

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA
MONDAY 16TH NOVEMBER 2020 AT 4.30PM**

PRESENT (TRUSTEES):	Ali Painter (Chair), Tess Thorne (Deputy Chair), Elaine Fox, Tups Wright, Ann-Elise Miles, Roger Loveless, Tere Lawson, Hielke Oppers (arrived 4.50pm, left at 5.28pm).			
IN ATTENDANCE:	Nicky Mayne (General Manager), Anne Teremoana (Secretary), Karen Vause (MSD Relationship Manager) – left at 4.45pm, Donna Ross – left at 5.30pm.			
<p>Karen Vause from MSD wanted to meet with us as she has been hearing good things about St Chads. Nicky hosted her initially at this afternoon then Elsie hosted her at Work Together Rotorua. She also met with the Senior team. Great to hear what is on the horizon. She’s delighted to be here. St Chads stands out in terms of our values and deliverance. She’s here to support us, congratulate us on what we have done and gone with staff suggestions.</p> <p>Karen will keep us up to date on any funding from MSD, any changes that are also coming up. Recognises that providers like us are very important in supporting communities.</p>				
APOLOGIES:	None			
CONFLICT OF INTEREST DECLARATION: None				
INWARDS CORRESPONDENCE	None			
MINUTES:	<p>Resolution “That the minutes of the meeting held on, Monday 19th October 2020, be accepted as a true and accurate record.”</p>		<p>Moved: A Miles Seconded: E Fox Motion passed: Yes Abstentions: None</p>	
MATTERS ARISING	All matters arising are in the General Manager’s report.			
GENERAL MANAGERS REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
STAFFING	<p>Erin has started as Operations Coordinator. Raiba started as Tailored Supports Coordinator/Support worker Caleb who is our Senior Cleaner has resigned so we will be looking to cover that role early 2021 rather than employing now. Tania is now available again as a Casual Support Worker</p> <p>Donna has been here for 10 years. Congratulations.</p> <p>Remuneration for discussion “in session”</p>	.		

<p>FACILITIES. EQUIPMENT AND VEHICLES</p>	<p>Accessible Van – Funding applications made for a total of \$50,000. Outcome expected before the end of November. Couple of vans on Trade me that Nicky is monitoring.</p> <p>2 Devon renovations: progress on renovations continues. Quin House: Driveway work is due to start mid-November.</p>			
<p>CENTRE INFORMATION/DISCUSSIONS</p>	<p>Name change conversation – to be discussed at our strategic meeting in January 2021.</p> <p>Nicky attended the EMA Business Leaders breakfast meeting and subsequent briefing. Things to note:</p> <ul style="list-style-type: none"> • A change in the way holiday pay is calculated for Annual Closedowns, June will be following this up. • The new Privacy Act 2020 that comes to force 1st December 2020. - June will be the privacy officer. Webinar with EMA to know the requirements of the role. <p>Updated Privacy of Information policy submitted to the Board in light of changes:</p> <ul style="list-style-type: none"> • Add about deleting private information electronically. • Serious breach that could cause harm. Investigate flow chart/protocol showing authority, risk matrix etc – consider resources on Privacy Commission website • Investigation carried out by General Manager. • GM to email proposed changes to the board for acceptance <p>1st April 2021 – Minimum wage is to rate very likely to move to \$20p/h. Impacts our job seekers, harder to open employers’ door. Discussed with Karen the consideration of a top up from MSD if required.</p>	<p>Motion: Approve Privacy policy update subject to changes</p> <p>Moved: T Thorne Seconded: A Miles Motion passed: Yes Abstentions: None</p>	<p>NICKY</p>	<p>NOVEMBER 2020</p>

	<p>Karen had stated that we have done well with our pay equity negotiations</p> <p>Variation to MSD Contract signed for two new VHN clients effective December</p> <p>Variation to MOH Contract reflecting acceptance of a 1% increase waiting for GM to have discussions with NZDSN</p> <p>Garage sale in Ngongotaha – 1st December is the final drop off day for goods to St Chads.</p>			
GENERAL MANAGER’S REPORT	Resolution “That the General Manager’s report be accepted and adopted by the Board.”	Moved: N Mayne Seconded: T Wright Motion passed: Yes Abstentions: None		
WORK GROUP REPORTS	NOTES (IF ANY)			
COMMUNITY PARTICIPATION WORKGROUP	<p>MSD – 56 out of max. 60 clients. There were 0 new clients during the month. Farewelling two clients at the end of year due to them relocating with their whanau.</p> <p>There are 6 clients we are aware of who may pursue enrolment.</p> <p>The Community Participation Workshop report has been read and discussed by the board and carried.</p>	ADOPTED BY BOARD		
TAILORED SUPPORTS	<p>Working with a prospective new ACC client</p> <p>Volunteers: - Erin has taken on the Volunteer Coordinator role with handover happening gradually over the next few weeks.</p> <p>Will meet with Marlene, Careers and Employability Facilitator from Toi Ohomai to discuss volunteer expectations for next year.</p> <p>The Tailored Supports Workgroup report has been read and discussed by the board and carried.</p>	ADOPTED BY BOARD		

WORK TOGETHER ROTORUA	<p>Employment: great outcomes again for the month despite economic conditions. Doing very well with YTD outcomes considering the impact of COVID-19 (7 placements vs 10 budgeted)</p> <p>Transition: Coming to the end of Brokerage. Still waiting for x2 service providers to confirm meeting with students and parents to arrange their reviews with Support Net.</p> <p>Elsie met with the Regional and Disability manager of Work and Income, Dany. She wants W&I to work more collaboratively with WTR.</p> <p>The Work Together Rotorua report has been read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>		
HEALTH AND SAFETY REPORT	<p>There were 8 client incidents during the month.</p> <p>All been recorded. Four medium risk and four low risk. All medium risk incidences were discussed.</p> <p>Clients with a ‘watch’ all had no incidences however one new watch client was added who had had five incidences in three months (including one of the medium risk incidences this month)</p> <p>The health and safety monthly report has been received, read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>		
FINANCIAL REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
D) INCOME & KEY FACTS	<p>Gross surplus is \$14k ahead of budget for the month and after seven months of the financial year, a very healthy \$163k ahead of budget YTD.</p> <p>Net Surplus for the month is \$40,178 compared to budget of \$17,912.83. Net Surplus YTD has grown to \$231,483 being \$146,901 ahead YTD.</p> <p>Discussion about current surplus to be held “in session”</p>			

<p>II) ACCOUNTS AUTHORISED FOR PAYMENTS</p> <p>III) GRANTS</p>	<p><u>\$46,112.67 accounts to be paid</u></p> <p>\$20k was received from the Rotorua Council COVID fund for Technology specifically being laptops and tablets. More than requested was received with this being earmarked by the funder to increase client technology where this is a barrier to engagement. George is currently completing a full stock take on our technology</p> <p>The website is okay at the moment but may need to be looked at if we do any rebranding. An online store is being looked at via Trade Me rather than website. We are also looking at how the client database could be further developed.</p>	<p>Resolution “That the accounts be paid”.</p>	<p>Moved: A Miles Seconded: T Wright Motion passed: Yes Abstentions: None</p>	
		<p>Resolution “That the Financial report be accepted as a true and accurate record.”</p>	<p>Moved: A Painter Seconded: T Wright Motion passed: Yes Abstentions: None</p>	
<p>RESOLUTIONS</p>	<p>DISCUSSION</p>	<p>ACTION</p>	<p>PERSON</p>	<p>TIME FRAME</p>
	<p>None</p>			
<p>PRIORITY ITEMS</p>	<p>DISCUSSION</p>	<p>ACTION</p>	<p>PERSON</p>	<p>TIME FRAME</p>
<p>RATIFY NEW BOARD MEMBER</p>	<p>Recommended that Hielke be accepted as a Board member.</p>	<p>Motion: “Ali moved that Hielke Oppers be accepted as a Board member for St Chads”</p> <p>Moved: A Painter Seconded: A Miles Motion passed: Yes Abstentions: None</p>		
<p>WORK IN PROGRESS</p>	<p>DISCUSSION</p>	<p>ACTION</p>	<p>PERSON</p>	<p>TIME FRAME</p>
	<p>None</p>			
<p>GENERAL BUSINESS</p>	<p>DISCUSSION</p>	<p>ACTION</p>	<p>PERSON</p>	<p>TIME FRAME</p>
<p>STRATEGIC PLAN</p>	<p>The Quarterly Report on strategic plan actions noted and read by the Board.</p>	<p>The strategic planning meeting will be held 18th January 2021.</p>		

CHAIR RESIGNATION	Ali Painter has resigned from the Board. The December meeting will be her last meeting.	The Board has accepted her resignation. Staff and Board will join together for an EOY celebration after the next Board meeting which will also be a farewell for Ali (will be a short meeting).		
ELECTION OF NEXT CHAIR	Election of next chair will be in January 2021.	Tess will be acting chair until January 2021 when a new chair is elected.		
TAKAHE	Ann-Elise would like to buy the takahe and gift it back to St Chads. Thank you.	Accepted by Nicky with thanks		
TRUST IN SESSION	DISCUSSION	ACTION	PERSON	TIME FRAME
5.30pm	Moved <u>A Painter</u> “that the trust be moved into session”.			
6.07pm	Moved <u>A Painter</u> “that the trust be moved out of session and all matters discussed be accepted”.			

Meeting closed: 6.15pm

Next Meeting: Monday 14th December 2020

Signed: *A. P. Painter*

To be actioned:	Personnel	Due Date	Completed Date	Notes
Wheelchair vehicle solution	Nicky	EOY		
Quin House Driveway	Nicky	November		
EOY Christmas and farewell to Ali – Board and Staff	Nicky	14 th December		
Client farewell for Ali	Nicky	10 th December		
Privacy Policy update	Nicky	November		
Planning for Board Strategic Planning meeting in January	Nicky	December		
Hielke to be updated as a Trustee on Charities site	Nicky	November		