

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA
TUESDAY 20th OCTOBER 2020 AT 4.35PM**

PRESENT (TRUSTEES):	Tess Thorne (Deputy Chair), Elaine Fox, Tups Wright, Ann-Elise Miles, Roger Loveless and Tere Lawson (arrived 5.12pm).		
IN ATTENDANCE:	Nicky Mayne (General Manager), Anne Teremoana (Secretary)		
APOLOGIES:	Ali Painter (Chair)		
CONFLICT OF INTEREST DECLARATION:	None		
INWARDS CORRESPONDENCE	Email from lawyer Richard Price received		
MINUTES:	Resolution "That the minutes of the meeting held on, Monday 21 September 2020, be accepted as a true and accurate record."	Moved: A Miles Seconded: E Fox Motion passed: Yes Abstentions: None	
MATTERS ARISING	Make amendments to Minutes as recommended by Tess and Nicky. Anne to send updated minutes as soon as possible.		
GENERAL MANAGERS REPORT	DISCUSSION	ACTION	PERSON
STAFFING	Recruitment process is underway. Nicky provided a summary of the following positions, including their financial implications - <ul style="list-style-type: none"> • Operations Coordinator • Tailored Supports 1:1 Support worker • Community Participation Centre Support Worker 	WIP – we have had some outstanding applicants for these positions. Nicky is continuing the recruiting process.	NICKY
FACILITIES, EQUIPMENT AND VEHICLES	Nicky thanked Tups for sitting on the interviews. Progress on renovations continues. Quin House: Driveway work is due to start mid-October.		
CENTRE INFORMATION/DISCUSSIONS	Accessible van conversation -- (Refer to General Business)		

/s/

	Security over Quin House. (Registered first mortgage with zero balance). Discussed if we should discharge as recommended by BDO or keep until this expires in 2028. Approximate cost to discharge security \$391,300 + GST (The Law Shop estimate). Currently does not incur any costs.	Resolution "That we keep the security for now. We have reviewed it, discussed the risk vs benefits and we will review again in 12 months." Moved: A Miles Seconded: T Wright Motion passed: Yes Abstentions: Roger	
	Elaine asked if there was any issues with the homeless from the nearby motels?	Nicky stated that there it has been really good lately and that there has only been one issue. A homeless lady wanting to store her things during the day on St Chads property	
GENERAL MANAGER'S REPORT	Resolution "That the General Manager's report be accepted and adopted by the Board."	Moved: N Mayne Seconded: A Miles Motion passed: Yes Abstentions: None	
WORK GROUP REPORTS	NOTES (IF ANY)		
COMMUNITY PARTICIPATION WORKGROUP	MSD – 56 out of max. 60 clients. There are 8 clients we are currently working with regarding potential enrolment. Things are kind of back to normal. Professional development has re-started. Roger is impressed with what's in the gallery. Nicky is now able to advertise and have consistent opening times for the gallery. The Community Participation Workshop report has been read and discussed by the board and carried.		
TAILORED SUPPORTS	Tups has met Brya, the new support worker. Tups was very impressed with her as she found her very articulate and open. She has settled in well at St Chads. Our voluntary hours were low as compared to last year due to Covid. The Tailored Supports Workgroup report has been read and discussed by the board and carried.	ADOPTED BY BOARD	

WORK TOGETHER ROTORUA	ADOPTED BY BOARD				
HEALTH AND SAFETY REPORT	ADOPTED BY BOARD	ACTION	PERSON	TIME FRAME	
FINANCIAL REPORT	ACTION	PERSON	TIME FRAME		
<p>Fantastic September month for Outcomes. Completion of transition students imminent and this will allow Elsie to put more focus on Employment again. Karen, our MSD relationship manager would like to attend the first half hour of our next Board meeting.</p> <p>The Work Together Rotorua report has been read and discussed by the board and carried.</p> <p>There were 0 incidents during the month.</p> <p>Health and Safety – Quarterly Statistical report from April to September 2020 was presented</p> <p>The Health and Safety monthly report has been received, read and discussed by the board and carried.</p>					
<p>DISCUSSION</p> <p>Gross profit for the month is \$24k ahead of budget and \$148k YTD Wages are over budget \$24k due to additional hours to meet contracts and a final pay. Net Profit YTD is \$193k which is over budget by \$126k.</p> <p>An additional \$10,289 was able to be invoiced to MSD due to significantly higher employment outcomes in the last quarter (over averaged payments)</p> <p>Cash balance is \$535,180.36 with untagged funds of \$66,427.39 after allowing for three months expense reserve.</p>					
<p>II) ACCOUNTS AUTHORISED FOR PAYMENTS</p>	<p>Resolution “That the accounts be paid”.</p>	<p>Moved: T Thorne Seconded: E Fox Motion passed: Yes Abstentions: None</p>			
	<p>Resolution “That the Financial report be accepted as a true and accurate record.”</p>	<p>Moved: A Miles Seconded: T Wright Motion passed: Yes Abstentions: None</p>			

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RESOLUTIONS	DISCUSSION	ACTION	PERSON	TIME FRAME
FOUR WINDS	Application for \$11,387.20 excl GST be made to "Four Winds" for the wages for a "Community Life skills Facilitator".	Nicky to apply	Moved: A Miles Seconded: T Thorne Motion passed: Yes Abstentions: None	OCTOBER
PUB CHARITY	Application for \$8081.15 excl GST be made to "Pub Charity" for the wages for a "Support Worker".	Nicky to apply	Moved: T Wright Seconded: R Loveless Motion passed: Yes Abstentions: None	OCTOBER
GRASSROOTS TRUST CENTRAL LTD	Application for \$25,000.00 be made to "Grassroots Trust Central Ltd" for a van.	Nicky to apply	Moved: A Miles Seconded: E Fox Motion passed: Yes Abstentions: None	OCTOBER
GRASSROOTS TRUST LTD	Application for \$25,000.00 be made to "Grassroots Trust Ltd" for the conversion of the van.	Nicky to apply	Moved: T Wright Seconded: T Lawson Motion passed: Yes Abstentions: None	OCTOBER
PRIORITY ITEMS	DISCUSSION	ACTION	PERSON	TIME FRAME
WORKPLACE WELLBEING POLICY	Amendments as follows: - 2. "monitor existing roles for stress and fatigue", 4. Protocol – Staff goes to Nicky. If someone wanted more hours, refer to another policy of secondary work	Accepted changes to the policy and Nicky to amend as discussed. Moved: R Loveless Seconded: A Miles Motion passed: Yes Abstentions: None	NICKY	OCTOBER
WORK IN PROGRESS	DISCUSSION	ACTION	PERSON	TIME FRAME
RENOVATION OUTLINE	Update from Nicky. Nicky presented a breakdown of costs to date and costs still to come against funding received We are progressing well against overall budget for the renovation We also have a contingency of \$25k which we can source from RECT.	Monthly updates to be provided	NICKY	MONTHLY UNTIL PROJECT IS COMPLETED
GENERAL BUSINESS	DISCUSSION	ACTION	PERSON	TIME FRAME
ACCESSIBLE VAN CONVERSATION	An update from the van assessment in Tauranga was provided to Trustees. Nicky presented a paper	Tere's recommendation is that the vehicle be replaced as there are limitations on the current van - it is no		

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	<p>outlining the situation and options. The vehicle cannot take motorized wheelchairs (or manual chairs over 25kg) and the tie-downs are 'beginning to wear'. We do not want to compromise the safety of our wheelchair clients.</p> <p>The Board discussed the cost/benefit/availability of an already converted vehicle vs converting one ourselves. Decision is to convert one ourselves. Estimated cost for an appropriate van is \$25k. Estimated cost of conversion is \$25k</p> <p>Nicky would like staff to have a say in the design of configuration of the van. There would like the van configured to what is best for the clients. Also, ensure that it has a high roof.</p>	<p>longer fit for purpose.</p> <p>Motion: "The Board all agree to replace the van"</p> <p>Moved: T Wright Seconded: T Lawson Motion passed: Yes Abstentions: None</p> <p>Motion: "Roger proposed that we issue funds of \$30k to start looking for a van and at the same time apply for funds"</p> <p>Moved: R Loveless Seconded: T Lawson Motion passed: Yes Abstentions: None</p>	<p>NICKY</p>	<p>NOVEMBER</p>
<p>EMAIL FROM LAWYER RICHARD PRICE</p>	<p>Email received from Richard Price regarding the Draft Trust Deed has been discussed and considered. Thank you, Roger for looking into that for us.</p> <p>Richard also mentioned that he was some what intrigued by the Trust's name which he thinks doesn't convey the "flavour" of the Trust's activities.</p> <p>Nicky had explored the change of name on previous documents, Tess remembered it and has asked for it to be discussed in our next meeting.</p>	<p>The Board accepted Richard's recommendations that we wait until the legislation has been finalised before progressing further. Nicky to reply to Richards email.</p> <p>Nicky to extract the documents and will be an Agenda item for the Board to discuss in the next Board meeting.</p>	<p>NICKY</p> <p>NICKY</p>	<p>OCTOBER</p> <p>NOVEMBER</p>
<p>NICKY'S RESEARCH REPORT</p>	<p>Applied Management Paper. There was nothing in the paper that suggested anything to do with St Chads. Therefore, no confidentiality issues.. Nicky had promised to share the paper with the Board so that the Board had the benefit of the research she had undertaken for her studies. Her topic was "Should we put resources into starting a school holiday programme for students who have a disability?"</p> <p>Very good paper and it identified a gap, especially in the 14+ age group. It also identified that it was a</p>	<p>The Board congratulated Nicky and noted her report. Concept to be brought to the January 2021 Strategic Planning meeting.</p>	<p>NICKY</p>	<p>JANUARY</p>

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ALI'S FAREWELL	potentially viable proposition (considering sustainability goals) with more research to be done if the Board decides to progress with the proposal			
	14 th December -- proposed date after a shortened Board meeting.		All staff and Board invited. Have party on the new deck at St Chad's and refreshments to be catered. Doubles as EOY Event	
	Nicky and Donna to work with morning tea for Ali with the clients.			
TRUST IN SESSION	DISCUSSION	ACTION	PERSON	TIME FRAME
	None			

Meeting closed: 6.05pm

Next Meeting: Monday 16th November 2020 (Elaine gave her apologies for that meeting)

Signed:



To be actioned:	Personnel	Due Date	Completed Date	Notes
Wheelchair vehicle solution	Nicky	EOY		Now progressing decision
Quin House Driveway	Nicky	November		
Email solicitor	Nicky	October		
Documents for discussion re: Name	Nicky	November		
School Holiday Programme discussion at Strategic Meeting	Nicky	January		
EOY Christmas and Farewell to Ali event Board & Staff	Nicky	14 th December		
Client farewell for Ali	Nicky/Donna	December		