

ST CHADS COMMUNICATION CENTRE TRUST AGENDA
THURSDAY 29TH JULY 2021 AT 3.32PM

PRESENT (TRUSTEES):	Tess Thorne (Chair), Roger Loveless (Deputy Chair), Tups Wright, Ann-Elise Miles, Elaine Fox and David Cotter.
IN ATTENDANCE:	Sharron Black (General Manager), Anne Teremoana (Secretary), Donna Ross, Elsie Westman and Jebraun Clifford (Senior staff left at 4.40pm)
APOLOGIES:	None
CONFLICT OF INTEREST DECLARATION: None	
Donna, Elsie and Jebraun left the room for a Board only session at 3.32pm.	
Tess explained that as part of St Chad's constitution we need to confirm if David Cotter is happy to commit with being a trustee on the Board. He is happy to be appointed as a new trustee on the Board. Welcome David.	
Resolution "That David Cotter be appointed as a trustee on St Chad's Board"	
Moved: A Miles Seconded: T Wright Motion passed: Yes Abstentions: None	
Donna, Elsie and Jebraun returned to the room at 3.35pm.	
MINUTES:	Resolution "That the minutes of the meeting held on, 24 th June 2021, be accepted as a true and accurate record." Moved: A Miles Seconded: E Fox Motion passed: Yes Abstentions: None
MATTERS ARISING	<ul style="list-style-type: none"> • The funds of \$2k from the investment would go back to St Chads' operating account, not the Geyser Fund. • Roger was sourcing someone to put seats in the white van with a budget of \$5k. He managed to find someone (Ross to renovate the van) to source the seats which were difficult to find for the cost of \$5.5k which is a little bit more than budgeted. There was a contingency allowance of 10% so we allowed them to go ahead and renovate the van. The van's hoist was no longer working so we turned the van into a passenger vehicle for our staff and clients. Seats have been located along with brand new seatbelts and the renovated van will be warranted and safe to use.

GENERAL MANAGERS REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
STAFFING	<p>Staff have been sick. We have had a resignation. She would be happy to come in on a casual basis. We are not replacing her, we are working with the two new girls who will pick up more hours. Jebraun, Donna and Sharron will sit down and work out exactly what staff we have at this point in time, where they are placed and how we set ourselves moving forward. Jebraun will have a few days annual leave next week.</p>			
BUILDING PROJECT	<p>Sharron has got quotes back in from the builders. And is really pleased with what we got back. If we were to double glaze the doors in the kitchen, in Sharron's office and the front door here that is \$11,842.00, completing the whole double glaze other than the Art room. The electrician quoted \$3,500.00, he's coming tomorrow to complete some work.</p> <p>The concrete at Quin House \$15,635.00. Dig it all out and do the driveway. The ramp between 2 and 4 Devon Street is \$14,780.00. That is covered with wheelchair access.</p> <p>That brings us to a total of \$45,757.00. We have \$16,300.00 left in our building project. We will apply for the contingency from RECT for \$25,000.00 and we have \$5,000.00 from Rotary and that will leave us with a surplus of \$1,3650.00 which will finish off the last little bits with the sails.</p>	<p>Apply for the \$25,000.00 from RECT, if we are unsuccessful, we need to prioritise the spending before we can fund this ourselves.</p>	SHARRON	
VEHICLES	Discussed in matters arising.	DAVID	Sharron will make amendments on the policies and a trustee will be responsible for reading over that policy to be presented at the next meeting.	
POLICIES	<p>Health & Safety, Staffing and Drug, Alcohol & Smokefree, Workplace Discrimination, Harassment and Bullying Policies</p> <p>Child Protection Policy</p> <p>Medication Policy</p> <p>Police Vetting Policy</p> <p>Trust Operation Procedure Policy</p> <p>Cultural Understanding Policy</p>	<p>ROGER</p> <p>ANN-ELISE</p> <p>TUPS</p> <p>TESS</p> <p>ELAINE</p>		
AUDITORS	They have received everything two weeks ago, if everything is on track and signed off in August then we can call the AGM in September or October.			
GENERAL MANAGER'S REPORT	Resolution "That the General Manager's report be accepted and adopted by the Board."	<p>Moved: T Wright</p> <p>Seconded: R Loveless</p> <p>Motion passed: Yes</p> <p>Abstentions: None</p>		

WORK GROUP REPORTS	NOTES (IF ANY)	
<p>COMMUNITY PARTICIPATION WORKGROUP</p>	<p>We have a total of 56 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 enrolment and or add to waiting list.</p> <p>Code of conduct created by the clients, living in the moment, Taking ownership of the moment and changing with the moment. We have put these signs up around the centre and in vehicle to remind everyone of what we stand for and what our responsibilities are.</p> <p>Covid vaccinations will start in August. The nurses will come in to vaccinate clients, caregivers and staff that would like it.</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>We received a new referral from ACC with a client. One of our client's has started volunteering at Inspire Gallery and is really enjoying it. One of our clients' goals was to stay at a mate's house. He has achieved that goal and developed a lot of confidence.</p> <p>The Tailored Supports Workgroup report has been read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>
<p>WORK TOGETHER ROTORUA</p>	<p>30th of June was our end of year contract with MSD, 1st July is where we start our new year. Elsie and her team have done very well. In June there was a lot of networking, Elsie attending community connections at MSD and have not heard anything in a month since going which is disappointing.</p> <p>We support the client when they are given an employment contract. If they have any further questions we can go to community law with them. A lot of the contracts is pretty standard, we can sit with them and make sure their minimum rights are being met and if there are things that are not clear we will go back to the employer with them to renegotiate things. Mary from the BOP council contacted Elsie who was trying to find an assessor to access the mobility funding for a client but because of her disability she didn't fit specific groups so who would you go to? Mary rang back and asked Elsie if she could be an assessor for total mobility</p>	

FINANCIAL REPORT	DISCUSSION	ACTION	PERSON	TIME FRAME
I) KEY FACTS	<p>Net profit for the month is \$3.3k against a budget of 18k for the combined operations. This brings a quarterly profit of \$67,214.00 against a budgeted profit of \$81,539.00. A 17.6% shortfall for the quarter.</p>			
II) ACCOUNTS AUTHORISED FOR PAYMENTS	<p><u>\$74,240.12 accounts to be paid</u></p>	<p>Resolution "That the accounts be paid".</p>	<p>Moved: D Cotter Seconded: T Thorne Motion passed: Yes Abstentions: None</p>	
III) QUESTIONS FROM TESS ABOUT THE FINANCIALS	<p>The untaged is negative and it should be positive? When did we receive funding from MSD? We just received that funding in July that would lift the balances. This is a timing difference. This will happen for the rest of the financial year, things are being budgeted in the wrong month due to the timing differences. Tess's concern is that we should keep track of the balances of what is untaged as that is the balance that we keep for the three months expenses. That is part of our policy.</p> <p>Tess asked if Sharron is a signatory on the bank account yet? The forms will be taken to the bank tomorrow. All signed and Tess will give Sharron access to Westpac.</p> <p>Sharron will sit with June to start learning payroll so that a second person is able to process payroll.</p> <p>In the overheads there is an over of \$7k in the April to June accounts and vehicles is at \$14k over. It is showing as an expense, therefore it should be moved to capital. The overhead is quite high \$17k against budget of \$9k. Please report on that next month please, YTD is \$7k over budget. And that caused the variance on the bottom line.</p>	<p>Resolution "That the Financial report be accepted as a true and accurate record."</p>	<p>Moved: T Thorne Seconded: T Wright Motion passed: Yes Abstentions: None</p>	

RESOLUTIONS	DISCUSSION	ACTION	PERSON	TIME FRAME
SOUTHERN TRUST	Application for the centre to apply to "The Southern Trust for funding for \$53,061.00 exclusive of GST for funding which will be used for wages for Community Life-skill Facilitators.	Sharron to apply	Moved: R Loveless Seconded: E Fox Motion passed: Yes Abstentions: None	
BANK SIGNATORIES	Adding the signatory of the General Manager (Sharron Black) to the bank account.		Moved: T Thorne Seconded: T Wright Motion passed: Yes Abstentions: None	
PRIORITY ITEMS	DISCUSSION ALL POLICIES DISTRIBUTED OUT TO BOARD AND WILL BE READY FOR APPROVAL AT THE NEXT MEETING.	ACTION	PERSON	TIME FRAME
WORK IN PROGRESS	DISCUSSION None	ACTION	PERSON	TIME FRAME
GENERAL BUSINESS	DISCUSSION	ACTION	PERSON	TIME FRAME
NONE				
TRUST IN SESSION	DISCUSSION	ACTION	PERSON	TIME FRAME
4.45pm	Moved <u>T Thorne</u> "that the trust be moved into session".			
5.20pm	Moved <u>T Thorne</u> "that the trust be moved out of session and the matters discussed be adopted".			

Meeting closed: 5.25pm
 Next Meeting: Thursday 26th August 2021



Signed:

To be actioned:	Personnel	Due Date	Completed Date	Notes
Apply to RECT for \$25,000.00 for the building contingency	Sharron	August		
Amend policies and send to respective Board members to approve amendments at our next meeting. (See page 2 of these minutes)	Sharron	August		
Centre Manager added as a signatory too St Chad's bank account	Sharron	August		
Keep track of the untagged funds.	Sharron	August		
Report on the \$7k over budget on our overheads at the next meeting	Sharron	August		