

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



Wednesday, 6pm, 13th December 2007

CCS Building, 14 Erson Ave, Royal Oak, Akl

PRESENT:

Karl Sangster (President), Peter Fergusson (Vice President), Peter Atkinson (Secretary/Treasurer), Paul Munckhof, Daniel Aldersley, Tracy Wadsworth, Glenis Lobb and Harvey Brunt (GM).

APOLOGIES:

Todd Fernie

MINUTES:

The minutes of the meeting of 8/11/07 were adjudged a true and accurate record of that meeting. Moved: Harvey Brunt/Paul Munckhof: carried. Minutes signed off by Karl Sangster.

MATTERS ARISING:

Harvey Brunt commented that JG owned the house where C. lived and gave permission for modifications and so grant proceeded and in fact, most modifications have been done. The question of fuel vouchers to reimburse expenses for attending meeting was again broached. Peter Fergusson, Peter Atkinson, Daniel Aldersley and Karl Sangster did not require reimbursement for travel expenses.

GENERAL MANAGER'S REPORT

Report tabled.

Harvey spoke to the report:

Application to the Charities Commission has occurred for the Society, Endowment Foundation and Focus 2000 Ltd. Notification of reception has been received for the Society only. Processing time is estimated at 14 weeks.

Donation of \$25k received from a Trust, letter of thanks and receipt sent back. No strings to the donation.

Tracy Wadsworth questioned whether we should change our application for membership form to obtain more data from our members. Peter Fergusson suggested that membership form stays similar to what it is now but a survey be done of members to acquire more information and get their feedback.

Peter Fergusson proposed '1-That a membership survey be done in Q1 of 2008. 2- That Tracy comes back to the next Board meeting with suggestions for alterations to the present membership application form' Peter F/Karl Sangster- carried

Harvey commented on the DSD Consumer Forum he attended in place of Peter Fergusson. Peter F gave some background to the purpose and structure of the Forum. Recommendation that the two places assigned to the Cerebral Palsy Society on this forum be reviewed in Q1 of 2008. An exciting development to come from the meeting was the Socrates program which will allow us to get statistical information on people with CP who use NASC (Needs Assessment & Service Co-ordination) Agencies.

Christmas lunch in Christchurch was attended by 36 people. Auckland lunch looks to have approx 140 attending.

Meeting temporarily moved to view office space that was under negotiation for the Society within the old CCS complex whilst light was good.

On return, Playback Theatre Event was elaborated by Harvey. Marketing to occur in Summer REVIEW.

Harvey moved that report be accepted/Karl Sangster- carried

FINANCIAL REPORT

Harvey spoke to the financial compiled by Campbell Forbes.

A correction will occur regarding computers purchased for the getConnected project. At present they have been expensed, but should actually be depreciated until they are gifted to the user (normally after one year).

Discussion on failure of Bridgecorp and Capital+Merchant. No provision to be made at present, just acknowledgement that an adjustment will be occurring in the future.

Peter Atkinson queried where the \$25k donation should go in the accounts. \$20k in donations had been budgeted, it was agreed it should show in general income under donations.

Peter Atkinson queried whether the \$5M appearing in the group/Focus accounts had been double counted. Peter Fergusson was going to raise question at next Focus Board meeting.

Peter Fergusson suggested that projected costings for the rest of the year accompany the Financial Statement. Harvey to implement this with Campbell Forbes.

Harvey moved that report be accepted/seconded Daniel Aldersley – carried

MEMBERSHIP

Prior to considering the applications, Karl Sangster made a request that a map showing the distribution of our membership be presented to the Board. Harvey to action.

The following applications (41) for membership were put before the board:

Brittany Profner	Elizabeth Collinette	Paul Vanner	Eugene Usu
Lawrence Dando	Craig Grey & Family	Parisa Zadeh	Miriam Jenkins
Jennifer Lange	Scott Williams	Jimmy Boyd	August Koki
Anthony Ross	Raj & Janet Swamy	Dennis Dale	Julyane Wedgewood
Redman Nicholson	Therea Ioane	Keith Gorman	Maria Williamson
Kavya Chopra Family	Thomas Bollard	Montana Brown & Family	
Ashley Reuben	Jade Farrar	Hugh Finlay	Oliver Koki
Carolina McCree	Lee Hodgson	Chris & Jocelyn Grantham	
Alastair Nicoll	Margaret Davis	Rachel Mullins	Trudy Heath
Judy McAllister	Alex & Sally Thomas	Peter Hewitt	Carol Collins
Shane Wilson	Grant and Dianne Wilson	Joelle & Timothy Gorton	

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

GRANTS

MB: Application for poncho for use in conjunction with his scooter (\$169). Harvey spoke to this. M. travels many miles in a week and has no rain protection. Grant approved.

TB: Application for a freedom wheel that straps onto a manual wheel chair so that it may move over most terrain. (\$2000). Grant approved

SW: Application for a freedom wheel (\$2500). S. had not signed his application form. Grant approved subject to signature.

General discussion occurred on Freedom Wheels. If influx of applications occurs for such wheels, the Society needs to advocate to Government authorities for these to be provided. Possible alternative manufacturing of these items was also discussed.

JMcC: Application for 50% funding (approx \$2500) of a Bobath Course to be held in early 2008. It was agreed that this application be declined

Boccia NZ (BoNZ): Proposal to go into discussions to consider ways of each organisation mutually assisting the other in achieving their goals. A general discussion occurred and conflicts of interests were declared by Peter Atkinson, Paul Munckhof and Harvey Brunt. It was agreed that a working group be formed to bring recommendations to the next meeting in February. It was agreed that the working group proceed. People representing the CP Society were agreed to be: Peter Fergusson, Daniel Aldersley and Immanuel Koks.

Mobility Dogs: Application for funding to pay for recruitment of a Marketing Director (\$20,000) and residual to assist with salary. A general discussion occurred that encapsulated the fact that the application was not specifically targeted towards helping people with CP. After much discussion it was decided that \$20,000 be donated on the proviso that a person with CP, who is also a member of the Society be presented with a trained dog in 2008. Also the Society is to have marketing opportunities associated with the dog and user. Grant agreed to in this format.

OTHER BUSINESS

Lease of Office Space: CCS will be vacating their old building and moving to their new building which is presently under construction and should be completed at the end of March 2008. Harvey informed the Board of his negotiations to lease the detached building to the East of the main building. This is an area of 92 square meters, has good wheelchair access and two toilets for the disabled. It has two meeting rooms with most of the area being open plan. CCS originally requested a rental of \$XXk per year. Negotiations have got this down to \$YYk. Harvey sort approval to negotiate but if required be allowed to go to \$ZZk. It was moved that "Harvey be given permission to go into negotiations to get as low a price as possible , but not to exceed \$WWk" Karl Sangster/Peter Fergusson - carried.

Grants Working Group: Peter Fergusson requested that we formalise the working group that is preparing submission for the Board on the subject of the Grants Committee and guide lines. At the meeting on the 2nd Dec its was decided to form a working group consisting of Todd Fernie, Tracy Wadsworth, Daniel Aldersley, Karl Sangster and Harvey Brunt to formulate ideas for presentation to the Board on the 14th Feb 2008. Its was moved 'that this working group be endorsed by the Board' Karl Sangster/Peter Fergusson - carried

Karl Sangster wished everyone a happy Christmas. The meeting closed at approx 8:08pm.

Next meeting is at 6pm, 14th February 2008 at CCS, Erson Ave.

Approval of minutes by Board

Karl Sangster-President

Date