

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



**Thursday, 6pm, 11th June 2009
Yarnton House, 14 Erson Ave, Royal Oak**

PRESENT:

Daniel Aldersley (acting chair), Rosaline Fuata'i, Todd Fernie, Paul Munckhof (Michael Northcott-interpreter), Immanuel Koks (via video Skype), Tracy Wadsworth, Dave Thomas and Harvey Brunt

APOLOGIES:

Karl Sangster, Amy Hogan

MINUTES:

The minutes of the meeting of the 14/5/2009, as tabled were adjudged to be a true and accurate record.
Moved: Dave Thomas/Paul Munckhof.... carried

MATTERS ARISING:

Membership application form had been modified to indicate how a person had heard about the Society. Assoc Prof Sue Stott will continue to pursue a speaker from Duke University as a speaker at the AusACPDM now that we have given an indication that we would help sponsor them.

GENERAL MANAGER'S REPORT

The General Manager's report was tabled. Harvey spoke to it and indicated alterations that had occurred since the draft report had been sent out earlier.
Tracy spoke to the dis-establishment of the CE Manager/Leadership position. There were moves to have a parents group to give feedback to management. There was concern that the ethos of CE may change. There was a desire that Focus should indicate to the Board the direction that the above matter was taking. Todd gave some feedback regarding his first meeting at of the Focus Board and was impressed with the openness of it and the transparency of information. He mentioned how the Focus Board was very willing to take on board any strategic directions/suggestions that the Society might relay to them.
It was relayed that Focus were proceeding to purchase 11 Coyle St.
It was moved that the GM's report be accepted: Daniel Aldersley/Tracy Wadsworth... carried

MEMBERSHIP

The following 14 applicants were put before the Board for membership:

Gary Payne (AKL)	Kyla Old Family (AKL)
Danny Vaafusuaga (DDN)	Ethan James (NPR)
Lisa Urquhart (Oamaru)	Shane Urquhart (Oamaru)
Hamish Stamp (Rodney)	Samuel Fitzpatrick (AKL)
Hamish Kummer (Masterton)	Daryl-Anne Fehseneld Family (DDN)
Chris Lucas (DDN)	Karen Downs (GIS)
Mike Hamill (Invercargill)	Steven Brown Family (AKL)

Following a discussion, it was moved that the above applicants be accepted: Daniel Aldersley/Dave Thomas... carried

FINANCIAL REPORT

The April financial figures were tabled.
Harvey gave an explanation of the items that made up CPS A and CPS B portfolios. Impairment of investments was discussed. Dave mentioned the treatment of assets for sale and whether there were any tax implications.... there were no tax implications.
It was moved that the accounts be accepted: Harvey Brunt/Daniel Aldersley.... carried

OTHER BUSINESS

Focus 2000 Update

Todd Fernie gave his feedback. The renaming of Focus was mentioned. The new name was relayed and the Focus Board eventually agreed to it. There is a general re-branding exercise. It was queried that after the consultants exercise, did Focus know who they are? Todd mentioned that the downward direction in business was expected to turn around by about August, after that things will have to be reassessed. Todd was pleased with the inclusiveness of the Focus Board.

Draft Dividend Policy

The latest draft document provided by Karl was tabled.
Daniel spoke to it. He had done some research and found that the 50% of operating surplus was in keeping with many other organisations. There was a concern that there was no linkage to performance in the dividend policy. It was agreed that our members on the Board of Focus should convey to the Focus Board that the return should be in keeping with acceptable Return on Equity (ROI) when judged alongside 90 day Bank Bills.

It was moved that **“the Board of the CP Society were in support of the draft dividend policy”** Daniel Aldersley/Dave Thomas... carried

Meeting with BNZ Private Bank

Daniel spoke to this item. He gave the history of the various funds and highlighted the complexity of what we presently had with it resulting in significant accountancy bills, together with difficulty in understanding and managing the portfolios. The conclusion from the meeting with BNZ was that it would be beneficial and simplify matters if the CPEF, CPS A and B were to consolidate into one fund, namely the CPS A fund. The goals of such a consolidated fund were 3 fold: asset protection, income generation and growth in a low risk investment regime. Concern was expressed about ensuring protocols were implemented such that money leaving the BNZ Private Bank would have strict controls. Dave Thomas suggested that BNZ could recommend such protocols. Harvey to enquire with BNZ

It was moved that **“The Society amalgamate the 3 funds (CPEF, CPS A and CPS-B) into one fund with the CPS A fund being the only fund moving forward”** Daniel Aldersley/Paul Munckhof..... carried

Memorandum of Understanding for Conductive Education

A draft of the memorandum had been circulated prior to the meeting with email feedback being received. Daniel spoke to some of the practicalities of subsidizing the CE shortfall. After much discussion it was agreed that we should fund the agreed budgeted shortfall, or if the actual was less, then to fund the lesser amount. It was also agreed that should there be an influx of children into the programme and an increase in costs was to occur above budget, then Focus could reapproach the Board and seek a justified increase. Timing was discussed and it was agreed that the 1st of May was when a draft budget would be submitted to the Society by Focus for the CE programme.

It was moved **“that the draft memorandum of understanding be amended to reflect that we will fund up to the budget shortfall or the actual shortfall, whichever is the lesser and the discretion to fund over the budgeted shortfall, based upon discussions between Focus and the Society during the year and that Focus presents the CE draft budget to the Society by the 1st May each year”** Daniel Aldersley/Dave Thomas..... carried.

Draft Budget

The draft budget had been circulated. Daniel had asked some questions with Harvey’s answers being circulated to the Board. Harvey spoke to the fact that the Focus dividend had not been included for 2009 or 2010 budget and that CE subsidy for 2010 had also not been included.

Maintenance on Coyle St was discussed. Landlord is only responsible for structural issues. It was agreed that Harvey would seek the advice of the Society’s accountants on how to handle this issue. A general discussion occurred on income and expenditure. Grants were discussed.

Harvey stated that what was presented was the majority of the budget, items still to be resolved were a budget for research (meeting with Prof Sue Stott tomorrow). A discussion also occurred as to the timing of the dividend from Focus and how it would be reflected in the following year’s figures, apart from the interim dividend.

It was moved **“that in principle that the Board accepts the draft budget, with the GM to present the final budget for sign off at the next Board meeting”** Dave Thomas/Paul Munckhof.... carried

Draft Constitution

Daniel suggested that discussion on this matter be deferred to the next meeting. A time line was discussed if we wished to present something at the AGM. It was agreed to defer discussion until next meeting.

A final item was a web link to Immanuel’s website where he had put a layout of the work he completed to date. Immanuel will join us at our next Board meeting to go through it, in person.

Todd asked about whether we had any policy around staff development and professional supervision. Todd asked about staff counselling and whether it should be implemented. Harvey agreed to look into a package for staff to cover this requirement.

Harvey still to contact Martin Sneddon re Rugby World Cup.

Harvey requested that consideration be given to review of GM.

There being no further business, the meeting concluded at 8:10pm.
Next meeting is at 6pm, 9th July 2009 at Yarnton House, Erson Ave, Royal Oak

Approval of minutes by Board

Karl Sangster-President

Date