

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA  
MONDAY 18<sup>th</sup> MAY 2020 AT 4.30PM**

<b>PRESENT (TRUSTEES):</b>	Ali Painter (Chair), Tess Thorne (Deputy Chair), Elaine Fox, Tups Wright, Tere Lawson, Ann-Elise Miles and Roger Loveless.			
<b>IN ATTENDANCE:</b>	Nicky Mayne (General Manager), Anne Teremoana (Secretary), Donna Ross and Jebraun Clifford			
<b>APOLOGIES:</b>	None			
<b>CONFLICT OF INTEREST DECLARATION:</b> 3.1 Items for General Business				
<b>INWARDS CORRESPONDENCE</b>	None			
<b>MINUTES:</b>	<b>Resolution</b> “That the minutes of the meeting held on, Monday, 16 <sup>th</sup> March 2020, be accepted as a true and accurate record.”	<b>Moved: T</b> <b>Seconded: E Fox</b> <b>Motion passed: Yes</b> <b>Abstentions: None</b>		
<b>MATTERS ARISING</b>	None			
<b>FROM THE CHAIR</b>	Thank you to everyone who have come in with a smile on their face. Feedback from families have been very appreciative of what staff have been doing. Well done.			
<b>GENERAL MANAGERS REPORT</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
STAFFING	<p>Things move very quickly as this report was written under Covid 19 level 3.</p> <p>Tania Frew started 14 April as a support worker in the Tailored supports group. Kathryn has remained as a fixed term support worker to help transition Tania with clients Jebraun is now the Tailored Supports Manager</p> <p>There are a few staff on 80% where there is not sufficient work under current conditions/and some with employment on hold</p>			
FACILITIES, EQUIPMENT AND VEHICLES	<p>There is increased ‘unlawful’ activity around our premises on Devon Street including some plants and pots being taken. Police have been called a couple of times.</p>			

<p>CENTRE INFORMATION/TRUST INFORMATION/DISSCUSSIONS</p>	<p>Delay to renovations due to COVID-19, next stage now scheduled to start late May/early June</p> <p>Contact has been made with the accountant who will support June to implement auditors' recommendations</p> <p>Our annual vocational survey has been completed with a higher response rate than 2019. Again there is some very positive feedback with the majority of 'don't know' responses coming from just a couple of respondents and no 'disagree' options ticked. Summary provided to the Board</p> <p>The website 'members area' has now been updated. A password will be communicated to whanau/caregivers that will be changed yearly, once urgent COVID-19 messages have settled. This will contain Board Minutes, Strategic Documents and Policies</p> <p>Lots of work around Covid-19, the impact it has on everything. Our structure has supported this with Workgroup Leaders participating in our response and then implementing in their workgroup groups. No issues. Lots of great feedback.</p> <p>Documentation is very clear from both MSD and MOH around the Centre actions that need to be taken. Thanks to Tess for holding the fort in March until the chairperson returned. Information was changing hourly. Staff came up with the answers with the means to best serve the clients</p> <p>Last minute information from MOH made very clear that organisations come back very slowly and very carefully. We're doing it properly, we're on the right track. Continue to provide a virtual service. Acknowledge the participation and teaching Zoom for everyone. We have an amazing team and what they achieved using all different strengths of the team.</p> <p>The caliber of information coming from MOH &amp; MSD is now very good, albeit later than desired, and we respond to changing needs. Reassuring that contracts have a very good documentation trail. (Attached email responding to concerns about the contract variation, to the contract variation for future reference if needed.</p>	<p>Password to be communicated to whanau/caregivers in next whanau Newsletter</p>	<p><b>NICKY</b></p>	<p><b>JUNE</b></p>
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<p>STRATEGIC PLAN</p> <p>GM PRIORITIES MAY/JUNE 2020</p>	<p>The Quarterly update on actions related to the Strategic Plan was presented and discussed with targets for the next quarter agreed. Great progress is being made. COVID-19 will both support and delay some outcomes.</p> <ul style="list-style-type: none"> <li>• Progressing renovations for 2 Devon Street</li> <li>• Covid-19 and all it entails</li> <li>• Preparing accounts for Audit and drafting annual report</li> </ul>	<p>A summary of the update to be uploaded onto the website members area</p>	<p><b>NICKY</b></p>	<p><b>MAY/JUNE</b></p>
<p><b>GENERAL MANAGER’S REPORT</b></p>	<p><b>Resolution</b> “That the General Manager’s report be accepted and adopted by the Board.”</p>	<p><b>Moved: N Mayne</b>  <b>Seconded: A Painter</b>  <b>Motion passed: Yes</b>  <b>Abstentions: None</b></p>		
<p><b>WORK GROUP REPORTS</b></p>	<p><b>NOTES (IF ANY)</b></p>			
<p><b>COMMUNITY PARTICIPATION WORKGROUP</b></p>	<p>MSD – 51 out of max. 60 clients (with Transition Clients due to join this year).</p> <p>We have been running Zoom meetings in response to Covid-19. These have been very successful. Following zoom online, there has been an unexpected increase in people being more verbal and participating. Virtual supports are now seen as an option to deliver some supports going forward.</p> <p>We have provided two art/resource packs to date. And also tablets to some families that have been funded by MSD.</p> <p>We have received 3 different grants from MSD with the largest (\$39k) not yet fully spent.</p> <p>In regards, to the gallery, looking into online presence when time permits.</p> <p><b>The Community Participation Workgroup report has been read and discussed by the board and carried.</b></p>	<p><b>ADOPTED BY BOARD</b></p>		
<p><b>TAILORED SUPPORTS</b></p>	<p>1:1 clients have continued to be supported, but in their homes and according to MOH guidelines</p> <p>Hours of support have increased temporarily for some clients to support a COVID-19 response</p>			

	<p>Tania is gradually taking over the 1:1 hours that Kathryn has been working.</p> <p>Thank you Jebraun for managing this.</p> <p><b>The Tailored Supports Workgroup report has been read and discussed by the board and carried.</b></p>	ADOPTED BY BOARD		
<b>WORK TOGETHER ROTORUA</b>	<p>There has been a delay of the Transition milestones. It is not lost income, but will have to be squeezed into a shorter timeframe.</p> <p>We continue to keep in touch with employers.</p> <p>Jo and Elsie have been maintaining phone/text/email contact with clients and focused on interview skills and job applications for job seekers. Li has been providing additional support to Tailored Supports.</p> <p>4x jobseekers need to be re-enrolled. Waiting for direction from the MSD contracts advisor. Elsie has sent Karen an email.</p> <p>WTR celebrated one year of operations on 1 April.</p> <p><b>The Work Together Rotorua report has been read and discussed by the board and carried.</b></p>	ADOPTED BY BOARD		
<b>HEALTH AND SAFETY REPORT</b>	<p>There was a total of 7 client incidents during the two-month period – all low risk.</p> <p>No news on ongoing watch clients as they haven't been onsite.</p> <p>Quarterly statistical report was included in this month's report which shows the historical reference.</p> <p>Thank you, Donna.</p> <p><b>The health and safety monthly report has been received, read and discussed by the board and carried.</b></p>	ADOPTED BY BOARD		

FINANCIAL REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
<p><b>I) KEY FACTS</b></p>	<p>Nicky discussed the implication of Budget announcements for St Chads. Our Community Participation contract will have a price increase from 01/07/20. Our Employment Service contract also has some new favourable conditions. We are waiting on confirmation of some of these but also looking for ways we can be proactive in the current employment market. MSD will continue to pay ‘average rates despite outcomes’ for the Employment Service until the end of September.</p> <p>Holding our three months expenses reserve despite the impact of COVID-19 and good cashflow forecast</p> <p>Net Profit for the months is \$42k based on management accounts and will drop to (\$11k) if wage subsidy is repaid (funds set aside).</p> <p>Total expenses are 15% above budget and significant variances to budget for the month were noted. Nicky has signed the MOH contract.</p>			
<p><b>II) GRANTS</b></p>	<p>Gaming Trust – talking about grant rounds opening up again.</p> <p>Other funders are going to commit to the same funding pool this year despite lower income.</p> <p>We are in a better position now than a few years ago if there is a drop in philanthropic income</p> <p>Kevin Irvine from Geyser Foundation has touched base with Ali.</p> <p>Wilson Trust – We’ve received the public statements. These trusts are for R&amp;M on building and musical instruments.</p> <p>Equity levels on these Trusts:  GL &amp; D R Wilson Trust: \$47,651  Estate of R G Wilson: \$105,559</p>			

<b>III) ACCOUNTS AUTHORISED FOR PAYMENTS</b>	<p><b><u>\$43,539.74 accounts to be paid for March 2020</u></b></p> <p><b><u>\$28,106.45 accounts to be paid for April 2020</u></b></p>	<p><b>Resolution</b> “That the accounts for March 2020 be paid”.</p> <p><b>Resolution</b> “That the accounts for April 2020 be paid”.</p>	<p><b>Moved: T Wright</b>  <b>Seconded: A Miles</b>  <b>Motion passed: Yes</b>  <b>Abstentions: None</b></p> <p><b>Moved: E fox</b>  <b>Seconded: T Lawson</b>  <b>Motion passed: Yes</b>  <b>Abstentions: None</b></p>	
<b>IV) WAGE SUBSIDY</b>	<p>We received \$105,444 at the end of March to cover 80% of staff wages for 12 weeks. The three-month forecast for April, May and June shows our income is only likely to be down by around 11% making us no longer eligible for this funding according to the MSD criteria. The amount has been ring fenced in the Key Facts report for repayment.</p>	<p><b>Resolution</b> “St Chads applied for the Covid-19 wage subsidy in good faith and in the absence of any surety of funding commitment from our contract partners and likely impact on Grants. Forecasts now show we are ineligible for this subsidy and funds received are to be repaid”.</p>	<p><b>Moved: A Painter</b>  <b>Seconded: T Thorne</b>  <b>Motion passed: Yes</b>  <b>Abstentions: None</b></p>	
<b>V) AUDITOR</b>	<p>Kim has been assisting June with our accounts to go to the auditors.</p> <p>Because of the delay from BDO of discussing the Management Reports, some of the recommendations will only be actioned in the 2021FY. BDO have confirmed that this Report is confidential to the Board, its’ purpose being to provide advice and guidance. It would be fair to say that no major concerns were identified and the above comment is the most relevant.</p>	<p><b>Resolution</b> “Auditors recommendation documents remains confidential to the board”.</p> <p><b><u>Resolution “That the Financial report be accepted as a true and accurate record</u></b></p>	<p><b>Moved: N Mayne</b>  <b>Seconded: T Thorne</b>  <b>Motion passed: Yes</b>  <b>Abstentions: None</b></p> <p><b>Moved: A Painter</b>  <b>Seconded: T Thorne</b>  <b>Motion passed: Yes</b>  <b>Abstentions: None</b></p>	
<b>RESOLUTIONS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
	None			

<b>PRIORITY ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
ANNUAL APPRAISALS, SALARY & WAGE REVIEWS, GIFT POLICY	<p>We have three policies to review.</p> <p>Copies of policies are held in June's office. We will also be actioning our members area on the website for them to accessed via password by whanau/caregivers.</p>	Nicky will read through these policies and make any necessary changes and include recommendations in the June Boardpack	NICKY	JUNE
<b>WORK IN PROGRESS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
PROPERTY UPDATE	<p>Nicky emailed the contractors today and hopefully work will start work in two weeks.</p> <p>Code compliance from the Council for Quin House renovations. We need \$14k to complete the parking area. Two funding applications to date have been unsuccessful but are being continued. We have requested an extension of two years and explained reasons why. Awaiting response from Council</p>			
<b>GENERAL BUSINESS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
A SUSTAINABLE COMMUNITY	<p>Nicky presented the second update to the 'Preparing the Soil' strategic document first provided to the Board in 2017 aimed at improving the financial sustainability of the organisation. We are on the right track with significant improvements in some measures. We are continuing to decrease our reliance on philanthropic income with significant gain again in the 2020FY and additional gains forecast in the 2021FY.</p> <p>Discussion around some points in the Report. We are wanting to support more people to be participating in the community in line with Enabling Good Lives vision and principles. We have clients we are targeting to decrease their dependency on formal supports by developing their opportunities and ability to live a good life with 'natural and universally available supports'.</p>	<b>Resolution</b> "That this document remains a confidential but informative document for the Board and Senior staff" as it contains commercially sensitive information.	<b>Moved: N Mayne Seconded: A Painter Motion passed: Yes Abstentions: None</b>	

PEER REVIEW DOCUMENT	The draft 'Rules' update is currently being peer reviewed by a local Lawyer. His recommendation is that it is finalised when the 2005 Charitable Services Act is finalised. The updated Trust Act comes into effect 30 January 2021. St Chads meets this requirement. (Thank you Roger).			
<b>TRUST IN SESSION</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
	<b>No business for Trust in session.</b>			

**Meeting closed: 5.42pm**

**Next Meeting: Monday 15<sup>th</sup> June 2020**

**Signed:** *A. P. Painter*

<b>To be actioned:</b>	<b>Personnel</b>	<b>Due Date</b>	<b>Completed Date</b>	<b>Notes</b>
Website updated with quarterly report	Nicky	May/June	May	
Wage subsidy repaid	Nicky/Tess	May		
Tim O'Sullivan to be contacted for St Chads to hold a garage sale	Donna	June		
Three Policies for review	Nicky	June		