

## EPILEPSY NEW ZEALAND BOARD MEETING

<b>Date and time Held</b>	04 June 2025, 7:00pm	
<b>Venue</b>	Teams meeting	
<b>Board Members Present</b>	<ul style="list-style-type: none"> <li>Glenn Livingstone (Chair)</li> <li>Philippa Tolley</li> <li>Ricky Bennett</li> </ul>	<ul style="list-style-type: none"> <li>Chris Selbie</li> <li>Dave Guruge</li> <li>Tess Ahern</li> </ul>
<b>Additional attendees Present</b>	<ul style="list-style-type: none"> <li>Tracy Tierney, CEO</li> </ul>	<ul style="list-style-type: none"> <li>Sue Murray, Board Secretary</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>None received</li> </ul>	

Item	Lead	Pages
<b>1. Welcome &amp; Introductions</b> Members were welcomed.	Chair	
<b>2. Board Only Time 7pm – 7:15pm</b> <i>(CEO &amp; Board Secretary joined the meeting at 7.15pm)</i>	Chair	
<b>3. Apologies</b> None received	Chair	
<b>4. Declarations of Interest</b> The following conflicts for matters on this agenda were declared: <ul style="list-style-type: none"> <li>No updates</li> </ul>	Chair	
<b>5. Confirmation of Previous Minutes</b> The minutes from the board meeting held on 29 April were confirmed. <ul style="list-style-type: none"> <li><b>Action register review</b></li> </ul> The action register update from the previous meeting was reviewed. See updates at the end of the Minutes. <ul style="list-style-type: none"> <li></li> </ul>	Chair	
<b>Reports for Decision Making</b>		
<b>6. Re-registering as an Incorporated Society</b> Report taken as read. CEO acknowledged the tight timeframes to amend the constitution in time for the AGM, the alternative would be a Special General Meeting. Board expressed some concern at the time available for member consultation. They would also like a separate update provided to members and staff asap to conclude the previous consultation on transfer to a Trust which is now being put to one side. Board agreed that the focus is on essential amendments to ensure compliance with the Act but they would also like Parry Field to identify any practical amendments that could also be made to future proof the constitution for the boards consideration. The recommendations in the report were slightly amended to accommodate the boards direction: That the Board approves:	CEO	

# Minutes

<ul style="list-style-type: none"> <li>To engage Parry Field to review the ENZ constitution for compliance with the Incorporated Societies Act (2022) and to prepare advice for the board and members on the essential amendments required to the constitution to ensure compliance and successful reregistration and to recommend any additional practical amendments to future proof the constitution for the boards consideration.</li> <li>Endorses the process and estimated timeline for achieving re-registration included in the report with the addition to Task 1 that an update is provided to members and staff and provides delegated authority to the Chair and Chief Executive to amend if required while ensuring the registration process is completed by 5 April 2026.</li> <li>Approves the Annual General Meeting being held online on Tuesday 23 September.</li> </ul> <p>Motion to accept the above recommendations: Dave/ Chris / Carried</p> <p><b>Action:</b> Philippa to draft member/staff recommendation and provide to Glenn</p>	<p>Philippa agreed to draft the update</p>	
<b>Reports for Information</b>		
<b>7. Fundraising and Marketing</b> <ul style="list-style-type: none"> <li>Taken as read</li> </ul>	CEO	
<b>8. Finance</b> <ul style="list-style-type: none"> <li>Taken as read</li> <li>Note: any interest from the Research Fund should not be used for administration purposes, instead added back into the grant fund.</li> </ul>	CEO	
<b>9. Due Diligence Update/Reflections (Verbal)</b> <ul style="list-style-type: none"> <li>The Board went into Committee for this discussion.</li> </ul>	CEO	
<b>Other business</b>		
<ul style="list-style-type: none"> <li><b>Investments at Milford</b> are also seen by board members also with investments there. Need to discuss with Milford. <b>Action:</b> CEO to follow up with Milford Investments.</li> <li><b>Investment sub-committee</b> – is this required? <b>Action:</b> CEO to consider as part of sub-committee review</li> <li><b>Institute of Directors</b> offered an intern placement. After discussion, it was agreed the timing was not right and maybe reconsider next year.</li> </ul>		
<b>10. Meeting Close 8:30pm</b>		
<b>Next Meeting: Strategic Planning Day, 5 June</b>		

<b>Action Register</b>		
<b>Deadline</b>	<b>Action</b>	<b>Lead</b>
<b>Feb 25</b>	<b>Review of the Risk Register</b> This is being covered at meetings; Board needs to collectively review	<b>CEO</b>

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<b><i>June or July board meeting</i></b>	<b>Undertake due diligence on subcommittee structure and provide recommendations to the board including the potential need for an investment subcommittee.</b>	<b>CEO</b>
<b><i>June board meeting</i></b>	<b>Health &amp; Safety be added to the Board agenda</b> Added to the Agenda	<b>CEO</b>
<b><i>ASAP</i></b>	<b>Address outstanding IEAs</b> Awaiting further action from affected staff	<b>Chris / CEO</b>
<b><i>Immediate</i></b>	<b>Ensure credit card use is aligned to the delegations policy</b> <b><i>Needs to be further reviewed</i></b>	<b>CEO</b>
<b><i>ASAP</i></b>	<b>Phone system 0800 number menu</b> Work in progress, a high priority	<b>CEO/Annaleen</b>
<b><i>ASAP</i></b>	<b>Review the processes around tracking educator workloads</b> Work in progress	<b>CEO</b>
<b><i>ASAP</i></b>	Philippa to draft member/staff recommendation and provide to Glenn	<b>Philippa</b>
<b><i>ASAP</i></b>	Check with Milford if possible, to separate ENZ account information from Board members/staff account information	<b>CEO</b>



Signed as Confirmed Minutes  
Glenn Livingstone  
President