

## EPILEPSY NEW ZEALAND BOARD MEETING

<b>Date and time Held</b>	29 April 2025, 7:30pm	
<b>Venue</b>	Teams meeting	
<b>Board Members Present</b>	<ul style="list-style-type: none"> <li>Glenn Livingston (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. Glenn welcomed Tracy, the newly appointed CEO who started in the role yesterday.	Chair	
<b>2. Board Only Time</b>	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 25 March 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 noting: <ul style="list-style-type: none"> <li>Actions will be undertaken asap with new CEO</li> </ul>	Chair	
<b>Reports for Decision Making</b>		
<b>6. Interim Budget</b> The board resolved: <ul style="list-style-type: none"> <li>Motion Dave / Philippa "That the <b>Interim Budget</b> with the changes made, and approved by FAR, be approved and that it is recognized it shows a deficit result" Carried</li> </ul>	CEO	
<ul style="list-style-type: none"> <li><b>Tasks for new CEO</b></li> </ul> The board resolved: <ul style="list-style-type: none"> <li>That Tracy undertake due diligence on the sub-committee structure and make any recommendations. Health and Safety policies need to link into this too.</li> </ul>		



<ul style="list-style-type: none"> <li>The Charities Register needs to be updated to include Tracy as Secretary</li> </ul>		
<b>7. Health and Safety</b> The board resolved: <ul style="list-style-type: none"> <li>To bring Health and Safety matters back to a full board responsibility (eg wellbeing of staff), but FAR should still be involved in managing any financial risks.</li> </ul>		
<b>Reports for Information</b>		
<b>8. Clinical sub-committee</b> It would be helpful to have another Clinical person on the Board, although Dr Peter Bergen is likely to be available for any public comments required for media releases.	Tess	
<b>9. Fundraising and Marketing sub-committee</b> <ul style="list-style-type: none"> <li>Bobbi has updated the Purple Day proceeds, now sitting at \$27,754</li> <li>Chris is stepping down from this committee, leaving Philippa, Dave and Ricky as members</li> <li>Business Plan for the 70<sup>th</sup> birthday (from Bobbi) should come to this committee to review</li> <li>It would be good for Bobbi's report to have some more strategic aspects eg success rates of fundraising (both percentage and value), progress, what to expect, unspent grant monies etc</li> <li>The change of name to "See the person" was well received</li> </ul>	Philippa	
<b>10. Finance and Risk sub-committee</b> Issues that were discussed in the FAR meeting (24 April) and need to be addressed by Tracy were: <ul style="list-style-type: none"> <li>Outstanding IEAs [Chris to support]</li> <li>Our phone system. When people call the National office through the 0800 number, there is no menu that directs you to a specific role, but the call goes to the 1<sup>st</sup> available person at Nat office or to voice mail. [Annaleen to action]</li> <li>Credit card treatment &amp; limits, ensuring that the treatment of expenses and the finance &amp; delegation policies are aligned.</li> <li>Keeping track with workloads of Educators and establishing an effective system where Tracy is updated on Educator's activity regularly.</li> </ul> Other issues that were discussed in the FAR meeting <ul style="list-style-type: none"> <li>FAR agreed that the insurance payout for the water damage will be released to income when the end of year journals is done.</li> <li>The unused portion of payroll contingency for last financial year kept in reserve will be released to income.</li> </ul>	Dave	

# Minutes

<ul style="list-style-type: none"> <li>Dave requested that the Health and Safety committee discuss the Fire protocols for each office.</li> <li>The Audit timeline. Owen McLeod will present the interim/draft accounts early June.</li> </ul>		
<b>11. Strategic Planning Day</b> <ul style="list-style-type: none"> <li>5 June, Braintree Wellness Centre, 70 Langdons Road, Papanui, Christchurch starting at 9am.</li> <li>Board will meet earlier if anything needs discussion. Facilitated by Hannah Doney. The proposed agenda and survey for Board to complete was circulated.</li> </ul>	Chair/Chris	
<b>12. Meeting Close 8:45pm</b>		
<b>Next Meeting: Strategic Planning Day, 5 June</b>		

Action Register		
Deadline	Action	Lead
<b>Feb 25</b>	<b>Agenda Risk Register</b>	<b>Glenn</b>
<b>To June or July board meeting</b>	<b>Undertake due diligence on subcommittee structure and provide recommendations to the board</b>	<b>CEO</b>
<b>June board meeting</b>	<b>Health &amp; Safety be added to the Board agenda</b>	<b>CEO</b>
<b>ASAP</b>	<b>Address outstanding IEAs</b>	<b>CEO/Chris</b>
<b>Immediate</b>	<b>Ensure credit card use is aligned to the delegations policy</b>	<b>CEO</b>
<b>ASAP</b>	<b>Phone system 0800 number menu</b>	<b>CEO/Anneleen</b>
<b>ASAP</b>	<b>Review the processes around tracking educator workloads</b>	<b>CEO</b>



Signed as Confirmed Minutes  
Glenn Livingstone  
President