

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



**Thursday, 6.30pm, 10<sup>th</sup> December 2009  
Yarnton House, 14 Erson Ave, Royal Oak**

**PRESENT:**

Karl Sangster (Chair), Daniel Alderley, Harvey Brunt, Paul Munckhof (Michael Northcott as interpreter), Tracy Wadsworth, Amy Hogan, and Todd Fernie

**APOLOGIES:**

Rosaline Fuata'i

**MINUTES:**

The tabled minutes of the meeting of the 12<sup>th</sup> November were moved as a true and accurate record of that meeting. It was agreed that the minutes of the SGM be approved at the next meeting of members but taken as accurate for any interim reporting requirements. Karl Sangster/Tracy Wadsworth ... carried

**MATTERS ARISING:**

Daniel referred to his draft policy on memorials and how there was no agenda item for it.

**CONFLICT OF INTEREST REGISTER**

Karl spoke to the declaration of interest register. Harvey to send through Karl's form as the document to use. Board members are to fill it out and return to Harvey.

It was moved **“that the form to be circulated for the conflict of interests would be the official form”**  
Karl Sangster/Todd Fernie..... carried

**GENERAL MANAGER's REPORT**

The report was tabled; It was taken as read. Harvey spoke to the report. Addition of Janet's presentations to the report was noted.

The getStructured programme was discussed and Harvey suggested that the limit for option 1 be increased to \$1500 and for option 2 to \$450. The part that is to be paid by the user was suggested to drop from 20% down to 10%. It was agreed that this be trialled through to the end of the current financial year.

It was moved that the GM's report be accepted. Harvey Brunt/Daniel Aldersley.... carried.

**MEMBERSHIP**

The following applicants (44) were put before the Board for membership:

Christian Toleafoa Family (AKL)	Kate Gardner(DDN)
Karen Menzies (DDN)	Scott Nelson(NLSN)
Dontae Wright (AKL)	Jim Bourke (NPL)
Jordan Byrne (Oamaru)	Gary Endacott (CHC)
Charley Harvey (NPL)	Jessica Peters Family(CHC)
Eugene Usu (AKL)	Braden Forth-Ludeman F. (NPL)
Cheyenne Taylor Family (NPL)	Cody Bird Family (PLN)
Sydney Maxwell Family (NPL)	Shelley Hughes Family (WGNI)
Michael Swanepoel (NPL)	Jamie Hoffman (CHC)
Barbara Baird (PLN)	Craig Williams (AKL)
Laura Underwood Family (AKL)	Jay Bentley (AKL)
David Lincoln (AKL)	Tanis Lindquist (AKL)
Jayden McKinley (HML)	Brenda Carter (WGNI)
Jetaime Stratford (NLSN)	Freya Frew (Oamaru)
Manuele Teofilo (AKL)	Nikayla Wood Family (ROT)
Toni Bow (AKL)	Ethan Millar (DDN)
Stephen Campbell (DDN)	Peter Ng (AKL)
Rachel Penney(AKL)	Cody Halliday (CHC)
Meghan Wratt Family (NLSN)	Noah Halliday (CHC)
Luke Martin Family (TGA)	Vince Amosa Family (AKL)
Davarah Pihema Family (AKL)	Taleisha Ah-Chong (AKL)
Lincoln Parker Family (AKL)	Tayla Ngan Woo Family (AKL)

After discussion, it was moved that the above 44 applicants be accepted as members: Daniel Aldersley/Karl Sangster.... carried

**FINANCIAL REPORT**

The financial accounts were tabled. Some discussion occurred. In general there was underspending in the programmes, especially the getOutThere and getStructured programmes. A new programme titled Research has been added and all costs relating to the “CP through the Life Span” will be put to this code. It was moved that the accounts be accepted as tabled: Karl Sangster/Daniel Aldersley.. carried.

## OTHER BUSINESS

### REMOVAL OF NON FINANCIAL MEMBERS

Harvey mentioned that there were 695 members on the database of which 625 were financial. Of the 70 that are not financial, approximately 50 have CP or a family member with CP.

It was moved **“That members who are not current financial members as of the 12<sup>th</sup> February 2010, have their membership ended as of the 12<sup>th</sup> February 2010, as per section 11.1.c of the Constitution, and be removed from the membership register”** Amy Hogan/Paul Mumckhof.... carried

### BOARD EVALUATION

Karl spoke to this and the internet survey that he had organised. He requested members to fill it out by end of Dec (altered to mid January). Passwords and links will be sent out by Karl.

### IRIS CONSTITUTION

A draft constitution was tabled by Harvey after discussions with Kevin Ogles. Harvey highlighted that the Constitution had the potential for another Trust with similar aims to the CPSNZ being formed and funds being transferred to it, as had happened in the past. Alterations were made that the only beneficiary was to be CPSNZ.

The objects of Iris were written to be the same as the Society. It was felt that this would cause confusion as to their purpose and have activities of the Society and Iris overlapping.

After corrections it was moved **“that the altered version of the Iris Constitution be the one that is given to the Iris Board for their input and consideration”** Tracy Wadsworth/Daniel Aldersley... carried  
Daniel suggested that the Iris Board comeback to the Society by the Society's Board meeting in March.

### GRANTS COMMITTEE PRESENTATION

Tracy spoke to the report and its recommendations. The difference in time between the grant being approved and spending of money was noted. It was suggested that the Grants Committee specify a date by which time the money had to be spent. It was also hoped that more members would result from organisational grants and more exposure come from these grants. Tracy suggested we get a feedback evaluation form and get feedback as to improvements that could be made to the process.

Harvey suggested that a edited version go on the website. Also it was requested that the Iris Board be given a copy for their information.

### BNZ BANK ACCOUNTS RESOLUTION

Harvey explained that CPEF and CPSNZ had accounts at the BNZ. With the closure of CPEF, these two should be merged.

It was moved **“that account number 02-0256-0283526-026 in the name of the Cerebral Palsy Society of NZ be closed with funds transferred to the CPEF account number 02-0144-0053419-00.**

**Subsequently the name of the CPEF account is to be changed to the CP Society Investment Account”** Harvey Brunt/Daniel Aldersley.... carried

It was also moved **‘that until further notice, the cheque signatories for the Society be Karl Sangster, (President), Daniel Aldersley (Vice President) and Harvey Brunt (Board Member ex-officio/General Manager)’** Paul Munckof/Todd Fernie... carried . Daniel clarified that the cheque signatories was for all the Society's cheque accounts, ie ASB as well.

### FUND TRANSFER TO BNZ REVISITED

Harvey spoke to his budget. \$450k has been transferred to BNZ Private Bank already. This was different from previous meetings resolution.

It was moved that **“the previous resolution from last meeting be altered to where only \$450k be transferred to BNZ Private Bank and when the interim dividend be received (Feb), it also be transferred to BNZ Private Bank.”** Harvey Brunt/Daniel Aldersley... carried

### HOSTING DR JOANNE KURTZBERG

Harvey explained about Dr Kurtzberg travel details. There is a need for someone to host her in Auckland as Harvey and Amy will be in Christchurch. Karl Sangster agreed to host Dr Kurtzberg for her time in Auckland.

### JIMMY CHONG INVITATION TO PRESENT

Harvey spoke to the research report that Jimmy had forwarded to him. Harvey to scan Jimmy's conclusions and forwarded to all. If needed Harvey can request an electronic version and forward to those requesting it.

### DEBBIE ASPINER APPOINTMENT TO IRIS BOARD

Karl spoke to the conflict of interest mentioned at last meeting. Karl relayed the information from Dianne Kidd's inquiries.

It was moved **“that the Cerebral Palsy Society Board approve of Debbie Aspiner as a Director of Iris Ltd”** Daniel Aldersley/Tracy Wadsworth... carried

### IRIS UPDATE

Karl spoke from the minutes of the last Iris Board meeting. Karl spoke re Taikura Trust and Individualised funding. A new conductive education manager has been appointed, Jenny Ballantyne.

Some discussion occurred regarding disengagement between CE and Iris. Financially Iris is ahead of their profit projections. Projected profit for end of financial year is \$558k. Mediall is below budget, referrals are dropping. Good media coverage from the Day of the Disabled was praised.

#### **GARY ENDACOTT**

Harvey gave his impressions of Gary and how he would be a good fit as a Board member. Harvey relayed discussions he had had with Gary at a dinner they had in Christchurch. Gary wished to be able to contract to the Society in the future and being a Board member would prevent him from doing so.

Karl relayed his conversation with Gary that he had earlier in the day. After much discussion Gary decided that he would not accept a position on the Board and keep contracting options open. Todd spoke to his making a conscious decision not to contract his 'Break Through Thinking' to the Society as it would have been a conflict of interest.

Karl was to enquire with Gary as to whether he was prepared to serve without the promise of future payment and if so to invite him to the Strategy day.

#### **STRATEGY DAY DECISIONS**

Karl spoke to Tracy's document on ideas for discussion. It was agreed to invite Ross, Janet and Michael to the Society's strategy meeting on the 27<sup>th</sup> February. A facilitator was not felt to be required. Harvey agreed to keep the meeting on the topic that was under discussion. The meeting will begin at 10am, lunch at 1pm and try and finish by 4pm, with dinner to follow. It will be at the DRC, in their new facility.

#### **SPECIAL NEEDS THERAPY UPDATE**

The letter from Heather Roy was discussed. There was an implication from the letter that funds would be removed over a period of time.... still.

The internet was used to view the Special Education Review and its terms of reference. The review was due to be completed by July 2010. It was discussed that we should be a reference group and register our interest. Tracy is to send Harvey information and link to investigate further.

#### **MEMORIAL POLICY**

Daniel spoke to this. Daniel suggested we develop a list of Board members over the year as well as Life Members. It was suggested that Ross compile a list from his research. For the 60<sup>th</sup> anniversary we should make the effort to contact and invite those we may have lost contact with. Paul suggested a list of Life Members be put on the website, there was acceptance of this.

It was moved **"that the tabled draft memorial policy be adopted"** Daniel Aldersley/Amy Hogan... carried  
It was also moved **"that a register of Board Members and Life Members be initiated"** Daniel Aldersley/Karl Sangster.... carried.

**Meeting closed at 8:07pm**

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Karl Sangster

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Date

Next meeting on Thursday the 11<sup>th</sup> February 2010