

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



Thursday, 6pm, 14th February 2008

CCS Building, 14 Erson Ave, Royal Oak, Akl

PRESENT:

Karl Sangster (President), Paul Munckhof, Daniel Aldersley, Tracy Wadsworth, Glenis Lobb, Todd Fernie, Immanuel Koks and Harvey Brunt (GM).

APOLOGIES:

Peter Fergusson, Peter Atkinson (by email following day)

MINUTES:

The minutes of the meeting of 13/12/07, were to be altered to show that Immanuel Koks was in attendance. Apart from this the minutes were adjudged a true and accurate record of that meeting. Moved: Karl Sangster/Daniel Aldersley: carried. Minutes signed off by Karl Sangster.

MATTERS ARISING:

Daniel asked if there was any update on the Charities Commission. None further regarding the Society. Focus has acknowledgement of application reception.

GENERAL MANAGER'S REPORT

Report tabled. Harvey spoke to the report:

The registered office for the Society has been updated at the Companies Office and is now at 14 Erson Ave, Royal Oak.

Lease has been signed for proposed office space of 92sqm at \$FFFFFF+GST per annum. Term is 2yrs with 2x2 right of renewals.

Trustee/Board members liability insurance discussed. Focus had selected Insurance Consultants Ltd to do theirs. Quote for Society from ICL was \$2300, via Vero Insurance. It was proposed 'that we accept ICL's quote and proceed to acquire the liability insurance cover' Karl Sangster/Daniel Aldersley, carried.

Harvey informed Board that the need for another person in a Liaison Role was becoming necessary. Budget had included another head being employed in Q4 of 2007, but not necessary at that time, as well as having no space to put them. Addition of time allocation for Boccia initiatives also assisted in now being the time for new person to come on board. Recruitment would begin forthwith, with targeted start date of 1st April.

An operational account is being set up with KiwiBank so as to allow dual authority, internet fund transfers. This facility is not current available with the ASB. (Authorities will be Harvey Brunt/Karl Sangster/Peter Fergusson/Peter Atkinson).

Midwinter Xmas lunch is scheduled for the Sunday 22nd June.

Playback Theatre/Allyson Hamblett will be at Focus 2000 Gym on Saturday evening, 7th June.

Karl Sangster expressed thanks to Harvey for the success of the Christmas Lunch.

Moved that the General Manager's report be received: Harvey Brunt/Daniel Aldersley... carried

MEMBERSHIP

The following applications (27) for membership were put before the board:

Johnston Family (ChCh)	Lamont Family (ChCh)	Ruwantha Weerasinghe (ChCh)
Judith Charlton (ChCh)	Berry Family (ChCh)	Marshall Shields (ChCh)
Amy Hogan	Susan Norris (ChCh)	Miriam Lewis (ChCh)
Moirra Dimmock (ChCh)	Marie Zittersteign (ChCh)	Jean Griffiths
Hine Moke (ChCh)	Sakariye Ahmed (ChCh)	Tommy James (ChCh)
Parker Family (ChCh)	Paul Woodhead (ChCh)	Nigel Norrell (ChCh)
Ian Crimmins (ChCh)	Olivia Barr (ChCh)	Jenny Taylor (ChCh)
Stephanie Trickey	Ms Jaime Dowdle (ChCh)	Claire Foes (ChCh)
Stephen Tautari (ChCh)	Jon Francis(ChCh)	Daniel James & Family

It was moved that the above applicants be accepted for membership: Harvey Brunt/Paul Munckhof carried

GRANTS

RW: Request for a portable transfer disc so as to get up and down with only one attendant. Amount sought \$XXX. Question asked as to why Government were not funding this, answer: Ru already has a fixed one at home. Grant approved.

AT: Request for \$XX for Independent Skills Course at CPIT. Query as to haste for course as may be free next year. Free funding may be done only if it leads to work.... General discussion on future pathways. Also what would Alex do if he didn't do the course? Grant Approved. Tracy abstained.

PZ: Request for \$ZZZ to attend an 'English for Academics Course' at Canterbury University (two year course). Discussion ensued as to fact course is not NZQA approved. Similar courses in Akl are free. After discussion decision was to decline request.

KN: Assistance for travel to Brisbane to attend CP Conference. Suggested amount \$PPP. Discussion occurred on this grant together with whether someone from the Society or Focus also ensued. It was felt that request be declined and that no one else should attend either: Request declined.

JS: Request for Gym funding - \$AAA. Discussion centred around whether training regime would be beneficial or harmful. Recommendation was that Janet be encouraged to liaise with Margaret Moylan

of Focus to assist with advising her of a training regime that would ensure beneficial results. A special of \$DDD was current available at the Gym of Janet's choice and the Board approved this amount of money. Grant approved of \$DDD together with said recommendation.

PM: Grant approved.

FINANCIAL REPORT

Figures for January tabled.

Budget figures added into the mix. Harvey gave some predictions into the future to explain the budget figures. Moved that accounts be received: Harvey Brunt/Daniel Aldersley.... Carried

FEEDBACK FROM GRANTS GROUP

Committee had met twice and devised two grant application forms for Individuals and Organisations. These had been derived from condensing other organisations forms and catering for questions often asked during our consideration. It was moved "that the two new application forms be adopted and trialed" Agreed

The recommendation was that the Grants Committee be made up of 5 people. A selection of possible candidates was tabled. Tracy or Daniel were agreed to be the Board's representatives on the Committee and would also act as the chair. It was agreed that Harvey would email the Board (sans Tracy & Daniel) so that they could reply with their preference. The person having the majority, to be appointed. It was also agreed that Harvey would correspond with all candidates to seek their agreement for their names to be put forward and willingness to serve. Upon receipt, names will be circulated to the Board and a decision made on the four remaining positions.

Flow diagram discussed, only addition was an official feedback step from the Trustee back to the Grants Committee with direction as to performance of committee (every 3 months, in conjunction with Trustee sign off).

Mechanism of feedback on ease of applying for a grant discussed. Some reservations arose re feedback affecting grant result.

It was moved that "the recommendations in the document tabled be adopted". Karl Sangster/Harvey Brunt... carried

Immanuel introduced recommendation that forms be available in MS Word format. Discussion ensued as to feasibility. Paul suggested documents be in format that could be filled out on web. Investigations are to continue on this.

OTHER BUSINESS

Agenda for 8th March Meeting

The draft agenda as put together by Harvey and John Wade was presented to the meeting.

A layout of the day as going from 10am to 4pm. Discussion of a facilitator ensued. It was agreed to have a facilitator with an emphasis on keeping things on track and on time.

Feedback from Boccia Mtg

Daniel gave a round up of that meeting and tabled the document written by Peter Fergusson.

Conclusion from meeting was that 8hrs of resource be given by the Society to assist in furthering the BoNZ strategy. The liaison person coming on board could assist in this sphere. It was agreed that the conclusions of the tabled document be accepted.

Appointment of Investment subcommittee

Document prepared by Dianne Kidd was tabled. Karl spoke to the document and gave background. It was agreed that such a subcommittee be formed. To have an official sub-committee under the Society's constitution requires at least 3 members of the Board be on it. Harvey proposed that Daniel's name be added to the existing names suggested in Dianne's document. The meeting concurred with this proposal. It was moved that "An investment sub-committee be formed comprising Karl Sangster, Daniel Aldersley, Harvey Brunt, John Wade and Dianne Kidd. The sub-committee to report to the Board with recommendations re rationalising investments and investment strategy" Todd Fernie/ Tracy Wadsworth.... Carried.

GM's Performance Review

Karl stated that one year had passed since Harvey came on as GM. Karl informed meeting that this process would be performed by himself and another board member. Review would be 360deg and input would be sought from members as well.

Meeting concluded at 8:35pm. Next meeting is at 6pm, 13th March 2008 at CCS, Erson Ave.

Approval of minutes by Board

Karl Sangster-President

Date