

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



**Thursday, 6pm, 13th November 2008
Yarnton House, 14 Erson Ave, Royal Oak, Auckland**

PRESENT:

Karl Sangster, Todd Fernie, Immanuel Koks, Paul Munckhof (Michael Northcott-interpreter), Daniel Aldersley, Amy Hogan, Dave Thomas, Rosaline Fuatai and Harvey Brunt

APOLOGIES:

Tracy Wadsworth (till approximately 8pm)

MINUTES:

The minutes of the meeting of 9/10/2008, as tabled were adjudged to be a true and accurate record.
Moved: Paul Munckhof/Daniel Aldersley.... carried

MATTERS ARISING:

Glenis Lobb had been approached by the Grants Committee and had accepted the offer to be the 5th person on the committee.

Daniel brought up the subject of Directors fee for Focus and whether this had been discussed at the Shareholders meeting. After discussion, the following motion was put:

"That the Shareholder agrees that for Focus 2000 Ltd, the Chairman of the Board be paid \$XXXX per annum and each of the other directors be paid \$XXXX per annum" Daniel Aldersley/Harvey Brunt.... carried

Review of constitution is still in progress.

GENERAL MANAGER'S REPORT

Harvey tabled the General Managers Report and spoke to it.

Special meeting of investment committee resulted in maximising our term deposits prior to the new whole sale rate announcement. History and make-up of the investment committee was given by Harvey and Daniel.

Staff performance reviews have been completed.

Programmes are now all operating. New issue of getOutThere vouchers in early December.

It was moved that the report be accepted: Karl Sangster/Paul Munchkof... carried

MEMBERSHIP

The following applications (29) for membership were put before the board:

Allan Carroll & Family (ROT)	Theresa Chong & Family (AKL)
Ruairidh Morrison (WHG)	Mykal Mayne & Family (NLD)
George Kohne & Family (CHC)	Sonny Cook (HOK)
Rebecca Courtney (CHC)	Kenneth McLay (CHC)
Juanita Marsden (AKL)	Rick Van Eyndhoven & Family(CHC)
Alex Francis & Family (CHC)	Renata Kotua (AKL)
Ray Lewis (WHG)	Leigh Montford (CHC)
Sean Parker (PLM)	Takiri Wikitera Family (AKL)
Lachlan Barrymore-Uden Family (HLM)	Jane Wilson (AKL)
Emma Halliday (AKL)	Henrietta Bollinger (AKL)
Jordan Buckley Family (AKL)	Max Wymer Family (AKL)
Kaleb Dovey Family (AKL)	Danielle Lewer Famil (LVN)
Michael Walker (WHG)	Anastasia Del'Monte (CHC)
Henare Parangi (WHG)	Carlo Fiorentino(AKL)
Julie Thornley (AKL)	

Following a discussion about the applicants it was moved that the above applicants be accepted:
Karl/Daniel Aldersley... carried

FINANCIAL REPORT

Monthly accounts versus budget were tabled. Harvey spoke to them.

Harvey gave an explanation of variance in income in that at present it was cash accounting as opposed to accrual accounting. Investments from Focus to the Society were not very visible at present but this should be changing. Costs were near to budget.

It was moved that the Financial Report be accepted: Harvey Brunt/Karl Sangster... carried

OTHER BUSINESS

Member's Introduction

Prior to moving onto other agenda items, members of Board introduced themselves and gave a brief resume of themselves.

Consolidated Accounts

The consolidated accounts had been distributed electronically to the Board prior to the meeting.

The accounts were tabled. Harvey spoke to the accounts and gave a description of transactions that had occurred at year end together with the 4 entities involved (CP Society, CPEF, CP Society Trustee Services Ltd and Focus 2000 Ltd).

Daniel questioned what had happened to Coyle Trustee Services Ltd. This had become inactive.

Rosaline enquired about Focus Norwest. This has been absorbed into Focus 2000 Ltd.

It was moved: 'That the consolidated accounts for the Cerebral Palsy Society Group be accepted'
Karl Sangster/Daniel Aldersley... carried

Investment Committee Queries

The investment committee sought the board's opinion as to whether cash used for working capital be looked at holistically by the investment committee and made recommendations.

After discussion it was decided that this should be discussed at the February 09 strategic meeting.

Meeting fees were discussed. After discussion it was agreed that meeting costs of \$XX koha be assigned to attendees who were not employees of the group.

Karl began the discussion that he resign from the investment committee and Dave Thomas join the Investment Committee.

It was moved: " that Dave Thomas be appointed to the Investment Committee and replaces Karl Sangster" Karl Sangster/Todd Fernie... carried

Orientation Dates

After discussion it was decided that the 2nd December would be the most likely date for the orientation of the new board members. A tour of Focus 2000 Ltd would be organised thereafter which will be advised to all the Board members.

Strategy Meeting Date

Harvey outlined the reasoning behind such a meeting and the success of the meeting in Feb 2008.

The date of Saturday the 28th February 2009 was decided upon. Harvey is to inform John Wade and the Focus Board.

Mobility Dog's Letter

The letter from Mobility Dogs was tabled. The letter asked whether it was best that individuals approached the Society or the Trust approached the Society. Harvey Brunt declared his conflict of interest in this matter.

It was generally agreed that the Trust should approach the Society. Further discussion ensued as to how best the Society could assist mobility dogs. It was acknowledged that Leonie Brunt and Philip Patston, members of the Society, had received dogs since the last grant was made to the Trust. After discussion about dog numbers, budgets etc it was decided that Mobility Dogs Trust come back to the Board with a proposal as to how best support could be given together with financial details of the Trust. It was to be signalled that the Society was supportive of an approach.

Momentum 09 Update

Todd Fernie gave a brief overview of the event. (*Tracy Wadsworth joined the meeting at this point*)

Harvey relayed how the \$5000 committed would make us a Silver Sponsor. The suggestion was made that members be assisted in attending this event as costs worked out to \$125/person/day. It was discussed that perhaps 50 one day tickets be offered to members. After further discussions it was agreed that Harvey negotiate with Momentum 09 to see if feasibility of getting one day tickets was possible, and then marketing the opportunity to our members and matching tickets with the responses, but not to go over 50 one day tickets.

Coyle St Titles

Harvey gave the background that 13 and 15 Coyle St. Titles had to be merged in order to get sign off of the building. The letter from Hesketh Henry giving the quotation to do such work was tabled.

There were many questions that arose so it was agreed that Harvey look into the matter further and also seek another quote. It was agreed to discharge the Mortgage.

Final Focus 2000 Annual Report

In order to finalise Focus 2000 Ltd shareholders meeting, final audited accounts were to be presented to the shareholder. Karl Sangster agreed to action this.

General

Immanuel brought up the Advocacy strategy group that had been discussed at previous meetings. It was agreed that Immanuel, Todd and Harvey meet to begin work on an Advocacy Strategy. Immanuel is to set the date for the first meeting and advise others.

Tracy Wadsworth brought up the subject of getting an information resource that would assist parents and members with their journey with cerebral palsy. The sharing of experience was discussed. Dave Thomas spoke of a similar project done by the Deaf Association, which took 2-3 years. Tracy brought up subject of book that was available in England.

Daniel spoke of getting people with experience to be available to provide support for others coming through behind them. Such a process would lend itself to be net based. An investigation into feasibility of such to be started by Harvey.

Karl gave feedback from Focus and one issue presently before the Focus Board.

Tracy Wadsworth gave a short talk on her background for the benefit of the new Board members.

Meeting concluded at 8:30pm.

Next meeting is at 6pm, 11th Dec 2008, venue to be decided (Xmas Dinner involved)

Approval of minutes by Board

Karl Sangster-President

Date