

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA  
MONDAY 20<sup>th</sup> JULY 2020 AT 4.30PM**

<b>PRESENT (TRUSTEES):</b>	Ali Painter (Chair), Tess Thorne (Deputy Chair), Elaine Fox, Tups Wright, Tere Lawson, Roger Loveless, Ann-Elise Miles			
<b>IN ATTENDANCE:</b>	Nicky Mayne (General Manager), Anne Teremoana (Secretary), Jebraun Clifford			
<b>APOLOGIES:</b>	None			
<b>CONFLICT OF INTEREST DECLARATION:</b> None				
<b>INWARDS CORRESPONDENCE</b>	Letter from Todd McClay – Recognition of volunteers’ week			
<b>MINUTES:</b>	<b>Resolution</b> “That the minutes of the meeting held on, Monday 22 <sup>nd</sup> June 2020, be accepted as a true and accurate record.”		<b>Moved: A Miles Seconded: T Wright Motion passed: Yes Abstentions: None</b>	
<b>MATTERS ARISING</b>	<p>All actioned items have been completed by Nicky.</p> <ul style="list-style-type: none"> <li>• Increase of incidences from next door with Mongrel Mob.</li> <li>• Thank you still to be sent to MSD for their action after our concerns of the incidences sent to them via email.</li> <li>• Update on cameras – they are mostly working with cloud storage. George has done the set up. June monitors during the day</li> <li>• Good send off for Kathryn. She has not left Rotorua yet. She is filling in casually and relieving staff.</li> </ul>			
<b>GENERAL MANAGERS REPORT</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
STAFFING  FACILITIES	<p>Maria has resigned and Caleb (an existing casual support worker) will be working four days a week with an existing Centre support worker for the fifth day as there are no clients onsite on a Friday afternoon.</p> <p>Gary Adlam from Rotary North has offered to donate around \$5k of work to St Chads. This is to complete the concreting work at Quin House, some of which is preventing us from gaining Code Compliance. If the prep work and boxing is done, cost likely to be closer to \$10k rather than \$16-\$20k. This makes for an easier funding application for the balance.</p> <p>\$5k donation received from Phillip Verry</p>	<p>Hold the project for another week for Gary who will tap other people on their shoulders for this project. Then apply for a quote awaiting better Spring weather in October this year to complete the work.</p> <p>Acknowledged Paul and Tups for tapping people on the shoulder. Thank you Tups.</p>		

<p>CENTRE INFORMATION/DISCUSSIONS</p>	<p>Foundation of Red Stag. There is no condition on where the money needs to be spent. Ali has made a personal thanks.</p> <p>The deck stage of renovations is starting shortly and will take three-four weeks' to complete. It will give wheelchair/mobility access to the main door.</p> <p>We hosted the NZDN Regional meeting on 1<sup>st</sup> July 2020 at 11am at Work Together Rotorua. Main points that were raised/shared by attendees were:</p> <ul style="list-style-type: none"> <li>• Health and Disability System Review (Simpson Report). There is widespread dismay at this report from a disability perspective and taking the disability sector back ten years.</li> <li>• Wellbeing of staff given the pressures of the last few months</li> <li>• Increased level of engagement with clients and whanau as an outcome of lockdown</li> <li>• Permanent 'Hybrid' working arrangements for non-contact staff</li> <li>• The new Employment Guidelines recommendation</li> </ul> <p>MOH are working to put in place a five year funding plan with the additional funds from the Budget. This plan aims to bring together funding, equity and system transformation funding</p> <p>Focus this meeting was the 'Relationship Building' principle: "Supports build and strengthen relationships between disabled people, their whanau and community"</p>			
<p>EGL PRINCIPLE</p>	<p>Renovations Wellington Exhibition Appraisal Reviews Quarterly Reporting</p>			

GM'S PRIORITIES JULY/AUGUST	Staff Handbook & IEA's			
<b>GENERAL MANAGER'S REPORT</b>	<b>Resolution</b> "That the General Manager's report be accepted and adopted by the Board."	<b>Moved: N Mayne</b> <b>Seconded: E Fox</b> <b>Motion passed: Yes</b> <b>Abstentions: None</b>		
<b>WORK GROUP REPORTS</b>	<b>NOTES (IF ANY)</b>			
<b>COMMUNITY PARTICIPATION WORKGROUP</b>	<p>MSD – 51 out of max. 60 clients. There are 9 clients we are currently working with regarding potential enrolment under our Community Participation contract. One will start in July.</p> <p>The idea of theme days is working well as the clients know what to expect each day so they are generally interested.</p> <p>The Wellington exhibition is tomorrow. 13 people are coming from Rotorua who have been invited to attend. Donna got an email from the curator who said she was very impressed with the art from the photos. There have been media write ups and Daily Post write up. This is the first exhibition since lockdown at Bowen House at Parliament.</p> <p>The Community Participation Workgroup report has been read and discussed by the board and carried.</p>	<b>ADOPTED BY BOARD</b>		
<b>TAILORED SUPPORTS</b>	<p>We are currently working with three potential enrolments under Tailored Supports.</p> <p>Support worker and a client who is interested in getting involved with politics met with Evolve Rotorua.</p> <p>Volunteer hours have increased, and we have got a lot of committed students.</p> <p>The Tailored Supports Workgroup report has been</p>	<b>ADOPTED BY BOARD</b>		

	read and discussed by the board and carried.			
<b>WORK TOGETHER ROTORUA</b>	<p>Currently working with 2x VHN and 3x ORS Students. Students have started their provider visits.</p> <p>WTR moved back into office 22 June after being flooded due to rats eating at the water pipes. Unfortunately, the toilet area now has issues. Landlord has inspected and awaiting repairs.</p> <p>Te Aratu Trust brought a group of potential job seekers into WTR. Elsie spoke to them and explained what we do and what to expect when getting a job. Their tutor was impressed with how Elsie kept the group engaged for over an hour.</p> <p>There has been some issues around lack of office space needed to have confidential meetings with job-seekers and students. Nicky working with Elsie on solutions.</p> <p>The Work Together Rotorua report has been read and discussed by the board and carried.</p>	<b>ADOPTED BY BOARD</b>		
<b>HEALTH AND SAFETY REPORT</b>	<p>There were 5 client incidents during the month. The two 'medium' incidents were both from clients on our watch list.</p> <p>Health and Safety – Quarterly Statistical report from April to June 2020. A noted reduction of incidences over the first three months of the financial year.</p> <p>The health and safety monthly report has been received, read and discussed by the board and carried.</p>	<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>	Net profit for the month is \$40k ahead of budget			

<p><b>II) ACCOUNTS AUTHORISED FOR PAYMENTS</b></p>	<p>due to the catch up of ACC income and MSD backpay. This now brings us back in line with budgeted net profit YTD despite the impact from COVID-19.</p> <p>MSD Employment Service and MOH and continuing to provide ‘averaged payments’ due to COVID-19.</p> <p>Nine month MSD CP &amp; VHN contract payment due early July. A proportion of funds will be put on Term Deposit.</p> <p><b><u>\$66,743.07 accounts to be paid</u></b></p>	<p><b>Resolution</b> “That the accounts be paid”.</p> <p><b>Resolution</b> “That the Financial report be accepted as a true and accurate record.”</p>	<p><b>Moved: T Wright Seconded: E Fox Motion passed: Yes Abstentions: None</b></p> <p><b>Moved: T Wright Seconded: E Fox Motion passed: Yes Abstentions: None</b></p>	
<p><b>RESOLUTIONS</b></p>	<p><b>DISCUSSION</b></p>	<p><b>ACTION</b></p>	<p><b>PERSON</b></p>	<p><b>TIME FRAME</b></p>
	<p>None</p>			
<p><b>PRIORITY ITEMS</b></p>	<p><b>DISCUSSION</b></p>	<p><b>ACTION</b></p>	<p><b>PERSON</b></p>	<p><b>TIME FRAME</b></p>
<p>REST AND MEAL BREAK POLICY</p>	<p>We need to make sure we have flexibility and the procedure sets out was our intentions are. It needs to be further refined helping both supervisor and worker. Providing a duty of care with different scenarios.</p> <p>Provision added – regular reviews. Ensuring employees are not pressured. Employers and employees act with good faith.</p>	<p>Nicky will email the Board with the changes that she proposes for Board input. Updating the policy with the flexibility to change and amend according to staff needs.</p>	<p><b>NICKY</b></p>	<p><b>JULY</b></p>
<p><b>WORK IN PROGRESS</b></p>	<p><b>DISCUSSION</b></p>	<p><b>ACTION</b></p>	<p><b>PERSON</b></p>	<p><b>TIME FRAME</b></p>
<p>PROPERTY UPDATE</p>	<p>Two year extension for Quin House Code Compliance has been received.</p>			
<p>PHILIP VERRY DONATION</p>	<p>Move that the \$5k donation received will go towards the concreting at Quin House</p>	<p><b>Moved: A Painter</b></p>		

		<b>Seconded: A Miles Motion passed: Yes Abstentions: None</b>		
<b>GENERAL BUSINESS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
RAY WHITE GARAGE SALE	Donna has been too busy to follow up, aim for Spring.			
<b>TRUST IN SESSION</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
5.40pm	Moved <u>A Painter</u> “that the trust be moved into session”.			
5.45pm	Moved <u>A Painter</u> “that the trust be moved out of session and the matters discussed be adopted”.			

**Meeting closed: 5.50pm**

**Next Meeting: Monday 17<sup>th</sup> August 2020**

**Signed:**

*A. P. Painter*

<b>To be actioned:</b>	<b>Personnel</b>	<b>Due Date</b>	<b>Completed Date</b>	<b>Notes</b>
<b>Tim O’Sullivan to be contacted for St Chads to hold a garage sale</b>	Donna	July		
<b>Rest &amp; Meal break policy to be updated and circulated to the Board</b>	Nicky	July	July	