Martin Snedden. Communication with Shane Hamon of the RWC2011 has been established. They await more information from us re CE and our plans.

**GENERAL MANAGER's REPORT**

The General Manager's report was tabled. Harvey indicated changes marked in yellow from draft document sent out earlier. Karl talked about his discussion at the mid-winter lunch with Kurt, regarding his running the length of New Zealand. Karl thanked Harvey, Janet and Michael for a great midwinter lunch. Todd said 'thank you' for the birthday wishes on that day.  
The winding up of the CPEF was delayed from the 30<sup>th</sup> June as complete vesting had not occurred. This would happen around the 5<sup>th</sup> Aug.  
Lease for Coyle St was discussed and a 5x3x3 lease was favoured. It was moved that:  
**"The lease agreement with Focus 2000 Ltd for 13 Coyle St was to be for an initial period of 5 years with right of renewal for another 3 years followed by a further right of renewal for a further 3 years, with annual lease reviews"** , Karl Sangster/Daniel Aldersley.... carried  
Venue for the Christmas Lunch was discussed. Sky City was a suggestion. Tasman room at the Alexandra Park was also in the mix.  
The status of the Tricycle programme was reviewed and new arrangements discussed.  
Todd discussed the email Harvey had sent to the HRC re blind being able to work and receive the benefit.  
It was moved that the report be accepted: Harvey Brunt/Karl Sangster.... carried

**MEMBERSHIP**

The following 23 applicants were put before the Board for membership:

|                                      |                                  |
|--------------------------------------|----------------------------------|
| Janine Haywood Family-(Invercargill) | Kerry Ann Rose-(AKL)             |
| Joshua Leak -(AKL)                   | Teoi Singh Family-(Nelson)       |
| Sarai Tui- (AKL)                     | David Clode -(Blenheim)          |
| Hiromi Rajapaksa Family-(AKL)        | Adam Spinks Family-(AKL)         |
| Craig Gadsby Family- (CHC)           | Leanne Horne - (NPL)             |
| Callum Flett- (DDN)                  | Timothy Flett-has CP (DDN)       |
| Michelle Clucas- (CHC)               | Kirsty Crow- (NPR)               |
| Kurt Pederson- (AKL)                 | Bridget McLaren Family- (Mstrtn) |
| Lois Pickering- (AKL)                | Kenneth Bartrum Family- (AKL)    |
| Mathew Henderson Family- (WGN)       | Anna Hika- (Invercargill)        |
| Kevin Wall Family - (Invercargill)   |                                  |

Following a discussion, it was moved that the above applicants be accepted: Harvey Brunt/Daniel Aldersley... carried

**FINANCIAL REPORT**

The June financial figures were tabled. Harvey spoke to the accounts. Of note was that budget had allowed for a dividend from Focus of \$202K in June. As a different dividend policy has been approved, the dividend will be paid later in the year. Impairment in investment were almost exactly offset by the fund transfer of Hanover Capital payment.  
A discussion occurred regarding the Lion Nathan shares that were in the name of the Spastic Society. Daniel suggested that we ask the share registries to search for any other shares that we may have. Harvey to action. The Lion Nathan shares are to come under the management of the BNZ private bank and be part of the CPS A fund.  
The up and coming audit was discussed. Karl discussed the Focus Shareholders meeting. The CP Society AGM will be the 18<sup>th</sup> October. It was decided to have the Focus Shareholders meeting on Saturday the 10<sup>th</sup> of October at the Red Elephant, beginning at 4pm with partners coming at 6pm  
It was moved that the accounts be accepted: Karl Sangster/Daniel Aldersley.... carried

## OTHER BUSINESS

### Research Project Proposal

Harvey spoke of his meeting with Sue Stott on the 12<sup>th</sup> June. Projects done along the lines or in conjunction with a masters or doctoral thesis were discussed and Amy Hogan's name was mentioned. Harvey felt for things to happen he would need to be the main instigator.

Harvey met with Amy to establish her interest in such a project. An outline of a project was determined so that a budget for the coming year could be established and proposed. This was the main alteration to the budget from the one presented at the last meeting. A discussion on conflict of interest also was related to this topic. It was agreed that a Conflict of Interest register be organised and Board members declare their existing conflicts. After much discussion the Board requested Amy to come back with her proposal for the research project "CP through the Life Span".

### Budget Approval

Figures supplied by the Focus Accountant for projected dividend as well as expected subsidy for CE had been added into the budget. The amount for the research project had also been added..

For the coming year, revenue was budgeted for \$XXX, Expenses \$YYYY, depreciation was \$ZZZZ, Focus dividend of \$AAAA and the subsidy for CE being \$BBBB. (Focus' net margin for 2009/2010 being a gain of \$CCCC).

It was moved that the budget be accepted: Harvey Brunt/Daniel Aldersley.... carried

### Focus 2000 Update

Karl spoke of the business plan and budget that has been approved by the Focus Board for their operations for the 2009/2010 year. The net return from their budget is \$CCCC. The main reason for the shortfall is complicated. There was much discussion as to the drastic change from the \$DDM surplus down to \$EEEE. Heated debate occurred, resulting in the suggestion by Karl that the Focus' CEO and Board members be asked to explain.

There was also the request from the Focus Board that their director's fees be increased from \$Tk to \$Sk and for the chair \$Nk to \$U. The following discussion was held with much bewilderment. No decision was made at that time.

Karl informed the Board that Focus directors had elected Diane Kidd to the Chair, with Lee Mathias as deputy Chair. Daniel queried whether this needed the CPS's Board approval. To be pro-active, it was proposed that "**The CPS Board approve Diane Kidd as Chair and Lee Mathias as Deputy Chair of the Focus 2000 Board**".... Karl Sangster/Daniel Aldersley..... carried

Focus 2000 will be changing their name to IRIS and rebranding in the coming months.

Daniel enquired about 11 Coyle St. Karl confirmed that property was purchased for \$705,000.

### Focus Grant Application

An application for approx \$29k was made by Focus Rehab. for more gym equipment.

After presentation by the grants committee reps. it was moved "that \$15,000 be granted" Karl Sangster/Amy Hogan... carried

### Immanuel Website Project

Immanuel talked to the work that he has completed to date. Presently a large amount of work has taken place, things are a bit messy at the moment but the goal is to have something ready by the end of the month.

### Rugby World Cup

Harvey spoke of his contacting Cath Ingram, PA to Martin Snedden, She had referred us to Shane Hamon who is the marketing manager for the RWC team. He was wanting more information re CE and also our plan going forward. Ideas from the Board were discussed. Daniel said that our interest was in NZ only, so it may be strategically more correct to approach the NZ Rugby Union as opposed to RWC.

### Constitution

It was established that all current Board members were intending to re stand for the next term, hence continuity was high and it was decided that the Constitution should be given the time it deserves. A meeting is scheduled for next Thursday to continue the review of the Constitution.

### Life Members Proposal

Harvey suggested that Neil and June McCrorie as well as Florence Hutchins be proposed to the coming AGM for Life membership. Neil and June had been previously approved but had refused to accept their life membership. Circumstances have now changed and life membership should be offered again.

It was moved that "**Neil and June McCrorie and Florence Hutchins be recommended to the AGM for Life Membership**" Karl Sangster/Harvey Brunt..... carried

(Karl Sangster left the meeting at this stage and Daniel chaired the meeting to it's conclusion)

### Attendance fee for CPS meetings

Harvey spoke to the current \$35 Board attendance fee. It was difficult to source petrol vouchers in \$5 or \$25 denominations which made payment difficult.

It was moved that **“the attendance payment of \$35 be increased to \$40/meeting, unless the actual expenses were higher, in which case we would pay the actual expenses (ie Mobility taxis)”** Harvey Brunt/Paul Munckhof..... carried

**General:**

- Daniel announced his decision to stand down from the grants committee over the next period. He is happy to wait until someone has taken over and is up to speed. Harvey will bring some names along for consideration. Daniel will also canvas the rest of the committee for their commitment going forward.
- Todd spoke of Minnie Baragwanath for Auckland City Council, re consumer forums that are presently being organised. Todd said the Society should look at members we should identify for attending these forums. Out of these forums will come a core group of 20 to represent the interests of people with disabilities. An article for our website informing people of this opportunity will be organised.

There being no further business, the meeting concluded at 8:25pm.

Next meeting is at 6pm, 23rd July 2009 at Yarnton House, Erson Ave, Royal Oak to have a presentation from Focus 2000 Ltd re there plans and budgeting going forward and to review the CPSNZ Constitution

Approval of minutes by Board

\_\_\_\_\_  
Karl Sangster-President

\_\_\_\_\_  
Date

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



**Thursday, 6pm, 23<sup>th</sup> July 2009  
Yarnton House, 14 Erson Ave, Royal Oak**

**In attendance:** Karl Sangster, Daniel Aldersley, Dave Thomas, Immanuel Koks(via Skype), Rosaline Fuata'i, Paul Munckhof, Amy Hogan, Tracy Wadsworth, Harvey Brunt (Todd Fernie attended from 7:15pm onwards together with Michael Northcott). Invited guests were John Wade and Dianne Kidd from Focus 2000 Ltd.

**Focus Presentation:**

Karl welcomed John and Dianne and thanked for their attendance and then handed over to John to do his presentation.

The presentation indicated why the figures were where they were. Questions were asked throughout the presentation and Dianne and John gave their answers. The presentation was extended beyond 7pm and finished at approximately 7:40pm.

Following the presentation, Karl thanked Dianne and John who then left the meeting.

A discussion ensued on the presentation. In isolation the figures for 2009/2010 were significantly poorer than last (only 30% of last year's margin). It was agreed that the predictions for the next three-five years be obtained from Focus to give the Society's Board confidence in the direction that Focus was presently taking. These figures were to be distributed to the Society's Board at the end of September, so that any further queries could be prepared for the Shareholders meeting on the 10<sup>th</sup> October 2009.

**Research Proposal:**

Amy Hogan had presented her proposal for research prior to the meeting and it had been circulated to the Board Members prior to this meeting.

It was moved that **“The proposal by Amy Hogan for the research project “Cerebral Palsy Through the Life Span” be accepted”** Karl Sangster/Dave Thomas..... carried

**Constitution:**

As time was running out, it was proposed that the next Board Meeting be dedicated to reviewing the constitution. All other documents would be circulated but taken as read.

Owing to Harvey being overseas at the next assigned Board date of the 13<sup>th</sup> Aug, it was agreed to defer the next Board meeting to the 27<sup>th</sup> August 2009.

The meeting concluded at 8pm.

Approval of Minutes by Board:

\_\_\_\_\_  
Karl Sangster-President

\_\_\_\_\_  
Date

**Next Meeting: 27<sup>th</sup> August at 14 Erson Ave, Yarnton House beginning at 6pm**