

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



**Thursday, 6pm, 8th October 2009
Yarnton House, 14 Erson Ave, Royal Oak**

PRESENT:

Daniel Alderley (Chair), Harvey Brunt, Paul Munckhof (Michael Northcott as interpreter), Tracy Wadsworth, Rosaline Fuata'i and Amy Hogan

APOLOGIES:

Dave Thomas, Karl Sangster, Immanuel Koks, Todd Fernie

MINUTES:

The tabled minutes of the meeting of the 17th Sep were moved as a true and accurate record of that meeting. Daniel Alderley /Paul Munckhof... carried

MATTERS ARISING:

No Matters arising

GENERAL MANAGER'S REPORT

The report was tabled, there were no changes to the GM's report from that sent out on the 6th October. Harvey spoke to the report.

Tracy noted that there had been a change in the number people applying for trike. It was confirmed that 7 people were waiting for assessments.

Tracy asked if the Halberg Trust would be invited to the meeting of Trusts that give grants. Harvey said that he would be speaking to Andy Roche from the Halberg Trust to see if he thought it appropriate Harvey relayed that he attended Bob Smith's funeral earlier in the day

It was moved that the report be accepted: Rosaline Fuata'i/ Amy Hogan carried

MEMBERSHIP

The following applicants (6) were put before the Board for membership:

Laura Morkel (AKL)

Dave & Vicki Morkel (AKL)

Shannon Lee Family (Cambridge)

Arthur Chambers (Thames)

Cooper Gerrard Family (Hamilton)

Gregory Brensell (Dunedin)

After discussion, it was moved that the above 6 applicants be accepted as members: Daniel Alderley/Rosaline Fuata'i..... carried

FINANCIAL REPORT

The September accounts were tabled. Harvey noted that he had queried Focus re the Coyle St rent catch up, and they had replied that it would occur at the same time as the dividend payment which was presumed to be in October.

Harvey addressed the two queries that Daniel had posed. Re Sumner St, it is a lease property so there is no land value. The reduction in value was due to a revaluation of the building.

Re the money in the Investment cash account. The accountants did not view this as an investment and so it was not included in the investment figure.

It was moved that the accounts be accepted: Daniel Aldersley/Rosaline Fuata'i.....carried

OTHER BUSINESS

AGM Preparations

Harvey informed the Board that preparations were all in hand. Ross had been instructed to research some history of the people being proposed for life membership.

Harvey asked the meeting for a date for the second meeting that would confirm the Constitution should it be voted in favour of at the AGM. After discussion it was agreed that it should be held just prior to the next Board meeting on the 12th November. It was agreed that the Xmas dinner for the Board would be held separately from any Board meeting this year.

The typing/layout error in the Constitution in the brochure was noted and will be needed to be pointed out at the AGM. The version on the website is correct.

Focus 2000 Annual Report/Shareholders Meeting

The hard copy Focus Annual report delivered to the Society on the Wednesday the 7th Oct was tabled. It was noted that the report did not conform to the Companies Act requirements. It was commented that the 40 pages of text, graphs and photos had been churned out time after time. The report was missing the audited accounts and had only one page of financial detail. It was agreed that Dianne Kidd should be emailed after the meeting to inform her that the Annual report did not conform to the Companies Act.

Karl Sangster had requested the document from Dianne Kidd re Directors fees be tabled and discussed. (The document had been circulated to the Board the previous day by email). Daniel outlined the document and gave his thoughts and sought comments. It was commented that the 3-5 year plan requested would have assisted in these discussions.

Discussion diverted onto progress in the CLS negotiations with the MoH. Contract renewal of CLS had a renewal/termination notice date in November.

It was agreed that the Society would support Focus if they decided to withdraw from their CLS activities if they found they could not run them at a profit.

Discussion returned to the Focus directors fees. The discussion touched on reporting, origins of the initial fee structure, the Focus Constitution's absence of direction on this matter, the bigger subject of the Focus Constitution in general, the role of our reps on the Focus Board, ways of getting more openness and more information, especially of a financial nature and on a more regular basis, quarterly was suggested.

Daniel summarised the discussion:

1. *That the Society take a proactive role in formulating the Focus Constitution and then get Focus' input.*
2. *Quarterly reporting of Focus' financial performance against a template. It was agreed that Focus would do the initial draft of the template and the Society would have input thereafter.*

It was moved that "Focus 2000 director's fees be increased by 50% to \$XXXXper annum for directors and \$YYYYY for the Chair" Daniel Aldersley/ Tracy Wadsworth..... carried (Paul Munckhof and Harvey Brunt abstained)

The items in italics were for conveying at the Shareholders meeting on the 10th Oct.

Board Meeting Reschedule

Covered in meeting already

Grants Committee Replacement

Harvey spoke to this item and mentioned that Daniel wished to retire from the grants committee. Harvey had approached Peter Fergusson to see if he was available and willing, he was. Harvey had discussed this candidate with Daniel who thought this was a good choice.

Daniel brought up the topic of who would take over the chair of the grants committee. It had been agreed when originally setting up the grants committee that the chair be a member of the Board.

It was moved that "Peter Fergusson be appointed to the grants committee effective immediately and that Tracy Wadsworth assume the chair following the December 2009 grants committee meeting"

Daniel Aldersley/Paul Munckhof.... carried

Tracy asked that she be able to give a presentation on the grants committees' performance at the next Board meeting. There was agreement that this would be well received. To be placed on the agenda for the meeting of the 12th Nov.

Scholarship Criteria Review

Harvey talked to the original document he had formulated and circulated prior to the meeting. Todd Fernie' input and comments, received by email were tabled. Permanent residency for two years or more was common with other grants. The criteria were refined to a state where there was general agreement.

Marketing will begin with the agreed criteria with the application form being the next step. The application form should have requirement to write a short resume. The applications will be considered by grants committee and recommendations come to the Board.

Audited Accounts Sign Off

The accounts for the year ending 30th June for the CP Society that had been approved by the auditors and sent to us by the auditors were tabled.

It was moved that "the audited account for the Society for the year ending 30th June 2009 be approved" Daniel Aldersley/ Rosaline Fuata'i.... carried

Other Business

- Tracy brought up the numerous support letters for grant applications. Harvey will modify grant application form to restrict support letters.
- Tracy suggested we have a diary to document events that are coming up so that we do not lose track of things (eg Mobility dogs reporting back, Jimmy Chong presenting to us). Harvey to procure diary for this purpose. Tracy agreed to maintain diary.

Meeting closed at 7.47pm

Karl Sangster

Date

Next meeting on Thursday the 12th November