

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



**Wednesday, 6pm, 3<sup>rd</sup> October 2007**

**CCS Building, 14 Erson Ave, Royal Oak, Akl**

---

**PRESENT:**

Peter Fergusson (Vice President- Chair)), Peter Atkinson (Secretary/Treasurer), Geoffrey Barnes, Paul Munckhof and Harvey Brunt (GM)

**APOLOGIES:**

Lesley Ferkins, Craig Hobbs, Karl Sangster

**MINUTES:**

The minutes of the meeting were adjudged a true and accurate record of that meeting. Moved Harvey Brunt/Peter Atkinson carried. Minutes signed off by Peter Fergusson.

**MATTERS ARISING:**

Peter A. queried whether everything was in hand for the Focus 2000 shareholders meeting as queries existed around the consolidated accounts. Agenda for that meeting should follow direction as set down in Companies Act. Financial planning calendar should also be an agenda item for the meeting. Peter F. related how Focus' budget had been revisited and reset for 07/08 year. Peter A. queried whether cash flow analysis had been done in this budget so as to compare with \$8M in investments held by Focus. Peter F reported that budget was very detailed but unsure as to cash flow analysis. Peter F. suggested that sufficient cash reserves be left with Focus to comfortably satisfy operational needs, with a rider that should Focus make a loss in a year then the Society provides assistance. It was noted that the opening of the Focus 2000 building on the 2<sup>nd</sup> of October was a very successful event and all associated with the opening are to be congratulated. The building was given a name **Te Puawaitanga** and the name of the site is **Nga wai o Raka**. The areas original name was known as, Owairaka, or, nga wai o Raka, or, the waters of Rakataura, of the very first ancestor of the area, who used the waters for healing purposes.

**CONSOLIDATED ACCOUNTS:**

Provisional accounts had been signed, however there has subsequently been a major factor come into play regarding the \$5M gifting to CPEF. The original accounts showed this as a gift to a separate entity with a remark that this \$5M would be removed from the group's balance sheet in the next financial year. After discussions with the auditors and their examination of the Trust deed and Constitution of the Cerebral Palsy Society Trustee Services Ltd, the auditor are now of the opinion that the \$5m gifting should be treated as an inter-company transfer. This will make a slight difference to the accounts which may have to be resigned.

It was moved " That the board adopt the audited consolidated annual financial report subject to the Focus 2000 shareholders meeting, the adjustment of notes 11 and 12 and inclusion of transactions of the Trust and CPSTS Ltd" Peter Fergusson/Harvey Brunt carried

A discussion on the loss incurred by the Society resulting from the new building at Coyle St ensued. A request to have the auditors at the Focus shareholders meeting and the CPS AGM was made by Peter A. and was generally agreed to. Peter Atkinson as Secretary Treasurer also requested a meeting with the auditors to go over the accounts prior to the Society's AGM (a date of shortly after the 17<sup>th</sup> Oct was requested, Harvey to organise).

**CPEF & GRANTS:**

Peter A. document was presented to the board of ideas he had regarding the Endowment foundation. This document had been circulated prior to the meeting. In broad terms the document was agreed to but some details were still to be resolved (ie meeting frequency/marketing strategy). Harvey expressed the concept that grants committee/Foundation have KPI's and strategies in place to meet these, that is, they should not be reactive but proactive in seeking good quality grant applications.

**AGM PREPARATIONS:**

Peter A. stated that we need to give the meeting an idea of the structure of the organisation and the working and processes of the Endowment Foundation. It was agreed that Harvey and Peter A. would prepare a presentation to occur at the end of the meeting. The presentation is to be circulated to the board prior to the AGM.

It was agreed to ask John Wade to attend the Society's AGM and on closure of the meeting to introduce himself and broadly speak on the direction and initiatives that Focus have going forward. Jocelyn Burgess' letter was discussed and some of the points have already been addressed. It was agreed that her letter be replied to prior to the AGM and that any further queries could be addressed after John Wade had given his talk.

Harvey relayed how he had met with John Wade regarding the letter and how John had extended an invitation for Jocelyn and her group to visit Coyle St and see programmes in operation.

Nominees for the board were discussed. Craig Hobbs had withdrawn his nomination leaving 6 people contesting 5 positions.

Candidates are as follows:

**President:** Karl Sangster                      **Vice President:** Peter Fergusson      **Sec/Treasurer:** Peter Atkinson

**Board Members:** Daniel Aldersley      Todd Fernie              John Graham      ~~Craig Hobbs~~  
   Immanuel Koks      Glenis Lobb              Tracy Wadsworth

(Note: subsequent to board meeting, John Graham has also withdrawn his nomination, leaving 5 people for 5 positions)

#### **GENERAL MANAGER'S REPORT**

Report tabled

Harvey showed the meeting an example of the advertising on the BoNZ scoreboards.

Report was accepted: Harvey Brunt/Paul Munckhof

#### **SPECIAL GRANTS/GENERAL GRANTS**

Grants were discussed and motion moved resulting from the discussions. Board's decision to be put before our benefactor.

#### **MEMBERSHIP**

The following applications for membership were put before the board:

Coral Dickinson – Christchurch – daughter has CP

Robyn Hope & Family – Auckland – Have son in CE

Paul Jorgensen & Family – Auckland – Son has CP

Maxwell Pemberton – Auckland – Has polio

Cheyenne Romero - Auckland – Has CP

Dorothy Thompson – Auckland – Caregiver for Wesley Care

It was moved that the above applicants be accepted for membership: Harvey Brunt/Geoffrey Barnes.. carried

#### **OTHER BUSINESS**

Peter Atkinson had to leave the meeting, thus a quorum no longer existed and the meeting was brought to a close.

The meeting closed at 7:27pm