

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



Thursday, 6pm, 8th May 2008

CCS Building, 14 Erson Ave, Royal Oak, Akl

PRESENT:

Peter Fergusson (VP)-Chair, Paul Munckhof, Daniel Aldersley, Glenis Lobb, Immanuel Koks, Tracy Wadsworth, Todd Fernie and Harvey Brunt (GM). – (Michael Northcott as interpreter)

APOLOGIES:

Peter Atkinson, Karl Sangster

MINUTES:

The minutes of the meeting of 10/4/07, as tabled were adjudged to be a true and accurate record. Moved: Harvey Brunt/Paul Munckhof: carried. Minutes signed off by Peter Fergusson.

MATTERS ARISING:

Glenis enquired about SDR and article on website.

Peter Fergusson asked if accounts had had the P(permanent) and T (timing) additions made as suggested by Peter Atkinson. This had not yet been investigated.

DSD Consortium attendees: John Carbutt has been informed that Todd Fernie will be taking his place at these meetings.

Dr Sue Stott had been contacted regarding research. Further discussion deferred till she returns from overseas.

GENERAL MANAGER'S REPORT

The report was tabled and Harvey spoke to it.

Playback theatre event was in hand with video being made of a public performance for promotional purposes.

Discussion occurred on visit with Norwood Trust when Harvey was in Wellington. Also general discussion on developing a relationship with Norwood Trust, Wilson Home Trust and Jubilee Trust. There was general agreement that a stronger relationship would be beneficial.

Immanuel asked for clarification on reason for a server. Harvey gave reasons mainly based around access to common files by all the staff, especially with another person coming on board. Peter Fergusson suggested the ASPX system currently used by Franchise NZ be considered. Harvey to investigate this option.

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

MEMBERSHIP

The following applications (14) for membership were put before the board:

Emma Moore (AKL)	James Smith & Family (NEL)
Matthew Warner (TGA)	Leon Keegan (AKL)
Sheryl Holst (TGA)	Zainab Ahmed & Family (AKL)
Sylvia Waterman (CHC)	Jeremy Staines & Family (TGA)
Pue Aye Aung & Family (AKL)	MH&MP Niessen & Family (CHC)
Richard Valentine (AKL)	Leesa Ross & Family (ROD)
Angela McGill-Smith (AKL)	Vina Mahe & Mele Napa'a (AKL)

It was moved that the above applicants be accepted: Peter Fergusson/Paul Munckhof ...carried

FINANCIAL REPORT

Figures for April, showing month/month budget, YTD/YTD budget were tabled.

Grants were out of sync somewhat as some grants approved in earlier months were finally being paid out.

A query was raised regarding \$1.3k for consultancy. Immediate explanation was not at hand. Harvey to establish and report back.

An explanation was given regarding the increase in rental as the Society has now moved into its new office.

Moved that accounts be received subject to Harvey reporting back on consultancy query: Daniel Aldersley/Harvey Brunt.... Carried

STRATEGIC PLAN UPDATE

The updated strategic plan had been emailed to Board members prior to the meeting. Update had occurred as a result of strategy meeting on the 8th March at the Novotel.

Harvey explained how the 7 areas for strategic focus had been consolidated into 4 as per Dianne Kidd's suggestion in March. The update also took into consideration what had been learnt during the year.

In brief, the actions arising from the strategy for the coming financial year were:

- The **getOutThere** program be continued and rolled out to the rest of New Zealand. Consideration of allocation per person to be scaled so as to try and provided equity of trips taken.
- The **getConnected** programme to continue in the Auckland area, with possibility of extending to CHC in 2009-10 year.

- Piloting of the **getaBreak** programme proposed for Auckland. This programme is designed to get people with CP who are in old people's homes or residential hospitals, out of them for a short break.
- The **getStructured** programme to be introduced. This is a programme where the legal structure for a person with CP has been established. Items like wills, power of attorney's and Trusts are envisaged to fall under this programme. A one off grant to assist with setting up such, then an additional grant every 5 years to review the legal structure and ensure it is still appropriate.
- The **getThis&That** programme was explained. This is a programme that allows members with CP to be able to purchase small items that are needed because of their having CP. It is envisaged that a limit of \$300/member with CP/Family be allocated. Access would be via phone and not the Grant's system.
- Basing a person in Christchurch is not being proposed for the next financial year.
- A discussion occurred around increasing the thrust of the Society's advocacy role as highlighted at the meeting on the 8th March. Concept of getting a pressure group that concentrated on the physically disabled together was worth exploring further. Immanuel and Todd discussed developing a vision for our strategy re advocacy. It was suggested a small group be formed to develop such. It was agreed that Todd and Harvey get together to form ideas to bring back to June meeting as a way forward for our advocacy role and actions.
- KPI's set were based upon the strategy and programmes being accepted.

It was agreed that based upon the strategic plan presented, Harvey was to formulate a draft budget to be circulated to Board members prior to next meeting. Feedback was to be given via email so that the budget presented at the next board meeting was close to being the final version.

OTHER BUSINESS

Investment Committee Queries

The investment committee had requested that there were issues that should have direction coming from the Society's Board such that actions could result. Direction was required as to where the properties should reside as well as whether investments should go to the CPEF or CPSNZ. After discussion the following resolutions were put:

- *"That title and asset value of properties at Fowlds Ave in Auckland and Sumner St in Rotorua transfer to the Cerebral Palsy Society before end of June 2008. The CEO of Focus and GM of CPS to agree as to rental and maintenance for next financial year."*- Peter Fergusson/Daniel Aldersley... carried
- *"That the improvements at 13/15 Coyle St, together with remaining asset (land/improvements) value of 15 Coyle St be transferred to CPS before the end of June 2008. The rental arrangements currently existing on Coyle St between Focus 2000 and CPS remain in force until the end June 2009 with an objective for an enduring agreement to be entered into"* Daniel Aldersley/Paul Munckhof... carried
- *"That the Focus2000 investment portfolio held with the BNZ Private Bank be transferred to the ownership of the Cerebral Palsy Society, to take effect before the end of June 2008"* Immanuel Koks/Todd Fernie..... carried

The subject of direct tenancy between a person with a disability and the Society was discussed. Peter Fergusson was of the opinion that such should be discouraged and our service arm, Focus 2000, should have this relationship with the end user as duplication and possible long term competitiveness may otherwise result.

Focus Update

Report written by Karl Sangster was tabled. Peter Fergusson spoke to the report. Focus Nor-west still awaiting 2 signatures before being able to be absorbed into Focus2000.

MoH audit of Focus has no major issues involved in it.

Operating surplus still on target.

Strategic plan is expected to be signed off at next Focus Board meeting.

15th Anniversary celebrations coming up for CE.

Tony McLean/Tom Hsu

Harvey suggested that when considering scholarships in the future, it would be appropriate to name the scholarships in memory of Tony and Tom. (Tony McLean being the teacher and Tom Hsu being the pupil with CP who died in the Mangatepopo River tragedy). When more certainty is established as to scholarships, Harvey will then approach school/relatives to discuss using their names.

Definitions in Disability Sector

Todd presented document by Philip Patston showing model and definitions that Philip had presented to the MoH. There was a brief explanation by Todd but further discussion was deferred till next meeting. Harvey to email board members the document.

Membership Application Form

Tracy Wadsworth discussed the need to understand our membership so that we would be able to target our assistance better. The need for a brochure(s) giving guidance in many areas and stages in a persons/families journey with CP. Tracy spoke to the data that she had included in the altered application form. Paul suggested that it would make the application form too long, although additions were mainly tick-boxes. Daniel requested the proposed altered application form be sent out for Board members to re-look at and come back with comments. Topic to be discussed at next Board meeting. Harvey to email out form.

GM's Review

Harvey notified Board of discussions that had occurred with the President re deferring review till July as all KPI's were based on a financial year. Any alterations resulting from review to be back dated to Feb 08.

Section 66A Update

Harvey and Todd relayed points that had been discussed in the meeting with Helen Capel. Also Dr Huhana Hickey of Auckland Disability Law was interested in this issue. The issue is quite complex and needs further investigation before a course of action can be determined. Situation is ongoing.

DRC CEO's position

Harvey introduced the subject and then handed it over to Peter Fergusson who informed the meeting that he had been appointed the CEO of Auckland DRC, effective early June. As there was some conflict of interest, he would be resigning from Focus Board at the commencement of his employment.

Grants Committee Feedback

Daniel stated that a number of grants associated with Boccia had been submitted. Daniel proposed that we inform Boccia NZ to submit a financial plan for their activities next year so that the Society could consider this in a holistic fashion and that no further grants would be forthcoming in the new financial year until such had been submitted. Harvey to write letter.

Medical Plan for Society Employees

Arising out of the employment process of finding a new Members Liaison Officer, Harvey suggested that the Society look to include medical cover as part of the package and to extend this to other employees. Harvey to bring figures/proposals to next meeting for consideration.

Meeting concluded at 8:23pm. Next meeting is at 6pm, 12th June 2008 at CCS, Erson Ave.

Approval of minutes by Board

Karl Sangster-President

Date