

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



**Thursday, 6pm, 13<sup>th</sup> March 2008**

**CCS Building, 14 Erson Ave, Royal Oak, Akl**

**PRESENT:**

Karl Sangster (President), Peter Atkinson (Secretary/Treas), Peter Fergusson (VP), Paul Munckhof, Daniel Aldersley, Glenis Lobb, Todd Fernie, Immanuel Koks and Harvey Brunt (GM).

**APOLOGIES:**

Tracy Wadsworth, Immanuel Koks

**MINUTES:**

The minutes of the meeting of 14/2/07, as tabled were accepted as a true and accurate record. Moved: Todd Fernie/Daniel Aldersley: carried. Minutes signed off by Karl Sangster.

**MATTERS ARISING:**

Paul Munckhof raised the matter that Boccia NZ have not been informed of the outcome of the meeting between the two groups. Harvey to write letter to BoNZ advising them.  
Peter Atkinson queried the appointment of the 'Investment Sub-committee' and how it relates to the management of CPEF and the board. Karl Sangster explained the reasons for setting up this committee as per Dianne Kidd's proposal. Daniel gave a comment regarding the present working and the monies at risk in the current environment. Peter A. suggested that there were two similar processes running (budget/cashflow) and there was not need for the committee.  
Karl expressed thanks to Harvey for organising Strategy day involving the Focus and CPS boards. Harvey to distribute Lesley Ferkins report on that day when it comes to hand.

**GENERAL MANAGER's REPORT**

Ministry of Health Forum on the 26<sup>th</sup> Mar at Barrycourt motel.. Request for other board members to attend. Glenis Lobb volunteered to go.

NZ Medicine presentation with Health spokesmans from all the main parties in attendance.

Jocelyn Burgess' invitation to all Board members was tabled and Harvey expressed her wish that all would attend. An invitation to all members was being sent out next week.

Harvey spoke to the item on Special Purpose Accounts. He requested that these be submitted to the companies office. It was moved "That the special purpose accounts of the Cerebral Palsy Society be lodged with the companies office for the public record" Peter Fergusson/Daniel Aldersley.. carried  
Daniel requested that these special purpose account be generated automatically at audit time.

It was also moved 'That the membership survey be moved from Q1 to Q2 to coincide with membership renewal' Harvey Brunt/Karl Sangster... carried

Ivan Ford's Letter to the Board: Ivan's letter was tabled. The gist of it being that the Society should consider helping Melanie Trevehick in her court battle which seeks equality between ACC funding and MoH funding. After much discussion, it was decided that Harvey should approach Melanie to find out her incidental expenses and bring back to the Board specifics details. Support for Melanie in Wellington was discussed, Todd Fernie felt he may be available to attend after Harvey said he couldn't. Todd to come back to Harvey with availability.

**MEMBERSHIP**

The following applications (16) for membership were put before the board:

Rena Savage (TGA)	Lisa Applegate (TGA)
Cameron Calkoen (AKL)	Timothy Smith & Family (ROT)
Steven Yardley (CHC)	Rebecca Fry (HAM)
Henk Dijkstra(DDN)	Katrina Smeaton (CHC)
Matt Wilson (NEL)	Hanna Rawson (AKL)
Esther Williams (AKL)	Ravin Samrith (AKL)
Michael Turner (CHC)	Eveline Hill (CHC)
Carpenter Family (CHC)	Maxine Morgan (AKL)

It was moved that the above applicants be accepted: Karl Sangster/Daniel Aldersley ..carried

**GRANTS**

**80310-David Bruce:** Request for poncho for electric wheel chair \$XXX. Board approved.

**80313- Timothy Smith:** Spa pool, deferred to first meeting of grants committee

**80314-Miriam Jenkins:** Mountain bike, deferred to first meeting of grants committee.

**80223: Greig Jackson:** Assistance with funding for Boccia to Montreal \$XXXX

**80224: Jeremy Morris:** ditto

**80225: Kerri Bonner:** ditto

**80311: Mandy Slade:** ditto, \$XXXX

**80312: Henk Dijkstra:** ditto, ditto

Harvey, Paul and Peter Fergusson declared a conflict of interest in grants regarding boccia.

It was decided that for grants 80223, 224, 225, 311, 312 that Harvey contact the team manager to assess the deficit in their funding and then to inform all the board. The board would then email vote on whether the Society would fund this. A general discussion regarding BoNZ approaching the Society with a funding plan should occur in the future as there was resistance within the board to approving such grants on a one off basis.

## FINANCIAL REPORT

Figures for February tabled.

Moved that accounts be received: Harvey Brunt/Daniel Aldersley.... Carried

## GRANTS COMMITTEE

Harvey reported back on those nominees who had been approached and had agreed to have their name go before the Board for possible selection. Also result of Board poll was equal for Tracy and Daniel. After discussion it was moved that:

“ DA, TC, RN and RM (CHC) be appointed to the Grants Committee, with DA being the Chair and TC being the Deputy Chair” Harvey Brunt/Karl Sangster... carried

The 5<sup>th</sup> position to be someone of a PT or OT background who has knowledge of equipment used in the disability sector.

The budget for the remainder of this financial year (3 months) was set to be \$XX,XXX. (Possible BoNZ grant for Montreal to be separate from this amount)

## OTHER BUSINESS

### DSD Consortium Members

This item was briefly discussed and deferred to next meeting

### Wilson Home Trust Feedback

After discussion a letter is to be written to the WHT offering the Society's assistance in their present gap analysis.

### PM Update

Paul Munckhof gave an update of his health and possible developments over the next few months. Paul enquired whether the Society could support him if unanticipated health issues develop whilst travelling with the NZ Boccia team. It was generally agreed that the Society would do what was reasonably expected of it.

### Investment Sub-committee resolution formalisation

At the strategy day of the 8<sup>th</sup> March the following resolution was tabled and agreed to by both Boards.

*Resolution: “ That the (CPS / Focus 2000) Board recognise the purpose of the combined Investment sub committee which met for the first time on Tuesday 4 March 2008, and agree to the following delegated authorities;*

- *Authorization of expenditure to seek professional advice from accountants, banks, investment advisers, lawyers as and when required;*
- *Authorization to transfer monies and investment assets to / from either the Cerebral Palsy Society or Focus 2000 Ltd as required. “ was moved by Peter Ferguson / Seconded by Paul Munckhof”*

Ratification of this resolution was sort for the above. Peter Atkinson spoke against the resolution as it was open ended and if any authorization was to be given it should be for a set time until recommendations are submitted. The discussion touched on whether the investment subcommittee should be CPEF trustees in the future. Also discussion occurred on where cash reserves should be located. Peter Atkinson felt the budgeting process would resolve many questions and the committee was running a parallel process. After much discussion it was moved that ‘the above resolution be ratified’- Peter Fergusson/Paul Munckhof - carried, Peter Atkinson wished his against vote to be recorded because there is ‘no term specified’ and that it ‘applies unnecessary operational authority to a strategic investigation’

### DVS for Society's Own Residential Properties

Harvey had obtained quotes to install DVS ventilation systems in the properties currently owned by the Society. Daniel made comment that decision of where ownership of homes resides in the future may be that it would be a decision for the Focus Board if property was to be placed with them.

‘It was moved that DVS systems be installed in the Society's 6 residential properties at a cost of around \$20,000’ Karl Sangster/Paul Munckhof -carried

### Membership Application Form Alterations

This item was deferred to next meeting so Tracy could have input.

### Draft Budget Dates

Peter Atkinson requested that draft budgets be ready for presentation by the end of April with cash flow analysis so that decisions can be made regarding movement of excess funds. Harvey to notify Craig Hobbs and John Wade of these dates.

### Focus Report

Karl spoke regarding Terry Kilmeister being contracted to define skills requirement for members of Focus Board. Audit by MoH presently occurring. Peter Atkinson preferred written CEO report and minutes be presented so questions of CPS rep. could be asked; Karl and Peter F to take to Focus Board.

### GM's Performance Review

Karl and Peter F. have prepared a review document which is to be circulated to Board members and the GM for filling out and returning. Karl to send out.

Meeting concluded at 8:40pm. Next meeting is at 6pm, 10<sup>th</sup> April 2008 at CCS, Erson Ave.

Approval of minutes by Board

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Karl Sangster-President

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Date