

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA  
THURSDAY 18<sup>th</sup> FEBRUARY 2021 AT 4.35PM**

<b>PRESENT (TRUSTEES):</b>	Tess Thorne (Chair), Tups Wright, Ann-Elise Miles, Tere Lawson and Roger Loveless (via Zoom), left at 6.10pm.		
<b>IN ATTENDANCE:</b>	Nicky Mayne (General Manager), Anne Teremoana (Secretary), Donna Ross (left at 5.53pm), Jebraun Clifford (left at 5.15pm) and Elsie Westman (left at 5.53pm).		
<b>APOLOGIES:</b>	Elaine Fox and Heilke Oppers		
<b>CONFLICT OF INTEREST DECLARATION:</b> None			
<b>ADDED TO AGENDA</b>	<ul style="list-style-type: none"> <li>• 18<sup>th</sup> March meeting date</li> <li>• Tups (Board of Trustee)</li> <li>• Kaumatua (Trust in session)</li> </ul>		
<b>MINUTES:</b>	<p><b>Resolution</b> “That the minutes of the meeting held on, 14 December 2020, be accepted as a true and accurate record.”</p>	<p><b>Moved:</b> A Miles <b>Seconded:</b> T Lawson <b>Motion passed:</b> Yes <b>Abstentions:</b> None</p>	
<b>MATTERS ARISING</b>	Tups has been contacted by Gary to discuss the driveway.		
<b>GENERAL MANAGERS REPORT</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>
STAFFING	Nicky would-to-thanks the Senior team and Erin for doing a phenomenal job.	The first logo has been chosen and approved by the Board.	
ST CHADS LOGO	Two logos to choose from. Erin used to be a graphic designer.	<b>Resolution</b> “Accept the offer of \$9265.00 to sell the van.”	<b>Moved:</b> T Lawson <b>Seconded:</b> T Wright <b>Motion passed:</b> Yes <b>Abstentions:</b> None
RECEIVED AN OFFER FOR THE OLD MOBILITY VAN	We have been offered \$9265.00. What I think we can get on trade me is up to \$15k however there is so much time involved in that process.		<b>NICKY</b>
DRAFT STRATEGIC REPORT FEEDBACK	This has been sent out, but we have not received any feedback. Can perhaps put the draft on the website instead of waiting for it to be formalised.	Leave it sitting there for another couple of weeks and then finalise and endorse it at the next Board meeting.	<b>NEXT BOARD MEETING</b>

<p>NICKY'S WORKING HOURS</p>	<p>Nicky is trying to be on site one day a week. So, when she comes on site her meetings are stacked up one after another for everyone, she needs to catch up with which includes a half hour appointment with each of the Senior team members, time with June, time with Erin. She is also trying to find time for the budget but is hoping to get the budget to the Board within the next couple of weeks after it has been reviewed by Tess.</p> <p>Currently interviewing two potential candidates tomorrow with Tere and Roger. In the process and will let you know the outcome.</p>	<p>Have the budget in two weeks for Tess to review and sent to the Board.</p>	<p>NICKY</p>
<p>UPDATE OF RECRUITMENT OF GM</p>	<p>Currently interviewing two potential candidates tomorrow with Tere and Roger. In the process and will let you know the outcome.</p>		
<p>GENERAL MANAGER'S REPORT</p>	<p><b>Resolution</b> "That the General Manager's report be accepted and adopted by the Board."</p>	<p><b>Moved: N Mayne</b> <b>Seconded: T Wright</b> <b>Motion passed: Yes</b> <b>Abstentions: None</b></p>	
<p>WORK GROUP REPORTS</p>	<p><b>NOTES (IF ANY)</b></p>		
<p>COMMUNITY PARTICIPATION WORKGROUP</p>	<p>MSD – 58 out of max. 60 clients. There was 1 new client during the month. We will be exiting 2 clients at some point There is 1 client we are currently working with regarding potential enrolment.</p> <p>In January all clients have come together to put together a code of Conduct.</p> <p>Community participation is the one group that is mostly affected by Covid. They were able to respond quickly by not attending the group when we went to Level 2. Nicky will follow that up with a thank you email.</p> <p>St Chad's walk, we are advertised in the Walking festival. Erin sent it to the staff to see if we could get a team.</p> <p>The Community Participation Workshop report has been read and discussed by the board and carried.</p>	<p>Please ask Erin to organise a team for us for the 20<sup>th</sup> March 2021.</p> <p><b>ADOPTED BY BOARD</b></p>	

<p><b>TAILORED SUPPORTS</b></p>	<p>We had 3 new clients start this year</p> <p>New Tailored Support Coordinator Faustinah is making a great connection with clients and staff.</p> <p>Thankful to have Tania back on a permanent contract and for her and Brya to be available for 30 hours/week. Our higher needs clients need this extra support.</p> <p>Covid response from tailored supports was very good. Based in Quin house at level 2.</p> <p>Erin has been very helpful for the team. She has been working 20 hours a week and then Nicky and Tess agreed to increase her hours to 30 hours per week with Nicky not being here. She is very valuable for the team.</p> <p>We took on a client that we had understood to have <del>deductible</del> funding by MSD and ACC. Now MSD are refusing to fund him and that he should be funded by ACC only.</p> <p>The Tailored Supports Workgroup report has been read and discussed by the board and carried.</p>	<p>Jebraun is working this through and will keep Nicky in the loop of how it is going.</p> <p><b>ADOPTED BY BOARD</b></p>	
<p><b>WORK TOGETHER ROTORUA</b></p>	<p>Met with the SENCO of WHHS in December. Will arrange a meeting in 2021.</p> <p>Lakes High has had a change of teachers and yet to meeting with SENCO there.</p> <p>In this time, we are still making placements. Workshops will be for all the job seekers.</p> <p>We had a stall at the National Disabilities Day expo. Held in the Rotorua central mall. The Lakeland Disability support trust purchased items from the Gallery to give away as spot prizes throughout the <u>day</u>.</p>		

	<p>Update on a conversation this morning where Elsie and Nicky met with Danni Sears (Regional Health and Disability Manager) for WINZ. She is newish in her position. She has had some discussions with us because we have to clarify with her what our services are. <del>as she is yet</del></p> <p>She has approval for a proposal for a pilot for WINZ to work with WTG. Currently we have employment ready people.</p> <p>She is looking at the group that are not ready to work and would need a lot more intensive help to work independently.</p> <p>How could we work with the local office.</p> <p>She is putting together a proposal for a pilot of getting this particular group of people that are not work ready to be work ready by coaching, having workshops and how we can work with WINZ.</p> <p>After the discussion from the last Board meeting about Taupo and upon reflection, Elsie if not so keen to support in Taupo. Would rather focus on Rotorua. Not the right time.</p>			
	<p>Office space proposals for renovation explained and if we were to go ahead the landlord was fine with it as long as if we were to leave the building, we return it back to the original state.</p>	<p><b>Resolution</b> “That option 1 proposal that is preferred by our team be granted the \$10k needed to for the extra office space.”</p>	<p><b>Moved: R Loveless</b>  <b>Seconded: T Lawson</b>  <b>Motion passed: Yes</b>  <b>Abstentions: None</b></p>	
	<p>The Work Together Rotorua report has been read and discussed by the board and carried.</p>	<p><b>ADOPTED BY BOARD</b></p>		
<p><b>OPERATIONS COORDINATOR</b></p>	<p>This is Erin’s report, she has taken on Volunteers from Jebraun, Health and Safety from June and also about Social Media. We will start reporting on that.</p>			
<p><b>HEALTH AND SAFETY REPORT</b></p>	<p>Health and Safety – Quarterly Statistical Report.</p> <p>The health and safety monthly report has been received, read and discussed by the board and carried.</p>	<p><b>ADOPTED BY BOARD</b></p>		

FINANCIAL REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
I) KEY FACTS	Net profit for the month is 25k ahead of budget. And we have \$290k net profit YTD which is \$217k ahead of budget.			
II) ACCOUNTS AUTHORISED FOR PAYMENTS	<u>\$46,606.23 accounts to be paid</u>	<b>Resolution</b> "That the accounts be paid".	<b>Moved: A Miles Seconded: T Wright Motion passed: Yes Abstentions: None</b>	
III) GRANTS	We want an understanding of how grants are treated because it puts it in our net surplus. The way that the auditors had wanted it for us to account for our grant money is that we don't count it as income when it is received. Sits as a liability when its received. When its used, it comes into income and then when you spend it, it goes out as an expense. But with the renovation it's an asset.  Our surplus is high with over \$200k we are actually sitting at \$135k for the financial year if you were to take off the income from the renovation grant. Ahead of budget by \$62k.  The gallery is now on budget with their income.			
QUIN HOUSE	Still 3 things to complete on Quin House.  Until we complete the driveway and co-compliance, we cannot finish those renovations.  1. Driveway 2. Kitchen needs an upgrade 3. Some painting, we've received 2 quotes - \$2800 and \$10k. Probably not described both in the same way.			
		<b>Resolution</b> "\$2800.00 to be used for the painting before the end of the financial year."	<b>Moved: T Wright Seconded: A Miles Motion passed: Yes Abstentions: None</b>	
		<b>Resolution</b> "That the Financial report be accepted as a true and accurate record."	<b>Moved: A Miles Seconded: T Wright Motion passed: Yes Abstentions: None</b>	

<b>RESOLUTIONS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
WESTPAC BANK ADD SIGNATORY	The Trustees of St Chads resolve that an application be made to remove Ali Painter, set up Tere Lawson as a signatory. Add Tere Lawson and Heilke Oppers as Trustees and the statement of the business goes to Tess.	June's recommendation is that Tess Thorne and Tere Lawson make an appointment with the Bank Manager so that you are not waiting too long.	Moved: R Loveless Seconded: A Miles Motion passed: Yes Abstentions: None	
<b>PRIORITY ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
RECRUITMENT AND APPOINTMENT POLICY	Roger would like us to strengthen referees. Would like us to talk to referees and not depend just on the written word.	Accepted changes to the policy and Nicky to finalise.	NICKY	
FINANCIAL MANAGEMENT POLICY	Everything is good except "Delegated authority" Changed the figures from \$10k to \$15k – budgeted And from \$2k to \$5k unbudgeted.	<b>Resolution</b> "Accept the financial delegated authority figures as stated on the table."	<b>Motion passed: Yes</b> <b>Abstentions: None</b>	
INVESTMENT POLICY	Everything is good there except the attachment, Bullet point 4, there is a word "client" please change that. Bullet point 5 - We have reached the Trust Fund of \$25k. Bullet point 6 – should be taken out because we have done the threshold already.	Accepted changes to the policy and Nicky to finalise.	NICKY	
CULTURAL UNDERSTANDING POLICY	The diversity within our staff is incredible. We created this policy only a few years ago.	Tere has done his revision and sent it to Nicky. Nicky will send the update to the Board.	NICKY	
VOLUNTEERS' POLICY	Under guidelines: 1. Would like an "s" added to the word "task" 2. Change the word "source" to "resource" 6. Point a – change the words "as fit" to "as a fit"	Accepted changes to the policy and Nicky to finalise.	NICKY	
<b>WORK IN PROGRESS</b>	<b>DISCUSSION</b>	<b>ACTION</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>
	None			

TRUST IN SESSION	DISCUSSION	ACTION	PERSON	TIME FRAME
5.54pm	Moved <u>T Thorne</u> "that the trust be moved into session".			
6.20pm	Moved <u>T Thorne</u> "that the trust be moved out of session and the matters discussed be adopted".			

Meeting closed: 6.35pm

Next Meeting: Monday 15<sup>th</sup> March 2021

Signed:



To be actioned:	Personnel	Due Date	Completed Date	Notes
Sell the old mobility van for \$9625.00	Nicky	February		
Finalise strategic plan	Nicky	15 <sup>th</sup> March		
Have budget ready for Tess to review and sent to Board	Nicky	2 weeks		
Walking festival application and team organised	Erin	20 <sup>th</sup> March		
All policy changes and finalising	Nicky			