

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA
WEDNESDAY 26th MAY 2021 AT 4.35PM**

PRESENT (TRUSTEES):	Roger Loveless (Chair), Tups Wright, Ann-Elise Miles, and Elaine Fox			
IN ATTENDANCE:	Sharron Black (General Manager), Anne Teremoana (Secretary), Donna Ross and Jebraun Clifford (Both left at 5.42pm)			
APOLOGIES:	Tess Thorne			
CONFLICT OF INTEREST DECLARATION: None				
MINUTES:	<p>Resolution “That the minutes of the meeting held on, 15th April 2021, be accepted as a true and accurate record.”</p>	<p>Moved: A Miles Seconded: E Fox Motion passed: Yes Abstentions: None</p>		
MATTERS ARISING	None			
GENERAL MANAGERS REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
STAFFING	<p>Placement has been made for the new Tailored Supports, Support Worker, Madhavi has commenced and is part way through her induction and has started working with the clients. Recruitment is an issue for placement of Caregivers/Support workers.</p>			
BUILDING PROJECT	<p>Drive and turning bay, Tups, Sharron and the president of Rotary had a meeting. It would be at least six weeks if we could think of starting that project. Not too sure where we can go from here. Waited for over a year for this to happen, Tups wanted to apologise as she had put her hand up for this project that is yet to happen. Sharron asked the board if we can get a quote from the builders but that would take at least six weeks. Quotes around \$15k. Could probably get funding from RECT. In the interim we will get the quote from Lifestyle Builders for Quin House drive and turning bay. If we do come up with a shortfall on our funding application. Tups will send the rotary president a text that the drive project is put on hold. Sharron will be sending the application forms for funding.</p> <p>Change windows to double glazed.</p>	<p>Drive and turning bay project is put on hold until Spring.</p> <p>Obtain quote from Lifestyle builders.</p> <p>Apply for funding</p> <p>Quote for double glazed windows</p>	<p>SHARRON</p> <p>SHARRON</p> <p>SHARRON</p>	

VEHICLES	Keep the white van and modify it to transport people. Sharron will find some funding from somewhere for that.			
LOGOS	Writing done in black got all the votes by the Senior team and taken to the board for approval. New signage going up and the logo will look really good.	Resolution “The board agrees to the logo that the Senior Staff voted for”	Moved: R Loveless Seconded: E Fox Motion passed: Yes Abstentions: None	
GENERAL MANAGER’S REPORT	Resolution “That the General Manager’s report be accepted and adopted by the Board.”	Moved: A Miles Seconded: T Wright Motion passed: Yes Abstentions: None		
WORK GROUP REPORTS	NOTES (IF ANY)			
COMMUNITY PARTICIPATION WORKGROUP	<p>We have a total of 55 MSD clients registered plus 5VHN MSD There was no new client during the month We will be existing 1 client There are 3 clients we are currently working with regarding potential</p> <p>Systems transformation – rolled out in various parts of NZ. We have been advised by MSD to have a waiting list to renegotiate our contract our MSD.</p> <p>The Community Participation Workgroup report has been read and discussed by the board and carried.</p>	ADOPTED BY BOARD		
TAILORED SUPPORTS	<p>Tailored Supports Coordinator/Support Worker will be on medical leave for 6-8 weeks and we have found coverage.</p> <p>Sharron stated that St Chads are very lucky to have our Senior team, Donna, Jebraun and Elsie. They have made her feel very welcomed as well as the rest of the staff.</p> <p>The Tailored Supports Workgroup report has been read and discussed by the board and carried.</p>	ADOPTED BY BOARD		

<p>III) GRANTS</p>	<p>The Board is happy for Sharron to send the list of accounts to be paid for the Boardpack where they can be signed off. She will give some invoices from time to time for the Board to check.</p> <p>New signatories for the bank account are Roger Loveless and Elaine Fox. Sharron has given their details to the bank. Roger and Elaine have to go to the bank with their ID to be added as signatories.</p> <p>Success rate of funding is at 75%. Sharron would like to tidy this area so that we are not have more than one person working on grants.</p>			
		<p>Resolution “That the Financial report be accepted as a true and accurate record.”</p>	<p>Moved: T Wright Seconded: A Miles 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>CULTURAL UNDERSTANDING</p>	<p>This policy has been amended and updated</p>	<p>Resolution “The cultural understanding policy has been accepted”</p>	<p>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>CLIENT DETAILS</p> <p>GM/CEO REPORT</p>	<p>Our staff will be working on knowing client information more clearly so that communication lines will be more open with less misunderstandings.</p> <p>Sharron researched those positions in this report.</p>			
<p>TRUST IN SESSION</p>	<p>DISCUSSION</p>	<p>ACTION</p>	<p>PERSON</p>	<p>TIME FRAME</p>
<p>6.10pm</p>	<p>Moved R Loveless “that the trust be moved into session”.</p>			
<p>6.50pm</p>	<p>Moved R Loveless “that the trust be moved out of session and the matters discussed be adopted”.</p>			

Meeting closed: 6.50pm

Next Meeting: Thursday 17th June 2021

Signed:

To be actioned:	Personnel	Due Date	Completed Date	Notes
Obtain quote from Lifestyle builders for Drive and Turn bay	Sharron	June		
Apply for funding for the Drive and Turn bay	Sharron	June		
Obtain quote for double glazed windows	Sharron	June		
Modify van	Sharron	July		
New signatories for St Chads bank account	E Fox/R Loveless	June		

**ST CHADS COMMUNICATION CENTRE TRUST IN SESSION
WEDNESDAY 26TH MAY 2021 AT 6.10PM TO 6.50PM**

PRESENT (TRUSTEES):	Roger Loveless (Chair), Tups Wright, Ann-Elise Miles, and Elaine Fox	
IN ATTENDANCE:	Sharron Black (General Manager), Anne Teremoana (Secretary)	
APOLOGIES:	Tess Thorne	
	DISCUSSION	ACTION
ERIN/STAFF RATES BOARD PERCEPTION	<p>Erin's hours should have moved from 20 hours to 24 hours. She is currently on \$23 per hour. Anne to find those Trust in session minutes where Nicky had stated that. Sharron made the suggestion of should they be offered a thank you very much, we appreciate what you have done. They need to be paid what they're worth. Pay equity, can't hide behind not for profit. Need to somehow pay them what they are worth and make it work. If we need to have a book sale, or garage sale or go to rotary, that is what we have to do.</p> <p>Staff and clients get told that they cannot get things because the Trust says. Erin went to Sharron about buying food because Tess said we are spending too much money on the Trust food and should not buy it. And because of that they are told to cut on life style skills food. That came from June. They have a fear of the board. Break down this barrier that has been put up.</p>	<p>Anne to find the minutes that stated the increase in hours.</p> <p>Note that there are some issues and room for more discussion later.</p>
TE POU FUNDING	<p>Applications that were put in back in March 2020. Copies have been given to the Board. \$13k for that one. 22nd September 2020 applied for was \$18k.</p> <p>Sharron found that the accountability for those applications were done in February 2021. Nicky is a director with Tony McLean for the business that is a recipient of the grant. His business is to talk to Trusts and help them find grants.</p> <p>Pathways – map out people's lives. Nicky has teamed up with him with an organisation Allied Aotearoa.</p> <p>Have DHB clients being paid through the DHB. That is the only way to access those grants. St Chads has access Nicky has applied for the money to educate the community about disability. Sharron thinks she has done it to line her own nest. Mary Barnett was also a recipient. June received an email that told June not to put this application on the grants list.</p> <p>Used St Chads to apply for funding that benefits their business.</p> <p>The auditors will pick up on this and will make us aware.</p> <p>June feels that she was taken for a ride and that she should trust her Manager. Roger stated that the board has also been taken for a ride.</p>	<p>1. Tess would like to go to Te Pou and be very honest, but be very careful.</p> <p>Worst case scenario, St Chads pay it back or we go to them and say the following \$13k for education, we would like to change provider for those sessions. Can we hold onto the money and change the provider.</p> <p>Trustees only realised because we are up for audit but have found that it benefits Nicky.</p> <p>Depend on the outcome. Letter to be sent to them.</p> <p>Sharron will go to Auckland and will be happy to visit Te Pou. (She will speak with Tess beforehand)</p>

NEW BOARD MEMBERS	Made some enquiries for new board members. Tess and Roger have put together a one pager. Need accounting and legal skills.	
SHARRON BLACK	She is here until the end of July 2021. Declared her interest for three months to work here. But new rules are that is you go off the pension it will be difficult to get back on the pension. Try to get someone in.	Roger stated we should spend money to get the right person.

Signed: 

To be actioned:	Personnel	Due Date	Completed Date	Notes
Te Pou	Sharron & Tess	May		