

**ST CHADS COMMUNICATION CENTRE TRUST MINUTES  
MONDAY 22<sup>nd</sup> June 2020 AT 4.30PM**

<b>PRESENT (TRUSTEES):</b>	Ali Painter (Chair), Tups Wright, Tere Lawson, Ann-Elise Miles, Elaine Fox and Roger Loveless.			
<b>IN ATTENDANCE:</b>	Nicky Mayne (General Manager), Donna Ross and Jebraun Clifford (acting Minute Secretary)			
<b>APOLOGIES:</b>	Tess Thorne (Deputy Chair), Anne Teremoana (Minute Secretary)			
<b>CONFLICT OF INTEREST DECLARATION:</b> None				
<b>INWARDS CORRESPONDENCE</b>	G & R Smith Geysler Foundation			
<b>MINUTES:</b>	<b>Resolution</b> “That the minutes of the meeting held on, Monday 18 <sup>th</sup> May2020, be accepted as a true and accurate record.”		<b>Moved: E Fox Seconded: T Lawson Motion passed: Yes Abstentions: None</b>	
<b>MATTERS ARISING</b>	<ul style="list-style-type: none"> <li>• Password for webpage has now been communicated to whanau/caregivers</li> <li>• Summary of the Quarterly Strategic Plan update has been uploaded to members webpage</li> <li>• Wage Subsidy has been repaid</li> </ul>			
<b>GENERAL MANAGERS REPORT</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
STAFFING	Kathryn retained as casual staff until she relocates. This has meant we don't have to recruit for the 15 hour week 1:1 Support Worker role that was budgeted for  All staff who were on reduced hours over the Lockdown period are back on—including, as of 22 June 2020, the clients who are employed as Centre Cleaners			
FACILITIES, EQUIPMENT AND VEHICLES	Next stage of renovations are well underway, kitchen should be able to be used by the end of the week. There is good momentum with renovations now with a team onsite each day  Fence is completed, very helpful to hinder those who have been trespassing. Conversations with Tiny Dean, who is involved locally with the emergency housing situation within Rotorua. MSD contacted him and are partnering with him to resolve the issues we've been experiencing that			

OUR ENVIRONMENT	<p>escalated after Lockdown. They are currently relocating the ‘troublesome’ people. Incidents have decreased, noise decreased, and vehicle movement decreased. Suggestion to provide some positive feedback to MSD from the board to thank them for action swiftly and effectively taken. Discussion about how we can continue to keep clients safe. In the process of purchasing security cameras.</p> <p>Repair work at the gallery finished over the weekend as a result of the ‘flood’. All costs borne by the Landlord.</p> <p>The flexibility of some staff working from home over the last few months has helped to progress our environmental ambitions</p>	<p>Provide feedback to MSD from the Board</p> <p>Environment targets for the third quarter to be established</p>	<p>ALI</p> <p>NICKY</p>	<p>JULY</p> <p>JULY</p>
CENTRE INFORMATION/TRUST INFORMATION/DISCUSSIONS	<p>Another provider in Rotorua has not reopened since lockdown. They are investigating how they will reopen.</p> <p>We have received enquiries from families from both this provider and another who are interested in enrolling in St Chads.</p> <p>An update on staffing with another provider was given.</p> <p>Continuing to evolve our supports in line with our Strategic Plan, Enabling Good Lives principles and client outcomes. Discussed how we are implementing them and how we are working with whanau/caregivers as this relates to them.</p> <p>Good news about extra income from the budget (documentation now signed) and additional hours from another contract. What has been positive, even though we are down on income over the last three months, is that these small increases will help us recover over the year. We are now in a better position than ever to manage income fluctuations</p> <p>Good feedback about our Employment Supports from our MSD Relationship Manager.</p> <p>Accounts almost ready to go to the auditors. Good professional development for June through this process.</p> <p>Renovations 2 Devon Street</p>			

<p>GM PRIORITIES JUNE/JULY 2020</p> <p>EGL PRINCIPLE</p>	<p>Furthering new initiatives/evolving supports Staff Handbook and updating IEA's Hosting NZDSN Regional meeting</p> <p>Focus this meeting was on the 'Mainstream First' principle: "Disabled people are supported to access mainstream services before specialist disability services"</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: R Loveless</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>It has been positive to see how the clients have followed the new rules regarding social distancing, washing hands, hygiene, etc. and how they have taken responsibility to keep themselves safe. Even now with everyone back onsite.</p> <p>Everyone very happy to be back. Many clients brought back their art packs to do here. A handful of clients have struggled to keep their progress, but most of them are doing very well and some benefitting from the lockdown period and the supports provided</p> <p>Question from A. Miles about everyone's mental health/anxiety levels. We are talking and communicating and helping clients to manage their individual anxieties.</p> <p>Good feedback from parents regarding Zoom sessions who had not realised what their person was capable of.</p> <p>Inspire Gallery flooded</p> <p>Schedule changed to theme days: Monday: Art/Music Day, Tuesday: Work Day, Wednesday: Exercise Day, Thursday Life-skills Day, Friday: Social Day. These all have learning outcomes to progress clients towards the goals in their personal plans</p> <p>Zoom session on Friday afternoon still, will cater to what the needs are for that day, not necessarily scheduled ahead of time. First Zoom session attended by 18 clients. Gallery will be open, internet café available, and possibly pursuing opportunities for the gym.</p>			

	<p>Coming up: Art Exhibition in Wellington – further discussions later in the meeting</p> <p><b>The Community Participation Workgroup report has been read and discussed by the board and carried.</b></p>	<b>ADOPTED BY BOARD</b>		
<b>TAILORED SUPPORTS</b>	<p>Very good feedback from 2 different ACC Case Owners who were pleased with the level of supports we offered during lockdown as well as some of the increased client independence.</p> <p>Extensive 1:1 supports over the various lockdown levels, really stretched the team, but it was good to be able to support some of our higher needs clients in their homes.</p> <p>Lots of volunteers coming back. A new group of volunteers have also applied through ‘word of mouth’ from existing volunteers who have enjoyed volunteering with us</p> <p><b>The Tailored Supports Workgroup report has been read and discussed by the board and carried.</b></p>	<b>ADOPTED BY BOARD</b>		
<b>WORK TOGETHER ROTORUA</b>	<p>A new job secured and will start Thursday. A great achievement in the current economic climate</p> <p>Have not had huge job losses which is good.</p> <p>Elsie very busy with transition clients as was not able to progress these during Lockdown</p> <p><b>The Work Together Rotorua report has been read and discussed by the board and carried.</b></p>	<p><b>ADOPTED BY BOARD</b></p> <p><b>MOVED: E. FOX</b> <b>SECONDED</b> <b>T. WRIGHT THAT ALL THE WORKGROUP REPORTS BE ACCEPTED</b></p>		
<b>HEALTH AND SAFETY REPORT</b>	<p>We will put a client on our watch-list for a few incidents, not from a St Chads safety perspective, but because of concerns for his health and well-being (this brings the total of ‘watch’ clients to three).</p> <p>Discussed the procedure for the release of Incident Reports to whanau where they have requested this</p>			

	<b>The health and safety monthly report has been received, read and discussed by the board and carried.</b>	<b>ADOPTED BY BOARD</b>		
<b>FINANCIAL REPORT</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
<b>I) KEY FACTS</b>	<p>ACC is doing well though staff costs have been impacted by the large amounts of 1:1 supports we had to offer, of which some would have typically been group sessions</p> <p>Just dipped under our three months expenses reserve however cashflow is good with nine-month payment coming in July from MSD for CP contract</p> <p><b><u>\$54,872.15 accounts to be paid</u></b>  <b>T. Wright and E. Miles looked over accounts</b></p> <p>Our Geyser Foundation Fund has \$1,000.00 available for distribution. Discussion about whether or not we should reinvest or use it for something</p>	<p><b>MOVED: T. Wright</b>  <b>Seconded: E. Miles</b></p> <p><b>Resolution:</b> “Distribution to be reinvested into our Geyser Fund”  <b>MOVED: A. Miles</b>  <b>Seconded: R. Loveless</b></p>		
<b>II) GRANTS</b>	<p>Gaming Trusts are beginning to open up again. Lots of communication and applications happening</p> <p>A large grant approved today</p> <p><b>The Financial and Key Facts reports have been read and discussed by the board and carried.</b></p>	<p><b>MOVED: T LAWSON</b>  <b>SECONDED: E FOX</b>  <b>THAT THE FINANCIAL AND KEY FACTS REPORTS BE ACCEPTED</b></p>		
<b>RESOLUTIONS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
PUB CHARITY THE SOUTHERN TRUST	<p>\$9746.00 FOR WAGES FOR A COMMUNITY LIFE-SKILLS FACILITATOR</p> <p>\$29,098.50 FOR WAGES FOR SUPPORT WORKERS</p>	<p><b>Resolution “That St Chads Communication Centre apply to Pub Charity for \$9746.00 exclusive GST for funding which will be used for wages for a Community Life-Skills Facilitator</b></p>	<p><b>MOVED: T THORNE</b>  <b>SECONDED: T LAWSON</b></p> <p><b>MOVED: E. FOX</b></p>	

		<b>Resolution “That St Chads Communication Centre apply to The Southern Trust for \$29,098.50 exclusive GST for funding which will used for wages for Support Workers</b>	<b>SECONDED: R. LOVELESS</b>	
<b>PRIORITY ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
ANNUAL APPRAISALS, SALARY & WAGE REVIEWS, GIFT POLICY	Gift Policy: some wording to reflect the cultural giving and acceptance of kohas,  Annual Appraisals: discussion around how annual appraisals are done, adopted subject to some changes around timing  Salary & Wage review	Adopted subject to changes  Adopted subject to changes  ADOPTED	NICKY  NICKY	
REST AND MEAL BREAKS	Further to recent legislation and the evolving way we are delivering supports, the GM presented a discussion paper around current scenarios and recommendations to ensure we comply with legislation and provide staff with appropriate times to refresh and attend to personal matters. It was also noted that this is a Health and Safety issue as well. Provisions discussed by the Board and Senior team.	CONSULTATION WITH STAFF BEFORE COMING BACK TO THE BOARD TO FINALISE A POLICY	NICKY	JULY
<b>WORK IN PROGRESS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
PROPERTY UPDATE	Covered in GM Report			
TRUST DEED	Updated Deed, that aligns with legislation, continuing to be progressed			
<b>GENERAL BUSINESS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
WELLINGTON ART EXHIBITION	Amazing that our level of artistic ability has been recognised. Quite a privilege to get the invitation.  Some board members, staff and clients/whanau are planning to attend the opening.  Document presented around invitations, fundraising and expenses. Discussion around how to best use the \$1,681 of funds raised towards the expenses. Some additional fundraising was planned, but this was unable to occur due to COVID-19. Board agrees to use these funds to contribute towards the expenses of this opportunity.	<b>RESOLUTION: THAT \$1700 BE USED TOWARDS THE EXPENSES FOR THE EXHIBITION AS OUTLINED IN THE DISCUSSION DOCUMENT</b>		

		<b>MOVED: A Painter Seconded: E Fox</b>		
<b>TRUST IN SESSION</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
The Meeting moved into Session at 5.54pm The Meeting moved out of session at 6.30pm		That all matters discussed be approved		

**Meeting closed: 6.35pm**

**Next Meeting: Monday 20th July 2020**

<b>To be actioned</b>	<b>Personnel</b>	<b>Due Date</b>	<b>Completed Date</b>	<b>Notes</b>
<b>Signed</b> <i>A. P. Painter</i>				
Tim O'Sullivan to be contacted for St Chads to hold a garage sale	Donna	<del>March</del> July		Delay due to COVID-19 and Exhibition
Feedback to MSD from the Board	Ali	July		
Environmental Target to be provided for next quarter	Nicky	July		
Consultation with staff around rest and meal breaks	Nicky	July		
Policies to be updated and distributed	Nicky	July		