

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA  
MONDAY 17<sup>th</sup> FEBRUARY 2020 AT 4.30PM**

<b>PRESENT (TRUSTEES):</b>	Ali Painter (Chair), Tess Thorne, Elaine Fox, Tups Wright, Tere Lawson, Roger Loveless and Ann-Elise Miles		
<b>IN ATTENDANCE:</b>	Nicky Mayne (General Manager), Anne Teremoana (Secretary), Donna Ross (left at 5.20pm)		
<b>APOLOGIES:</b>	None		
<b>CONFLICT OF INTEREST DECLARATION:</b>	None		
<b>INWARDS CORRESPONDENCE</b>	None		
<b>BOARD CHAIR ELECTION</b>	Compliance. Change the time? First Calendar month of year according to Trust Documents	<b>Action: R Loveless to investigate this for us.</b>	
<b>CHAIR ELECTION</b>	<b>Resolution</b> "That Ali Painter is the Chairperson for St Chads Community Centre Trust for 2020."	<b>Nominee: A Painter</b> <b>Nominated by: R Loveless</b> <b>Moved: A Miles</b> <b>Seconded: T Wright</b> <b>Motion passed: Yes</b> <b>Abstentions: None</b>	
<b>MINUTES:</b>	<b>Resolution</b> "That the minutes of the meeting held on, Monday 16 <sup>th</sup> December 2019, be accepted as a true and accurate record."	<b>Moved: A Painter</b> <b>Seconded: T Wright</b> <b>Motion passed: Yes</b> <b>Abstentions: None</b>	
<b>MATTERS ARISING</b>	All actioned items have been completed by Nicky. <ul style="list-style-type: none"> <li>• Enrolment process is in place,</li> <li>• Website is ready for documentation to be added, just need the time to upload.</li> <li>• Financial management policy has all been actioned.</li> </ul>		
<b>GENERAL MANAGERS REPORT</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>
<b>STAFFING</b>	Rashmi has started in a permanent role. Tania has accepted a casual role and will start 19 <sup>th</sup> February 2020.		
<b>FACILITIES</b>	Ongoing discussions with Lakes DBH around the use of our facilities. They are interested to work	Ensure H&S would need to change those protocols with other groups of people who will share our	
			<b>TIME FRAME</b>

<p>STAFF "BLUE SKY THINKING" DOCUMENT</p>	<p>with us – Community hub.</p> <p>Ideas included:</p> <ul style="list-style-type: none"> <li>• Add education school holiday programme for children with disabilities</li> <li>• Expand outside of our usual St Chads supports</li> <li>• Name change from St Chads</li> <li>• Provide accredited education courses</li> <li>• Buy a business to employ clients as part of their employment journey</li> <li>• Natural &amp; Formal supports focus</li> <li>• High profile fundraiser</li> </ul> <p>Feedback of our Hinemoa Site is that is has taken pressure off our spaces.</p> <p>Quin House is not currently used to its maximum. There is a lot of benefits for our clients. The disability equipment in the 'sick bay' used daily.</p>	<p>facilities.</p> <p>Tick a few boxes – under 16 years of age. Staff vetted to work with children. Use of existing clients as a volunteer. Interaction with students.</p> <p>Provide respite options Provide supports to smaller areas</p> <p>Rebrand? Debatable at this point in time</p> <p>Quin House is valuable for family meetings and used daily for personal cares And small group activities</p>	
<p>GENERAL MANAGER'S REPORT</p>	<p>Resolution "That the General Manager's report be accepted and adopted by the Board."</p>	<p>Moved: N Mayne Seconded: A Miles Motion passed: Yes Abstentions: None</p>	
<p>WORK GROUP REPORTS COMMUNITY PARTICIPATION WORKGROUP</p>	<p>NOTES (IF ANY)</p> <p>MSD – 59 out of max. 60 clients. We are likely to be exiting six clients in March (i.e. already moved away or no longer attending).</p> <p>Client highlight -- Our Supreme award winner was completely unaware of her achievement. Her family were taken by surprise and very proud.</p> <p>Seventh Day Adventist Project - Desk and chairs</p>		

	<p>New Schedules worked on and provided to all clients.                  Completion of workshop for key workers end February.                  The Community Participation Workgroup report has been read and discussed by the board and carried.</p>	<p><b>ADOPTED BY BOARD</b></p>		
<p><b>TAILORED SUPPORTS</b></p>	<p>An existing MSD VHN client has had several hours approved by ACC for Tailored Supports.                  One of our ACC clients got a paid offer of employment                  The Tailored Supports Workgroup report has been read and discussed by the board and carried.</p>	<p><b>ADOPTED BY BOARD</b></p>		
<p><b>WORK TOGETHER ROTORUA</b></p>	<p>5 transition enrolments for 2020, possibly 6.                  2 are VHN clients .                  Continually doing well.                  Getting work for people who have never worked                  We are getting more clients coming in to enrol from the wider community.                  The Work Together Rotorua report has been read and discussed by the board and carried.</p>	<p><b>ADOPTED BY BOARD</b></p>		
<p><b>HEALTH AND SAFETY REPORT</b></p>	<p>The health and safety monthly report has been received, read and discussed by the board and carried.</p>	<p><b>ADOPTED BY BOARD</b></p>		
<p><b>FINANCIAL REPORT</b>                  I) KEY FACTS</p>	<p><b>DISCUSSION</b>                  GP is 11% higher than budget.                  Expenses tracking just under budget</p>	<p><b>ACTION</b></p>	<p><b>PERSON</b></p>	<p><b>TIME FRAME</b></p>

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<p>II) ACCOUNTS AUTHORISED FOR PAYMENTS</p>	<p>WTR – good financials <u>\$40,473.62 accounts to be paid</u></p>	<p>Resolution “That the accounts be paid”  Resolution “That the Financial report be accepted as a true and accurate record.”</p>	<p>Moved: T Wright Seconded: A Miles Motion passed: Yes Abstentions: None  Moved: E Fox Seconded: T Wright Motion passed: Yes Abstentions: None</p>
<p>RESOLUTIONS</p>	<p>DISCUSSION</p>	<p>ACTION</p>	<p>PERSON</p>
<p>GIRASSROOTS TRUST</p>	<p>Application be made to “Grassroots Trust” for the amount of \$13,039.00 exclusive of GST for a vehicle.</p>	<p>Moved: N Mayne Seconded: A Painter Motion passed: Yes Abstentions: None</p>	<p>PERSON</p>
<p>PRIORITY ITEMS</p>	<p>DISCUSSION</p>	<p>ACTION</p>	<p>PERSON</p>
<p>SERVICE DELIVERY POLICY</p>	<p>Nicky will amend the Policy</p>	<p>Nicky will email the Board with the changes that she proposes for Board input</p>	<p>NICKY</p>
<p>WORK IN PROGRESS</p>	<p>DISCUSSION</p>	<p>ACTION</p>	<p>PERSON</p>
<p>PROPERTY UPDATE</p>	<p>Awaiting prices for stage 2 and 3.</p>		
<p>GENERAL BUSINESS</p>	<p>DISCUSSION</p>	<p>ACTION</p>	<p>PERSON</p>
	<p>Congratulate Nicky on her reports. Funding for driveway for #4 – Ali, cost of about 12k needed for the turning bay for wheelchair accessibility</p>	<p>.Funding options are being sought</p>	<p>FUNDING OFFICER</p>
<p>TRUST IN SESSION</p>	<p>DISCUSSION</p>	<p>ACTION</p>	<p>PERSON</p>
<p>5.20pm</p>	<p>Moved <u>A Painter</u> “that the trust be moved into session”.</p>		
<p>5.45pm</p>	<p>Moved <u>A Painter</u> “that the trust be moved out of session and the matters discussed be adopted”.</p>		

Meeting closed: 5.50pm  
Next Meeting: Monday 16<sup>th</sup> March 2020

A. P. Painter Signed:

To be actioned:	Personnel	Due Date	Completed Date	Notes
Service Delivery Policy circulated to the Board	Nicky	February		
Research proper wording for minutes	Nicky	January	January	
Enrolment process finalised/implemented	Nicky	January	January	
Policies and minutes can go online as proposed	Nicky	January		Delay due to capacity. Website is ready for uploads
Amend Financial Management & Investment policies as proposed	Nicky	January	January	Resend to the Board