

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA
MONDAY 16th MARCH 2020 AT 4.30PM**

PRESENT (TRUSTEES):	Tess Thorne (Deputy Chair), Elaine Fox, Tups Wright, Tere Lawson and Roger Loveless.			
IN ATTENDANCE:	Nicky Mayne (General Manager), Anne Teremoana (Secretary), Donna Ross (left at 5.20pm), Kathryn Potts (left at 5.20pm).			
APOLOGIES:	Ali Painter (Chair), Ann-Elise Miles			
CONFLICT OF INTEREST DECLARATION: None				
INWARDS CORRESPONDENCE	None			
MINUTES:	Resolution “That the minutes of the meeting held on, Monday 17 th February 2020, be accepted as a true and accurate record.”		Moved: E Fox Seconded: T Wright Motion passed: Yes Abstentions: None	
MATTERS ARISING	<p>All actioned items have been completed by Nicky.</p> <ul style="list-style-type: none"> • Page 5, Service delivery policy. Health and Safety policy referenced. • Property – accepted a pricing and timing for stage two. • Website up in 2 to 3 months WIP 			
GENERAL MANAGERS REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
STAFFING	<p>Jo Drinkwater started in WTR (part time role) – previously worked successfully as a Recruitment Specialist at Workbridge in Tauranga before moving to Rotorua. This hire increases the staffing capacity at Work Together Rotorua to 2 FTE and gives us our best opportunity to maximise the contract value</p> <p>Kathryn Potts finishes 9th April 2020 and the Board extended its appreciation of her work and long term contribution to St Chads.</p>		Nicky	
CORONA VIRUS DOCUMENT	<p>Corona Virus – immediate actions taken in line with the Pandemic Preparedness document:</p> <ul style="list-style-type: none"> • Purchasing a second forehead thermometer • Check temperature before their vehicle leaves, refusing entry to anyone with a 	<p>“Pandemic preparedness document updated 16 March 2020”.</p> <p>Moved: R Loveless Seconded: T Wright</p>	Nicky	

<p>CENTRE INFORMATION/DISCUSSIONS</p>	<p>high temperature, use of Quin house to isolate if required</p> <ul style="list-style-type: none"> • One metre distance • Started conversations with some families on whether to close the Centre • WTR clients to be phoned before meeting and contact will be by phone • Close the Gallery, not worth the risk. <p>Tess and Nicky met with the Mereana Corbett, Audit Partner at BDO 13th March. This conversation had been delayed from last year due to Mereana being on extended leave. Discussed the draft management report provided by BDO. While no significant concerns were expressed by Auditors, there were some areas of continuous improvement discussed around journals, formatting of accounts, reconciliation sign-offs, fixed asset register, Statement of Service Performance, payroll approvals and grant accountabilities</p> <p>Conversation with our MSD relationship manager about ‘how our Employment Support contract was going after almost one year’. She provided positive feedback. If we felt like we had capacity for more clients, she would look to see if she can increase our maximum contract value.</p>	<p>Motion passed: Yes Abstentions: None</p> <p>Nicky to draft response and send report to Tess.</p>	<p>NICKY</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: E Fox Seconded: T Lawson Motion passed: Yes Abstentions: None</p>		
<p>WORK GROUP REPORTS</p>	<p>NOTES (IF ANY)</p>			
<p>COMMUNITY PARTICIPATION WORKGROUP</p>	<p>MSD – 59 out of max. 60 clients. We are likely to be exiting six clients in our March reporting to MSD (i.e. already moved away or no longer attending).</p> <p>Really impressed with clients attending Krystal’s funeral. (She sadly passed away 23rd February unexpectedly). Some clients attended the funeral with their whanau/caregivers and there was a drive by St Chads after the funeral where clients sang.</p>			

	<p>Booked the Harvest Centre for September 2020 Showcase.</p> <p>Chimes group is to be held monthly at The Gardens Resthome after a successful first performance at the end of 2019. This gives an opportunity for the Chimes group to perform and interact regularly to people who really appreciate the music and the interaction with clients.</p> <p>Night market 26th March – showcasing WTR and Inspire Gallery Farm show Garage sale – Ray White – ask for sponsorship for Garage sale</p> <p>The Community Participation Workgroup report has been read and discussed by the board and carried.</p>	<p>Donna to contact Tim O’Sullivan of Ray White</p> <p>ADOPTED BY BOARD</p>	<p>Donna</p>	
<p>TAILORED SUPPORTS</p>	<p>No increase in numbers.</p> <p>Welcomed Tania Frew to the team as a casual relief. She comes with experience having worked in the disability sector in Australia, knows Australian sign language, and has a strength in Augmented Communication.</p> <p>Jebraun to attend NZDSN symposium in April – do not know if it will be cancelled.</p> <p>We have a nice selection of volunteers. We are turning people away unless they have a drivers licence and/or can work at times other volunteers not there.</p> <p>Thank you, Kathryn for your 17 years of working with St Chads and good luck.</p> <p>The Tailored Supports Workgroup report has been read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>		

<p>WORK TOGETHER ROTORUA</p>	<p>We have reconnected with the Transition students who enrolled last year and enrolled two new Transition students.</p> <p>We continue to make business contacts and working at getting job seekers started on work experience.</p> <p>Elsie spoke at the morning staff debrief of Work and Income which resulted in a same day referral.</p> <p>WTR are meeting budget currently, but with the coronavirus, businesses are shutting their doors.</p> <p>Night Market stall 26th March targeting job seekers and Inspire gallery. Elsie also has good contacts at Toi Oho Mai and would have presented at an Expo recently if it hadn't been cancelled.</p> <p>The Work Together Rotorua report has been read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>		
<p>HEALTH AND SAFETY REPORT</p>	<p>There was a total of 11 client incidents during the month – mostly low risk.</p> <p>Update provided on a few clients on ongoing watch.</p> <p>The health and safety monthly report has been received, read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>		
<p>FINANCIAL REPORT</p>	<p>DISCUSSION</p>	<p>ACTION</p>	<p>PERSON</p>	<p>TIME FRAME</p>
<p>I) KEY FACTS</p>	<p>Gross Profit is 12% (73k) ahead of budget after 11 months based on management accounts. Total expenses tracking marginally over budget for the YTD, (0.4%) Net Profit is significantly ahead of budget being \$107k vs a budgeted \$16k including a \$36k profit from Work Together Rotorua Cash reserves sit at \$171,351.24 Significant variances to budget for the month were noted:</p>	<p>Resolution “That the accounts be paid”.</p>	<p>Moved: T Wright Seconded: E Fox Motion passed: Yes Abstentions: None</p>	

II) ACCOUNTS AUTHORISED FOR PAYMENTS	<ul style="list-style-type: none"> • HR Expenses over budget - a timing issue • Vehicle Expenses are high due to multiple issues with vehicles of late <p><u>\$20,962.33 accounts to be paid</u></p>	Resolution “That the Financial report be accepted as a true and accurate record.”	Moved: E Fox Seconded: R Loveless Motion passed: Yes Abstentions: None	
RESOLUTIONS	DISCUSSION	ACTION	PERSON	TIME FRAME
	None			
PRIORITY ITEMS	DISCUSSION	ACTION	PERSON	TIME FRAME
STRATEGIC PLANNING	Trust in session			
POLICY REVIEW	Privacy of information Conference reporting Staff Professional Development	Updates as presented, agreed Conference reporting and Staff Professional Development Policies to be incorporated into one policy. Updates as presented, agreed		
WORK IN PROGRESS	DISCUSSION	ACTION	PERSON	TIME FRAME
PROPERTY UPDATE	WIP			
GENERAL BUSINESS	DISCUSSION	ACTION	PERSON	TIME FRAME
MEETING FREQUENCY	Suggestion – to have the Board meeting every second month. Reports will be for two months. Health and Safety – monthly meeting during business hours. Financials sent to Tess and Ali Monthly. This gives staff enough time for their reports that will be more streamlined. What do you think? Constitution quorum. Health and Safety is the key. Sub-committee – T Lawson, T Wright and E Fox.	To be discussed further with the Chair and the rest of the Trustees, and the implications on our Constitution		

	Agenda for the next meeting and think about how it is going to be run.			
TRUST IN SESSION	DISCUSSION	ACTION	PERSON	TIME FRAME
5.20pm	Moved <u>T Thorne</u> “that the trust be moved into session”.			
6.05pm	Moved <u>T Thorne</u> “that the trust be moved out of session and the matters discussed be adopted”.			

Meeting closed: 6.15pm

Next Meeting: Monday 13th April 2020

Signed:

To be actioned:	Personnel	Due Date	Completed Date	Notes
Website update as proposed	Nicky	June		2-3 months WIP
Management Report to be drafted and sent to Tess	Nicky	March		
Tim O’Sullivan to be contacted for St Chads to hold a garage sale	Donna	March		