

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA
WEDNESDAY 24th June 2021 AT 3.30PM**

PRESENT (TRUSTEES):	Tess Thorne (Chair), Roger Loveless, Tups Wright, Ann-Elise Miles, and Elaine Fox
IN ATTENDANCE:	Sharron Black (General Manager), David --, Donna Ross, Elsie Westman (both left at 4:45) and Jebraun Clifford (left at 5:00pm). Jebraun Clifford took the minutes.
APOLOGIES:	Anne Teremoana (Secretary)

CONFLICT OF INTEREST DECLARATION: None

MINUTES:	Resolution "That the minutes of the meeting held on, 26 th May 2021, be accepted as a true and accurate record."	Moved: R Loevless Seconded: T Wright Motion passed: Yes Abstentions: None
-----------------	--	--

MATTERS ARISING
 Sharron will take out word "senior" from the May minutes regarding the discussion about the logo as it was all the staff and not only the senior team who looked at and discussed the new logo.
 Still waiting for quotes from Lifestyle Builders for the driveway and the walkway, but Rotary has funds set aside for this project and will honour their commitment. Additional funds will be needed to complete project.
 Still waiting for quotes regarding double glazing of doors in GM's office and carpet for reception and admin office
 Blinds ordered yesterday
 Request from Tess: need funding balance from GM for next trust meeting please

GENERAL MANAGERS REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
STAFFING	New Support Workers will provide good capacity for Tailored Support and Community Participation teams. Tatum will be back on Monday. Called up for jury service which cannot be deferred as she deferred the first request. Another staff member will be on six-week leave.			
BUILDING PROJECT	Renovations a bit disruptive for a few weeks but looking very good now. Just a few doors to be done, carpet, blinds, etc. Final Quin House renovations will wait until Lifeskills Centre completely done. Getting quotes for finishing off painting interior of Quin House.			

<p>VEHICLES</p> <p>BANK SIGNATORIES</p>	<p>Asked builders for a quote about covering the ramp between buildings.</p> <p>Roger sourcing auto mechanic to remove hoist and put in new seats. May need recertifying as a passenger van. We may need to find some funding to get the seats put in the white van or can use our own funds.</p> <p>New signatories done</p>	<p>Resolution “The board agrees to spend up to \$5000.00 to get the white van fitted with seats”</p>	<p>Moved: R Loveless Seconded: A Miles Motion passed: Yes Abstentions: None</p>	
<p>GENERAL MANAGER’S REPORT</p>	<p>Resolution “That the General Manager’s report be accepted and adopted by the Board.”</p>		<p>Moved: R Loveless Seconded: A Miles Motion passed: Yes Abstentions: None</p>	
<p>WORK GROUP REPORTS</p>	<p>NOTES (IF ANY)</p>			
<p>COMMUNITY PARTICIPATION WORKGROUP</p>	<p>Donna presented the Client Code of Conduct written by and adopted by the clients</p> <p>Good and mature discussions evolving out of sessions which have become more like workshops.</p> <p>A client has an individual and unsupported volunteer role at Salvation Army which may result in all client volunteers getting invited to the Volunteer Christmas function</p> <p>Donna, Kiri and Elsie will be assessors for the new city-wide bus scheme which will provide free transportation for those with disabilities who cannot drive. Open day at St Chads to show clients how to access this support. St Chads recognises Rose Smith who has done much to get this scheme approved.</p> <p>Roger informed Board that CCS plans to provide disability awareness training for Rotorua bus drivers.</p> <p>The Community Participation Workgroup report has been read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>		
<p>TAILORED SUPPORTS</p>	<p>New Support Workers come from PT background, getting on well with staff, offering extra support due to TS staff on leave.</p> <p>Existing TS Support Workers are providing peer training around how to include higher needs clients in a large group.</p>			

	<p>Midpoint progress reports for 3 ACC clients have been very encouraging as far as progress with goals, choice and independence</p> <p>Adopting Positive Behavior Support model to better support a client with communication challenges adjust to new staff and new circumstances.</p> <p>Looking for opportunities for more education around autism spectrum. Noted that Te Pou will be open for funding in September.</p> <p>The Tailored Supports Workgroup report has been read and discussed by the board and carried.</p>	<p>Senior team will investigate Professional Development from Te Pou</p> <p>ADOPTED BY BOARD</p>	<p>SENIOR TEAM</p>	
WORK TOGETHER ROTORUA	<p>Someone from EMA contacted Elsie regarding referring a client to WTR because of our participation in the Career Expo, new enrolments from Expo.</p> <p>Invited to Toi Ohomai Expo as well, connecting with people who could be possible service users as well as providing relevant information about the disability sector. A student studying music had never thought about using music as therapy and for communication.</p> <p>Winter is always a slow period, minimum wage going up has been a barrier. Work exploration is the focus, can lead to employment.</p> <p>The Work Together Rotorua report has been read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>		
OPERATIONS COORDINATOR	<p>Volunteer hours down slightly</p> <p>The Operations Coordinator report has been read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>		
HEALTH AND SAFETY REPORT	<p>Do we have regular health & safety checks around the centre?</p> <p>One high risk incident Discussed latest incident involving a client</p> <p>Stairs to Tailored Support Office redone. Strips on the stairs from reception to lunchroom and art room are starting to go.</p> <p>The health and safety monthly report has been received, read and</p>	<p>Contact client from incident report to find out if client is all right and intends to return as well as if family has actioned any of the suggestions to help them with more support.</p> <p>ADOPTED BY BOARD</p>	<p>SHARRON WILL FOLLOW UP WITH ERIN</p> <p>DONNA</p>	

	discussed by the board and carried.			
SOCIAL MEDIA REPORT	Board appreciated the new format of information regarding social media. The Social Media report has been read and discussed by the board and carried.	ADOPTED BY BOARD		
FINANCIAL REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
I) KEY FACTS	Good balance now \$336k though some of this is allotted for grants and special purposes, salaries, etc. Funds available \$242k – policy is to have three months expenses in reserve	Board would like a variance report for the next meeting	SHARRON	
II) ACCOUNTS AUTHORISED FOR PAYMENTS	<u>\$29,952.18 accounts to be paid</u>	Resolution “That the accounts be paid”.	Moved: T Wright Seconded: E Fox Motion passed: Yes Abstentions: None	
III) GRANTS	In this month’s budget there was an allocation for \$45k in grants but not achieved because the grants were not actually due to be applied for in the month of May We will go for multi-year funding with Bay Trust instead of year by year which can be used operationally rather than tagged for specific wages. Several smaller grants that need the last of the funds to be spent.			
		Resolution “That the Financial report be accepted as a true and accurate record.”	Moved: R Loveless Seconded: T Wright Motion passed: Yes Abstentions: None	
RESOLUTIONS	DISCUSSION	ACTION	PERSON	TIME FRAME
	None			
PRIORITY ITEMS	DISCUSSION	ACTION	PERSON	TIME FRAME

WORK IN PROGRESS	DISCUSSION	ACTION	PERSON	TIME FRAME
	None			
GENERAL BUSINESS	DISCUSSION	ACTION	PERSON	TIME FRAME
GM/CEO REPORT	Trust has the option to invest money back into the Geysers Foundation Email from MSD Manager, Karen Vause, to say they are engaging an independent agency to develop a service cost model for community participation services as the disability sector moves from bulk funded contracts to individual funding opportunities. Letter from SEA who have disbanded and have donated \$14K to St Chads.	Resolution "\$2000.00 dividend goes into the St Chads fund with Geysers Foundation."	Moved: T Thorne Seconded: A Miles Motion passed: Yes Abstentions: None	
TRUST IN SESSION	DISCUSSION	ACTION	PERSON	TIME FRAME
5:00pm	Moved -- "that the trust be moved into session".			
5:50pm	Moved -- "that the trust be moved out of session and the matters discussed be adopted".			

Meeting closed:

Next Meeting: Thursday 22 or 29 July 2021 (TBC)

Signed:

