

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA  
MONDAY 21<sup>st</sup> SEPTEMBER 2020 AT 5.54PM**

<b>PRESENT (TRUSTEES):</b>	Ali Painter (Chair), Tess Thorne (Deputy Chair), Elaine Fox, Tups Wright, Tere Lawson, Roger Loveless and Ann-Elise Miles.			
<b>IN ATTENDANCE:</b>	Nicky Mayne (General Manager), Anne Teremoana (Secretary), Hielke Oppers			
<b>APOLOGIES:</b>	Donna Ross			
<b>CONFLICT OF INTEREST DECLARATION:</b> None				
<b>INWARDS CORRESPONDENCE</b>	BDO Management Letter			
<b>MINUTES:</b>	<b>Resolution</b> “That the minutes of the meeting held on, Monday 19 <sup>th</sup> August 2020, be accepted as a true and accurate record.”	<b>Moved: T Wright Seconded: R Loveless Motion passed: Yes Abstentions: None</b>		
<b>MATTERS ARISING</b>	All actioned items have been completed by Nicky except one. <ul style="list-style-type: none"> <li>• Van – managed to find someone in Tauranga. Tere and Nicky WIP.</li> </ul>			
<b>GENERAL MANAGERS REPORT</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
STAFFING	Br started as a 1:1 Support worker for the Tailored Supports Workgroup Further recruiting will be underway to fill both Operations and Support worker gaps We currently have five staff working towards their L4 Health and wellbeing qualifications – two through Open Polytechnic and three through Career Force.	.		
FACILITIES, EQUIPMENT AND VEHICLES	Renovations: Breakdown of costs and what is outstanding needs to be quantified.  Number 4 progress – concreting – also looking into another fund to help complete it.  Auditor does not quantify donated goods and/or services in financial statements however large projects are included in notes	Include with Monthly Board Reports until project completed	<b>NICKY</b>	

<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: A Miles</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 – 56 out of max. 60 clients. There were 0 new clients during the month. There are 6 clients we are currently working with regarding potential enrolment.</p> <p>Waitlist priorities is not based on their funding.</p> <p>Under level 2 covid – all staff wear masks, minimise contacts and adhere to hand washing. Our staff are looking exhausted and Nicky and the senior team have been providing a higher level of pastoral care.</p> <p>Highlight – Regency Park afternoon tea where there were approximately 60 people. Donna spoke very well and Tups was invited to speak as well. We also received a donation of \$250 from the morning tea.</p> <p>The Community Participation Workgroup report has been read and discussed by the board and carried.</p>	<p>Tess requested that staff continue their Formative reports on a monthly basis but do not have to attend the meetings. The Board is happy with this. Senior Staff only needed to attend quarterly or requested to the Board meetings for special projects</p> <p><b>ADOPTED BY BOARD</b></p>		
<b>TAILORED SUPPORTS</b>	<p>Volunteers waiting until Level 1 to return to St Chads. Have to do more recruiting as many volunteers have completed their studies and moved on to paid employment while we've been in lockdown – delay until we get our volunteers up and running again as this takes significant capacity which the team currently doesn't have.</p> <p>The Tailored Supports Workgroup report has been read and discussed by the board and carried.</p>	<p><b>ADOPTED BY BOARD</b></p>		

<b>WORK TOGETHER ROTORUA</b>	<p>Currently working with 2x VHN and 3x ORS Students for Transition.</p> <p>Employment support is currently working with 28 clients.</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 was 1 client incident during the month and two volunteer incidences. All low risk. Noted that COVID-19 has had an impact at reducing incidences due to small groups staying together and no community participation</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>	<p>Net profit for the month is \$52k. YTD \$100k ahead of budget. 1% contract uplift offer from MOH despite the so called 'largest investment in disability' in the Governments budget. NZDSN puts the gap at 15%. This will be communicated in media. MOH only a small part of our funding (5%)</p> <p>Nicky approached MSD about the calculation for averaged payments for Work Together Rotorua not reflecting factors such as last year being our first year and since then have increased staffing. MSD have subsequently increased our payment 'cap'/indicative client numbers (from 30 to 42) and we will receive a lump sum payment of \$12k in October. Not only does this assist now, but also sets the service up well for the future especially with the changes expected in the contract</p>			

<b>II) ACCOUNTS AUTHORISED FOR PAYMENTS</b>	<b><u>\$24,220.12 accounts to be paid</u></b>	<b>Resolution</b> “That the accounts be paid”.	<b>Moved: A Miles Seconded: T Wright Motion passed: Yes Abstentions: None</b>	
<b>III) FUNDING/GRANTS</b>	We are reducing our funding requests for wages as we become more profitable.	<b>Resolution</b> “That the Financial report be accepted as a true and accurate record.”	<b>Moved: A Painter Seconded: A Miles Motion passed: Yes Abstentions: None</b>	
<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>
BDO AUDITORS	Management Report provided to the Board of recommendations from the auditors. 1. Funding spreadsheet 2. Journals 3. Discharge security	1. Nicky to review and sign off every month 2. Nicky to continue to review and sign these off monthly along with bank reconciliations 3. Low risk due to nil balance. Board to consider risk of it remaining in place until prior to the term expiring.  Nicky to draft and send explanations to BDO. Ali and Tess to approve. Please do not use any staff names on feedback to BDO. Nicky to collect information around the security for consideration at next meeting	<b>NICKY</b>	
A SUSTAINABLE COMMUNITY	Nicky provided the Board with an updated copy of this report that included audited 2020 figures. Tess pleased with the data provided and the progress being made.			
<b>WORK IN PROGRESS</b>	<b>DISCUSSION</b>		<b>PERSON</b>	<b>TIME FRAME</b>
	None			
<b>GENERAL BUSINESS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
COMMENTS	Good to have Hielke in our meeting. From Ali, thanks you all for your attendance to the AGM and Board meeting today. Decisions have been brave, and Nicky appreciates the Board’s support.			

	We are a conservative Board, yet we have an open mind to proposals. We appreciate Nicky's work. Grateful for the St Chads staff. Tups seconds that. Recognition of their hard work and how tired they have been.			
<b>TRUST IN SESSION</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
	None			

**Meeting closed: 6.40pm**

**Next Meeting: Monday 19 October 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>Wheelchair vehicle solutions</b>	Nicky/Tere	October		
<b>Renovations – Outstanding costs - quantify</b>	Nicky	October		
<b>Number 4 progress</b>	Nicky	October		
<b>Draft reply to BDO's recommendations</b>	Nicky	September		
<b>Information about bank security for next meeting</b>	Nicky	October		