

**ST CHADS COMMUNICATION CENTRE TRUST AGENDA
MONDAY 30TH AUGUST 2021 AT 3.00PM VIA ZOOM**

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)		
APOLOGIES:	None		
CONFLICT OF INTEREST DECLARATION:	None		
MINUTES:	Resolution “That the minutes of the meeting held on, 29 th July 2021, be accepted as a true and accurate record.”	Moved: A Miles Seconded: E Fox Motion passed: Yes Abstentions: None	
ITEMS FOR GENERAL BUSINESS	<ul style="list-style-type: none"> • Salary review and performance appraisals • Covid – Opening and closing due to covid lockdown • Insurance authorisation on plant equipment and getting a new valuation done • Art exhibition at Christmas time 		
MATTERS ARISING	<ul style="list-style-type: none"> • Not a lot happening with the renovation with the van. Basically, Ross got seats that were the wrong size and now Covid has stopped him in his tracks. It is still worthwhile pursuing. • Bank accounts were signed off and done before lockdown. 		
GENERAL MANAGERS REPORT	DISCUSSION	ACTION	PERSON
STAFFING	<p>At a staff meeting held in March there was a request for EAP services (Employment Assistance Programme) to be made available for St Chads staff.</p> <p>With Board approval Sharron would like to progress this further and get costings to provide this for the staff's wellbeing. David advised that this is a great resource in terms of management resource to help the team strategy. Tess recalls this being approved by her verbally in a meeting with the Managers and Tups was also there. That was a proposed option available to us.</p>	<p>Sharron to get a quote for EAP</p> <p>Resolution “Minimum of two sessions per staff for the EAP for health and wellbeing”</p>	<p>SHARRON</p> <p>Moved: A Miles Seconded: T Wright Motion passed: Yes Abstentions: None</p>
			TIME FRAME

BUILDING PROJECT	<p>Exciting news, we have got the \$25,000.00 we applied for and that is in our bank account. Lifestyle builders were to start work but then we went into lockdown. Tups has sent an email to Josh to begin work.</p> <p>The majority of staff and clients were vaccinated with their first dose on the Tuesday we were going into lockdown. Their second dose was for the 7th September but that could be moved. The nurses did not do their cards but we will wait until the DHB has done them.</p>	<p>Resolution "Board approves that Sharron communicates with the builders to go ahead with the budgeted building project to be completed"</p> <p>David to draft a reply for vaccinated and unvaccinated persons at St Chads in terms of policy and MOH guidelines and send in an email to board members and Sharron.</p>	<p>Moved: A Miles Seconded: T Wright Motion passed: Yes Abstentions: None</p> <p>DAVID</p>
GENERAL MANAGER'S REPORT	<p>Resolution "That the General Manager's report be accepted and adopted by the Board."</p>	<p>Moved: T Wright Seconded: A Miles Motion passed: Yes Abstentions: None</p>	
WORK GROUP REPORTS	<p>NOTES (IF ANY)</p> <p>We have a total of 61 MSD clients registered plus 5VHN MSD There were 4 new clients during the month (1 in transition) We will be existing 1 client.</p> <p>The Community Participation Workgroup report has been read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>	
COMMUNITY PARTICIPATION WORKGROUP	<p>Working on reorganising staff roster to allow for necessary breaks as well as giving new staff more hours to make up for previous resignations.</p> <p>The Tailored Supports Workgroup report has been read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>	
TAILORED SUPPORTS	<p>Sharron to monitor and see how we are going. Look at staffing.</p>		
WORK TOGETHER ROTORUA	<p>The Work Together Rotorua report has been read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>	

<p>OPERATIONS COORDINATOR</p>	<p>Volunteers: We had Shauni James come from the Weekender newspaper who reported on organisations who rely on volunteers. The article spotlighted our volunteers as well as the volunteering work our clients do.</p> <p>We had 5 volunteers and volunteer hours average has increased compared to last year.</p>			
<p>HEALTH AND SAFETY REPORT</p>	<p>There were 7 client incidents since the last report which also resulted in a staff member being struck.</p> <p>1 high risk incident, the client is no longer with St Chads. He will probably go into aged care residency.</p> <p>The health and safety monthly report has been received, read and discussed by the board and carried.</p>	<p>ADOPTED BY BOARD</p>		
<p>SOCIAL MEDIA REPORT</p>	<p>St Chads Facebook and WTG Facebook is most popular on the Social media platform. There was consistent traffic through the St Chads website as well.</p>	<p>ADOPTED BY BOARD</p>		
<p>FINANCIAL REPORT</p> <p>I) KEY FACTS</p> <p>II) ACCOUNTS AUTHORISED FOR PAYMENTS</p>	<p>DISCUSSION</p> <p>Net profit for the month is \$87k against a budget of 96k for the combined operations. Deficit of \$8k. Cash balance is still healthy.</p> <p><u>\$69,975.64 accounts to be paid</u></p>	<p>ACTION</p> <p>Tess has asked that the key facts be correct by our next meeting.</p> <p>Resolution "That the accounts be paid".</p>	<p>PERSON</p> <p>SHARRON</p> <p>Moved: T Wright Seconded: A Miles Motion passed: Yes Abstentions: None</p>	<p>TIME FRAME</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
NONE				
PRIORITY ITEMS	DISCUSSION CHILD PROTECTION POLICY WORKPLACE DISCRIMINATION, HARASSMENT & BULLYING POLICY CULTURAL UNDERSTANDING POLICY DRUG, ALCOHOL AND SMOKE FREE POLICY HEALTH AND SAFETY POLICY MEDICATION POLICY POLICE VETTING POLICY STAFFING POLICY TRUST POLICY (TESS TO WORK ON THIS POLICY)	ACTION Resolution "That the updated and amended policies be accepted subject to changes".	PERSON Moved: T Thorne Seconded: T Wright Motion passed: Yes Abstentions: None	TIME FRAME
WORK IN PROGRESS	DISCUSSION None	ACTION	PERSON	TIME FRAME
GENERAL BUSINESS	DISCUSSION 2018 was the last valuation for the buildings. We need to get them revalued again for insurance purposes. The update was in the process of being done and ready to circulate and then we went into lockdown. Feedback to Sharron but we will not drill that at this stage. The Board requested and IT report which was done and it was a good job. Risk management of our system, Sharron to follow this up on a regular basis.	ACTION Sharron to put this information in an email and send it to the Trustees for approval.	PERSON SHARRON	TIME FRAME
TRUST IN SESSION	DISCUSSION Moved <u>T Thorne</u> "that the trust be moved into session". Moved <u>T Thorne</u> "that the trust be moved out of session and the matters discussed be adopted".	ACTION	PERSON	TIME FRAME
3.45pm				
4.00pm				

Meeting closed: 4.15pm
 Next Meeting: Thursday 23rd September 2021



Signed:

To be actioned:	Personnel	Due Date	Completed Date	Notes
EAP quote required	Sharron	September		
Building project to be completed	Sharron	September		
Draft reply for vaccinated and unvaccinated St Chads staff and clients	David	September		
Keys Facts report needs to be correct	Sharron	September		
Insurance details to be emailed to Board	Sharron	September		