

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



Thursday, 5:30pm, 10th July 2008

CCS Building, 14 Erson Ave, Royal Oak, Auckland

PRESENT:

Peter Fergusson (Chair), Peter Atkinson, Paul Munckhof, Daniel Aldersley, Glenis Lobb, Tracy Wadsworth, and Harvey Brunt (GM). – (Michael Northcott as interpreter)

Guests for initial section of meeting: John Wade, Dianne Kidd and Craig Hobbs

APOLOGIES:

Karl Sangster, Todd Fernie and Immanuel Koks

FOCUS 2000 STRATEGY AND BUDGET OVERVIEW:

John Wade, supported by Dianne Kidd and Craig Hobbs presented the Strategic Plan and budget figures for the 2008-2009 year. An overview of the current situation and where Focus saw itself heading in the next 5 years was presented and discussed. Good robust discussion occurred during the presentation.

The good progress made in the last 18 months was commented on. Both boards looked to the future with a greater degree of comfort.

The presentation finished at approximately 7pm after which John, Dianne and Craig left the meeting.

MINUTES:

The minutes of the meeting of 12/6/2008, as tabled were adjudged to be a true and accurate record.

Moved: Harvey Brunt/Daniel Aldersley: carried. Minutes signed off by Peter Fergusson.

MATTERS ARISING:

The employment of Janet Chapman plus Michael Northcott entering the houses was another avenue for sensing what was happening in a house.

Replacement house for Puhinui was discussed. Requirements had been discussed with Focus. No house searching had occurred to date.

GENERAL MANAGER'S REPORT

The report was tabled and Harvey spoke to it.

Indications were to be given to Focus 2000 that a moved towards market rental would be made for Coyle St in the 2009/2010 financial year.

Mid-Winter Xmas Lunch in Christchurch confirmed. Two members volunteered to assist and attend. Party from Auckland attending this lunch will be Harvey Brunt, Peter Atkinson and Paul Munckhof. It was moved that " Paul Munckhof, Peter Atkinson accompany Harvey Brunt to the Mid Winter Xmas lunch in Christchurch." Harvey Brunt/Daniel Aldersley.... Carried.

Daniel Aldersley stated how the Grants Committee had considered a grant for a person who was not, at that time a member of the Society. Harvey pointed out that grant application said "was a member of the Society or had applied for membership." Discussion occurred as to whether an applicant should wait till the Board met to officially approve their application. After discussion, it was agreed that grants would be forwarded and the Grants Committee would decide as to whether the applicant should wait another month before consideration of their grant and as to whether any retrospective funding would be entertained. Harvey to ensure that committee is advised as to whether applicant is an existing member or has only applied for membership.

There being no further questions, it was moved that the report be accepted: Harvey Brunt/Daniel Aldersley .. carried.

MEMBERSHIP

The following applications (19) for membership were put before the board:

Diedrik Struijck- Wanganui	Chad Campbell – NPL
James McLean – AKL	Chris Haverkort & Family-AKL
Rhonda Mills & Family – AKL	Hadil Dinkha-AKL
Virginia MacKinnon and Paul-WHG	Jonny Wilkinson-WHG
Elizabeth Sargent-AKL	Andrew Garthwaite-AKL
Patricia Calder-CHC	Sara Bates-AKL
Barbara Moran-TGA	Levi Shearer & Family-CHC
Martine Abel-AKL	Michael Loffhagen & Family-CHC
Shirley Roberts-AKL	Wendy & Ian Cowan-CHC
Julie Barton-CHC	

Following a discussion about the applicants it was moved that the above applicants be accepted: Peter Fergusson/Peter Atkinson.. carried

Peter Atkinson asked about membership numbers. Harvey replied that 291 members had renewed their membership to date. Another 90 were still to do so. Some attrition in numbers may occur as many families that had multiple individual members were consolidating these into a family membership.

FINANCIAL REPORT

Figures for June, showing month/month budget, YTD/YTD budget were tabled. These figures were draft figures as end of year tidy up still to occur.
Extra expenses under Administration were for the property valuation performed by Prendos.
Travel National Expenses were high as temporary payment to 4 members made, but this would be recovered from CCS Christchurch (Our Stories Project).
\$9348 invoice to be sent to CPEF for grant payouts.
It was moved that the Financial Report be accepted: Harvey Brunt/Peter Atkinson.... carried

OTHER BUSINESS

Tricycle Proposal from Chris Haverkort

The proposal from Chris Haverkort to produce a fleet of 5 small and 5 medium size trikes was tabled. After discussion it was agreed that Chris should be invited to the next Board meeting to present his proposal and answer queries.

Medical Cover for Staff

After discussion it was agreed that for the staff, it was an operational decision and Harvey should look to establish this with them. For any proposal for Harvey, this should go to the President and Vice President for approval.

Nomination intentions for Board at next AGM

Each member of the Board was asked for their intention as to whether they were prepared to serve on the Board for the coming year. Immanuel Koks will be withdrawing as he will be overseas from August onwards. Peter Fergusson will not be seeking nomination due to his new position with the DRC. Peter Atkinson stated that he will not be seeking renomination. Harvey to enquire with Todd Fernie as to his intentions. Identifying new candidates for the board who would bring skills to the Board that were being lost was discussed.

Date of Society AGM/Focus Shareholders Mtg

Subject to the approval of the President, the date for the Society's AGM was set as Sunday the 19th October 2008, 2pm at Erson Ave.

Re Focus 2000 Shareholders meeting. Financial accounts need to be available 20 working days before meeting. Harvey to contact John Wade to establish when financial report will be available and set date based on that. Maybe tie it in with our Board meeting or with a dinner?

CE/\$100k Proposal

Harvey gave history of \$100k. John Wade had brought a proposal from CE/Focus re items required. These had been prioritized and there were 6 items that Focus was in agreement with. These 6 items totalled a value of approx \$31,500. These items were discussed. Tracy gave some history and background behind the proposal.

"Document tabled from Focus/CE listing showing 6 items where agreement between CE and Focus have been achieved totalling (approx) \$31,400 be approved by the Board and the Board recommends quick action in beginning the implementation" Peter Fergusson/Harvey Brunt... carried

Harvey to keep a record of usage of \$100k. Also Harvey to discuss with Erzi her plans for a committee. Where Focus is affected by spending of this money then they should have input into request for funding.

Meeting concluded at 8:15pm. Next meeting is at 6pm, 14th August 2008 at CCS, Erson Ave.

Approval of minutes by Board

Karl Sangster-President

Date