

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA**  
**MONDAY 17<sup>th</sup> AUGUST 2020 AT 4.32PM**

**PRESENT (TRUSTEES):** Ali Painter (Chair), Tess Thorne (Deputy Chair), Elaine Fox, Tups Wright, Tere Lawson, Roger Loveless, Ann-Elise Miles

**IN ATTENDANCE:** Nicky Mayne (General Manager), Anne Teremoana (Secretary)

**APOLOGIES:** None

**CONFLICT OF INTEREST DECLARATION:** None

**INWARDS CORRESPONDENCE** None

**MINUTES:** Resolution "That the minutes of the meeting held on, Monday 17<sup>th</sup> July 2020, be accepted as a true and accurate record."  
 Moved: T Wright  
 Seconded: A Miles  
 Motion passed: Yes  
 Abstentions: None

**MATTERS ARISING**  
 All actioned items have been completed by Nicky.  
 • Work Together Rotorua – Office space is a WIP, everyone is compromising.

GENERAL MANAGERS REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
STAFFING	Kathryn's last day was the 7 <sup>th</sup> August. Tania has resigned but will stay on as a casual support worker and volunteer. Recruiting is underway for the Tailored Supports 1:1 Support Worker permanent and casual role Caleb has started as Centre Cleaner (Senior)			
FACILITIES, EQUIPMENT AND VEHICLES	Renovations are about halfway through, they are looking very good. The ramp planned for between 2 Devon Street and Quin house will provide easy and safe access between the buildings but will need to be removed if Quin House was ever sold. It will be constructed completely on the Quin house side so that it can be easily demolished in the future if required and have no impact on 2 Devon Street.	Motion "That the board is aware of the consequences of having a ramp between Quin House and 2 Devon Street".	Moved: T Thorne Seconded: E Fox Motion passed: Yes Abstentions: None	
An update was provided around securing funding/support for concreting at Quin House			TUPS IS CO-ORDINATING THIS	

<p>CENTRE INFORMATION/DISCUSSIONS</p>	<p>The wheelchair van was taken to Hamilton because there was a couple of issues with the hoist. We were advised that it passes NZ regulations but newer models have additional safety measures. There are no parts available in NZ however it is operational. It would cost around \$15k to replace the hoist.</p> <p>The AGM is set for Monday 21<sup>st</sup> September 2020 at 4.30pm in the Hall.</p> <p>Covid-19 has an impact on staff leaving them quite tired.</p> <p>MSD has had an initial conversation with GM as there may be a need for additional supports in the region that St Chads may be interested in providing.</p> <p>We are aware we do not want to overcrowd the facilities however are open to any requests from MSD</p> <p>Today there was a minor accident where a staff member was involved using their own vehicle whilst with a client. Incident has been filed and discussed. Additional clarity is needed in the Motor Vehicle Policy about what the mileage reimbursement covers</p> <p>The Exhibition opening at Parliament was amazing. It was especially good to get some connections with the Deputy Director General of Health – Disability and another key member in the Ministry. There was a great turnout of MP's.</p>	<p>The van is almost entirely used in lower speed zones (i.e. rarely out of town)</p> <p>It is safe to use however we will get a funding application in to purchase a new van in due course</p> <p>Tere and Nicky will also look at options to improve safety in the interim.</p> <p><b>Motion</b> "That in exceptional circumstances, an amount of up to \$250 can be paid to an employee towards their insurance excess or repair, at the discretion of the General Manager"</p> <p>Nicky is to add the addendum to St Chads Vehicle policy.</p> <p><b>Moved: R Loveless</b>  <b>Seconded: E Fox</b>  <b>Motion passed: Yes</b>  <b>Abstentions: None</b></p>	<p><b>TERE AND NICKY</b></p> <p><b>NICKY</b></p>
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<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>Moved: N Mayne Seconded: A Painter Motion passed: Yes Abstentions: None</p>	
<p><b>WORK GROUP REPORTS</b></p>	<p><b>NOTES (IF ANY)</b></p>		
<p><b>COMMUNITY PARTICIPATION WORKGROUP</b></p>	<p>MSD – 54 out of max. 60 clients There were 3 new clients during the month. There are 6 clients we are currently working with regarding potential enrolment.  The Wellington exhibition was a great success.  Inspire gallery highlight – we were ready to put in proper hours due to Volunteers support however one of those volunteers just obtained a job  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>Kathryn has finished and Tania has resigned for unforeseen and understandable personal reasons, therefore there is a gap. We are currently recruiting.  Volunteer hours was 288 in the month of July. Volunteers are now on hold as we will be restricting our numbers in the building for August due to Covid-19 level 2.  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>Currently working with 2x VHN and 3x ORS Students. One student and her family are looking into having her ORS funding changed to VHN.  Employment support is currently working with 27 clients.  Elsie was contacted by Tamzin Jordin the PA of Disability Rights Commissioner, Paula Tesoriero.</p>		

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	<p><b>ACTION</b></p> <p>Resolution "That the accounts be paid".</p> <p>Resolution "That the Financial report be accepted as a true and accurate record."</p> <p>Tess will read again and will answer the auditor's questions, make comments on it tonight and will send back to Nicky.</p>	<p><b>PERSON</b></p> <p>Moved: T Wright                  Seconded: R Loveless                  Motion passed: Yes                  Abstentions: None</p> <p>Moved: N Mayne                  Seconded: T Thorne                  Motion passed: Yes                  Abstentions: None</p> <p>Tess/Nicky</p>	<p><b>TIME FRAME</b></p>
<p>She is interested to learn more about what we do as she has heard great stuff about us. Nicky and Elsie to meet with Paula in September</p> <p>3x job seekers started work exploration in different businesses.                  We got 2 placements despite the difficult economic conditions.</p> <p>The Work Together Rotorua report has been read and discussed by the board and carried.                  There was 1 client incident during the month.</p> <p>The health and safety monthly report has been received, read and discussed by the board and carried.</p>	<p><b>DISCUSSION</b></p> <p>Based on Management accounts, net profit for the month is \$50k meaning we are \$58k ahead of budget YTD.                  The nine month bulk funding payment has been received from MSD and placed in Term Deposits.                  This makes our cash reserves look very healthy</p> <p><u>\$124,132.96 accounts to be paid</u></p>	<p><b>FINANCIAL REPORT</b></p> <p>I) KEY FACTS</p> <p>II) ACCOUNTS AUTHORISED FOR PAYMENTS</p> <p>III) AUDIT</p>	<p><b>HEALTH AND SAFETY REPORT</b></p>

RESOLUTIONS	DISCUSSION	ACTION	PERSON	TIME FRAME
	None			
<b>PRIORITY ITEMS</b> STRATEGIC PLAN	<b>DISCUSSION</b> The Quarterly update was read by the Board.  Feedback was that much was achieved despite the difficult operating conditions, It shows a sense of purpose, direction and structure.	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
EXHIBITION	On behalf of Roger, a thank you from the Board to everyone who helped with the exhibition, especially to Chris who used his own vehicle to transport all the work to Wellington.			
<b>WORK IN PROGRESS</b>	<b>DISCUSSION</b> None		<b>PERSON</b>	<b>TIME FRAME</b>
<b>GENERAL BUSINESS</b> COVID-19	<b>DISCUSSION</b> Assurance that everything is in place. People are scanning in, email has been sent out to everyone by Nicky so that families know. As of today, Kiri and Lea are off work after having covid tests. We have 3 or 4 clients who are vulnerable so have opted out themselves.  Donna and Nicky to plan strategy to reduce numbers. If vulnerable, please stay home.	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
<b>TRUST IN SESSION</b> 5.34pm  5.57pm	<b>DISCUSSION</b> Moved <u>A Painter</u> "that the trust be moved into session".  Moved <u>A Painter</u> "that the trust be moved out of session and the matters discussed be adopted".	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>

Meeting closed: 5.54pm  
 Next Meeting: Monday 21 September 2020

Signed: *A. P. Painter*

To be actioned:	Personnel	Due Date	Completed Date	Notes
Tim O'Sullivan to be contacted for St Chads to hold a garage sale	Donna	July	August	5 <sup>th</sup> December date confirmed
Wheelchair vehicle solutions	Nicky/Tere	September		
Addendum to Vehicle Policy	Nicky	August		
Auditor's letter to be re-read by Tess and response sent to Nicky to forward on	Tess	17 August		