

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA  
MONDAY 15<sup>th</sup> MARCH 2021 AT 4.35PM**

<b>PRESENT (TRUSTEES):</b>	Tess Thorne (Chair), Tups Wright, Ann-Elise Miles, Tere Lawson, Elaine Fox and Heilke Oppers			
<b>IN ATTENDANCE:</b>	Nicky Mayne (General Manager), Anne Teremoana (Secretary), Elsie Westman (left at 5.40pm), Saphron Lawson.			
<b>APOLOGIES:</b>	Roger Loveless			
<b>CONFLICT OF INTEREST DECLARATION:</b> None				
<b>MINUTES:</b>	<b>Resolution</b> “That the minutes of the meeting held on, 18 February 2021, be accepted as a true and accurate record.”		<b>Moved: A Miles Seconded: T Thorne Motion passed: Yes Abstentions: None</b>	
<b>MATTERS ARISING</b>	Dates for the driveway, 2 <sup>nd</sup> of April which is Good Friday. Tups to get Paul to ring Gary (Rotary) again Wednesday night.			
<b>GENERAL MANAGERS REPORT</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
STAFFING	Nicky came in last Thursday and noticed how tired the staff are. Staff have been jaded and that is before Donna went off. Having one staff away just throws things off and last week we had 2 or 3 away just puts more pressure on the staff. Everyone is tired. Request in the budget is coming from and the staff are not getting their breaks because there is no one to cover.			
RENOVATION PROJECTS	This is taking a bit longer because of trades, but we are still on board and it is still happening. The renovation at Work Together Rotorua is being done.			
STRATEGIC PLAN	There has been no feedback for the strategic plan. We are also currently doing our survey which is required by contract.			
VAN RENOVATIONS	Need volunteers to drop off the van and pick it up. Not sure how long it is to be there, could be a few days or weeks. Nicky encouraged Tere to speak with June to see if something can be worked out for him. Nicky does not want to ask the staff as they are struggling. Sometime in April, there is no specific date. Must be done during the week day. June will send out more information for the Board for the dates of when the van needs to be dropped off and picked up.	<b>Resolution</b> “That the strategic plan be accepted.”	<b>Moved: A Miles Seconded: T Wright Motion passed: Yes Abstentions: None</b>	

<b>GENERAL MANAGER'S REPORT</b>	<b>Resolution</b> "That the General Manager's report be accepted and adopted by the Board."	<b>Moved: N Mayne Seconded: A Miles Motion passed: Yes Abstentions: None</b>		
<b>WORK GROUP REPORTS</b>	<b>NOTES (IF ANY)</b>			
<b>COMMUNITY PARTICIPATION WORKGROUP</b>	No community participation report due to Donna being away.			
<b>TAILORED SUPPORTS</b>	<p>Jebraun and their team are more of a team now than they ever have been. They have all their systems in place. Jebraun has done very well in making that team, there have been a lot of changes. Noticing incremental changes. She is working very long hours covering one of her team who is away.</p> <p>The Tailored Supports Workgroup report has been read and discussed by the board and carried.</p>	<b>ADOPTED BY BOARD</b>		
<b>WORK TOGETHER ROTORUA</b>	<p>Still making placements, come end of March is when we can tell what the work environment is going to be like in Rotorua and our team is working hard and still making placements.</p> <p>We enrolled three transitions today and got another possible two coming.</p> <p>A lot more networking. Our aim for this year was to work more collaborately with MSD and that is happening as we are being invited to Expos and meetings which is great.</p>			
	The Work Together Rotorua report has been read and discussed by the board and carried.	<b>ADOPTED BY BOARD</b>		
<b>OPERATIONS COORDINATOR</b>	Volunteers: The move to Alert Level Two meant that our Volunteers were asked not to attend the two locations.			
<b>HEALTH AND SAFETY REPORT</b>	<p>Lots of little incidences, they were reported here but occurred offsite.</p> <p>The health and safety monthly report has been received, read and discussed by the board and carried.</p>	<b>ADOPTED BY BOARD</b>		

<b>SOCIAL MEDIA REPORT</b>	Ann-Elise asked the question why social media is important? Engaging with people is a key contributor to the outcome of our clients. When we engage with the general community, business community or organisations we know that opens doors. Facebook is an avenue to send key messages out. The data is not useful yet because we are not seeing trends as we have just started tracking and need more time to get some data.	<b>ADOPTED BY BOARD</b>		
<b>FINANCIAL REPORT</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
<b>I) KEY FACTS</b>	We have a gross surplus ahead of budget. We have a net profit of \$278k. Part of that is for the renovation project. We have net surplus after renovation of \$123k, which is ahead of budget by 60k.			
<b>II) ACCOUNTS AUTHORISED FOR PAYMENTS</b>	<b><u>\$29,262.11 accounts to be paid</u></b>	<b>Resolution</b> “That the accounts be paid”.	<b>Moved: H Oppers Seconded: T Lawson Motion passed: Yes Abstentions: None</b>	
<b>III) GRANTS</b>	This is all looking very. Tess asked us to look at the funding applications year end 2021 report and look at the success rate and this year we are at 75%.			
		<b>Resolution</b> “That the Financial report be accepted as a true and accurate record.”	<b>Moved: T Wright Seconded: A Miles Motion passed: Yes Abstentions: None</b>	
<b>RESOLUTIONS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
FOUR WINDS	“Resolved that an application be made to Four Winds for funding of \$10,675.50 exclusive GST for wages for a Community Life-skills Facilitator”.		<b>Moved: E Fox Seconded: T Lawson Motion passed: Yes Abstentions: None</b>	
PUB CHARITY	“Resolved that an application be made to Pub Charity for funding of \$11,558.80 exclusive GST for wages for a Community Life-skills Facilitator”.		<b>Moved: T Wright Seconded: A Miles Motion passed: Yes Abstentions: None</b>	

<b>PRIORITY ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
BEHAVIOUR MANAGEMENT POLICY  LEAVE POLICY  PROFESSIONAL CONDUCT POLICY	The Board would like the Roger to look at these policies.	<b>Resolution</b> “Subject to Roger’s changes these three policies will be accepted”	<b>Motion passed: Yes</b> <b>Abstentions: None</b>	
<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>
TUPS AND HEILKE  WALKING FESTIVAL	Thank you Tups and Heilke for being a trustee on the Board.  St Chads is park of the Walking festival that is held Saturday 20 <sup>th</sup> March 2021.			
<b>TRUST IN SESSION</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>PERSON</b>	<b>TIME FRAME</b>
<b>5.41pm</b>  <b>6.20pm</b>	<b>Moved <u>T Thorne</u> “that the trust be moved into session”.</b>  <b>Moved <u>T Thorne</u> “that the trust be moved out of session and the matters discussed be adopted”.</b>			

**Meeting closed: 6.23pm**

**Next Meeting: Thursday 15<sup>th</sup> April 2021**

**Signed:**

<b>To be actioned:</b>	Personnel	Due Date	Completed Date	Notes
Finalise strategic plan	Nicky	15 <sup>th</sup> March		
All policy changes and finalising	Roger	April		