

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA
MONDAY 14th DECEMBER 2020 AT 4.30PM**

PRESENT (TRUSTEES):	Ali Painter (Chair), Tess Thorne (Deputy Chair), Elaine Fox, Tups Wright, Tere Lawson, Roger Loveless, Ann-Elise Miles and Hielke Oppers (arrived at 4.55pm)			
IN ATTENDANCE:	Nicky Mayne (General Manager), Donna Ross (Community Participation Manager), Jebraun Clifford (Tailored Supports Manager, taking minutes), Elsie Westman (WTR Team Leader)			
APOLOGIES:	None			
CONFLICT OF INTEREST DECLARATION: None				
INWARDS CORRESPONDENCE	None			
MINUTES:	Resolution “That the minutes of the meeting held on, Monday – November 2020, be accepted as a true and accurate record.”		Moved: A Miles Seconded: T Lawson Motion passed: Yes Abstentions: None	
MATTERS ARISING	Nicky signed MOH contract with 1% uplift Still waiting for money from Council for COVID fund to purchase technology			
GENERAL MANAGERS REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
STAFFING	<ul style="list-style-type: none"> • Raiba started • Recruitment underway for new GM (discussion in Session) 			
FACILITIES, EQUIPMENT AND VEHICLES	<p>Accessible van – T Lawson and N Mayne Found a vehicle 2016 Toyota HiAce Clark’s Cars \$39k If it passes AA check, drive as is for Jan/Feb Go for funding in Feb/March for modification Get about \$15k for white van</p> <p>No news about when driveway will begin but new funders have agreed to join in</p> <p>Renovations will progress again from January.</p>	<p>Proposal is to purchase vehicle subject to it passing AA check and proceeding as discussed.</p> <p>Moved: T Lawson Seconded: T Thorne Motion passed: Yes Abstentions: None</p>		
CENTRE INFORMATION	Pay equity settlement, rates may be adjusted due to a ‘reckoning’ in the final year.	T Lawson to follow through with discussions		

	Discussed role of Kaumatua			
GENERAL MANAGER'S REPORT	Resolution "That the General Manager's report be accepted and adopted by the Board."	Moved: N Mayne Seconded: E Fox Motion passed: Yes Abstentions: None		
WORK GROUP REPORTS	NOTES (IF ANY)			
COMMUNITY PARTICIPATION WORKGROUP	56 clients (max. 60) 1 client < 18 years old 2 clients will be exiting at the end of the year Excellent feedback from Probus performance Tatum passed Level 4 H & W Certificate	ADOPTED BY BOARD		
TAILORED SUPPORTS	1 new ACC client Jebraun passed Level 4 H & W Certificate	ADOPTED BY BOARD		
WORK TOGETHER ROTORUA	Jo has built the WTR Facebook audience well Elsie had has some good opportunities to work more collaboratively, Rotorua Youth Centre, Lifewise, etc.	ADOPTED BY BOARD		
HEALTH AND SAFETY REPORT	Two 'medium risk' incidences were reported on No incidences from any 'watch' clients this month. Client 2 removed from watch due to lack of incidences Clients 1 and 3 to be removed from watch in January if no further incidences	ADOPTED BY BOARD		
FINANCIAL REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
I) KEY FACTS	Gross surplus is \$42k ahead of budget for the month and \$205k ahead of budget YTD Net surplus for the month is \$32,800 compared to budget of \$8,602. Net surplus YTD is \$265,413, being \$172,228 ahead of budget YTD. Building and vehicle maintenance work is scheduled for January/February. \$6k of approved			

II) ACCOUNTS AUTHORISED FOR PAYMENTS III) FUNDING/GRANTS	asset spending has been spent to date. <u>\$55,244.57 accounts to be paid</u>	Resolution “That the accounts be paid”. Resolution “That the Financial report be accepted as a true and accurate record.”	Moved: T Wright Seconded: E Fox Motion passed: Yes Abstentions: None Moved: T Wright Seconded: E Fox Motion passed: Yes Abstentions: None	
RESOLUTIONS	DISCUSSION	ACTION	PERSON	TIME FRAME
	None			
PRIORITY ITEMS	DISCUSSION	ACTION	PERSON	TIME FRAME
POLICY		Financial Limitations/Delegated Authority Policy to be reviewed in February 2021		
WORK IN PROGRESS	DISCUSSION		PERSON	TIME FRAME
	None			
GENERAL BUSINESS	DISCUSSION	ACTION	PERSON	TIME FRAME
THANKYOU	Donna thanked the Board for their work this year and gave a small gift made by clients			
TRUST IN SESSION	DISCUSSION	ACTION	PERSON	TIME FRAME
5.15pm	Moved <u>A Painter</u> “that the Trust be moved into session”			
5.55pm	Moved <u>A Painter</u> “that the Trust be moved out of session and all matters discussed be accepted”			

Meeting closed: 5.55pm

Next Meeting: Monday 18th January 2021 at 3pm

Signed:

A. P. Painter

To be actioned:	Personnel	Due Date	Completed Date	Notes
Wheelchair vehicle solution	Nicky/Tere	March 2021		
Quin House Driveway	Nicky/Tups	January 2021		
Planning for Board Strategic Meeting in January	Nicky/Senior Team	January 2021		
Financial Limitations/Delegated Authority Policy to be reviewed	Nicky/Tess	February 2021		
Kaumatua discussions	Tere	February 2021		