

EPILEPSY NEW ZEALAND BOARD MEETING		
Date and time Held	24 June 2025, 7:30pm	
Venue	Teams meeting	
Board Members Present	<ul style="list-style-type: none"> Glenn Livingstone (Chair) Philippa Tolley Ricky Bennett 	<ul style="list-style-type: none"> Chris Selbie Dave Guruge Tess Ahern
Additional attendees Present	<ul style="list-style-type: none"> Tracy Tierney, CEO 	<ul style="list-style-type: none"> Sue Murray, Board Secretary
Apologies	<ul style="list-style-type: none"> Ricky Bennett 	

Item	Lead	Pages
1. Welcome & Introductions Members were welcomed.	Chair	
2. Board Only Time 7pm – 7:15pm <i>(CEO & Board Secretary joined the meeting at 7.45pm)</i>	Chair	
3. Apologies No further apologies received	Chair	
4. Declarations of Interest The following conflicts for matters on this agenda were declared: <ul style="list-style-type: none"> No updates 	Chair	
5. Confirmation of Previous Minutes <ul style="list-style-type: none"> Motion Carried “That the Board ratifies the following decisions made subsequent to the previous meeting: <ol style="list-style-type: none"> <i>The board approves the re-investment of the Research Fund term deposit of \$324,936 for a period of six months.</i> <i>The board approves the updated timeline to confirm the new constitution at a Special General Meeting in November.”</i> <p style="text-align: right;">Dave / Chris</p> Motion Carried “That the minutes from the board meeting held on 04 June be confirmed”. <p style="text-align: right;">Dave / Philippa</p> Action register review The action register update from the previous meeting was reviewed and updated.	Chair	
Reports for Decision Making		
Windows 11 Upgrade – Unbudgeted Expenditure Motion Carried “That the Board: <ol style="list-style-type: none"> Approves the expenditure of \$4,620 + GST to upgrade devices to Windows 11; and 	CEO	

Minutes



2. Requests that the Chief Executive seek to identify savings elsewhere in the budget to help offset the unbudgeted expenditure noting that the 2025-26 approved budget included a deficit of \$34,206".			
Dave / Philippa			
Reports for Information or Workshop			
6. ENZ Strategic Framework Workshop Session		Chair	
<ul style="list-style-type: none"> The Board went into committee to review the draft framework, discuss amendments or outstanding matters and next steps. 			
7. Health, Safety & Wellbeing		CEO	
<ul style="list-style-type: none"> Tracy re-invigorating the Health & Safety (& wellbeing) committee Reports to the Board should include any incidents, the outcome, the root cause and actions. The Board should also receive updates on any changes to the H&S register including controls, and any policy changes or reviews. The overall Health, Safety and Wellbeing Policy should be signed off by the Board, and any other policies that sit under this are the responsibility of management. Any H&S meeting minutes should be circulated to the full Board so they can see issues raised and give them assurance what actions have been taken etc. 			
Other business			
<ul style="list-style-type: none"> Constitution Review: <ul style="list-style-type: none"> Parry Field have completed Stage 1 of the process. Tracy is meeting with them tomorrow to discuss run through the suggestions/questions raised. This will be circulated to the Board by Friday, and feedback should be sent to Tracy, with a follow up Board meeting to be held on Tuesday 8th July. Sue will be away overseas from mid-July to mid-August and will possibly not be in Hamilton for the August meeting due to budget constraints. 			
8. Meeting Close 9:00pm			
Next Meeting: Tuesday 29 July 2025 at 7:30pm			

Action Register		
Deadline	Action	Lead
Feb 25	Review of the Risk Register This is being covered at meetings; Board needs to collectively review	CEO
June or July board meeting	Undertake due diligence on subcommittee structure and provide recommendations to the board including the potential need for an investment subcommittee.	CEO
June board meeting	Health & Safety be added to the Board agenda	CEO

Minutes

	COMPLETED.	
ASAP	Address outstanding IEAs This now sits with Tracy to progress.	Chris / CEO
Immediate	Ensure credit card use is aligned to the delegations policy As per the delegations policy, all purchases over \$50 require a Prior Approval Request (PARs) before the expense is incurred on the credit card. Team is aware of this requirement and PARs are checked against credit card statements. COMPLETED.	CEO
ASAP	Phone system 0800 number menu Remains a work in progress, a high priority	CEO/Annaleen
ASAP	Review the processes around tracking educator workloads Amendment to Noted to support workload monitoring/reporting	CEO
ASAP	Philippa to draft member/staff recommendation and provide to Glenn COMPLETED.	Philippa
ASAP	Check with Milford if possible, to separate ENZ account information from Board members/staff account information Request lodged with Milford, who responded saying they are linked to the individual and it is not possible for any external person to see this information. COMPLETED.	CEO



Signed as Confirmed Minutes

Glenn Livingstone

President