

EPILEPSY NEW ZEALAND BOARD MEETING		
Date and time Held	29 July 2025, 7:00pm	
Venue	Teams meeting	
Board Members Present	<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>
Additional attendees Present	<ul style="list-style-type: none"> <li>Tracy Tierney, CEO</li> </ul>	
Apologies	<ul style="list-style-type: none"> <li>Ricky Bennett</li> </ul>	<ul style="list-style-type: none"> <li>Sue Murray, Board Secretary</li> </ul>

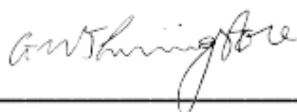
Item	Lead
<b>1. Welcome &amp; Introductions</b> Members were welcomed.	Chair
<b>2. Board Only Time 7pm – 7:15pm</b> <i>(CEO joined the meeting at 7.15pm)</i>	Chair
<b>3. Apologies</b> No further apologies received	Chair
<b>4. Declarations of Interest</b> The following conflicts for matters on this agenda were declared: <ul style="list-style-type: none"> <li>No conflicts declared</li> </ul>	Chair
<b>5. Confirmation of Previous Minutes</b> <ul style="list-style-type: none"> <li>Motion Carried “That the minutes from the board meeting held on 24 June 2025 be confirmed.” Dave / Chris</li> <li>Motion Carried “That the minutes from the 2024 Annual General Meeting held on 10 September 2024 be confirmed.” Glenn / Dave</li> <li><b>Action register review</b> The action register update from the previous meeting was accepted as read.</li> </ul>	Chair
<b>6. Marketing &amp; Fundraising Report</b> Motion Carried “That the Board approves the Fundraising Implementation Plan (updated June 2025) noting unfunded items are subject to subsequent business case approval.” Philippa / Tess Noted that the work within the plan will need to reflect direction and language in the refreshed strategic framework. Philippa / Dave	CEO

<p><b>7. Strategic Framework</b></p> <ul style="list-style-type: none"> <li>Motion Carried “That the board adopt the Strategic Framework as presented and requests the CEO prepare appropriate communication of the framework to the team, members and stakeholders.”</li> </ul> <p style="text-align: right;">Tess / Dave</p> <ul style="list-style-type: none"> <li>CE noted that a workplan for Horizon 1 actions will be developed. Timeframe to be confirmed.</li> </ul>	<p>Chair</p>
<p><b>8. Finance Report</b></p> <ul style="list-style-type: none"> <li>Financial reports to 30 June 2025 reviewed.</li> <li>Feedback provided that the reports are pitched at the right level and provide clear commentary on key issues. Anneleens excellent work was acknowledged.</li> <li>It was suggested that CEO consider if it is timely to review the Position Description for the Accounts Administrator role to ensure it accurately reflects the needs of the organisation.</li> </ul>	<p>CEO</p>
<p><b>9. 2023 Annual Report (draft)</b></p> <ul style="list-style-type: none"> <li>Motion carried “That the board move into Committee for CEO verbal update on progress with the draft annual report and initial feedback from the Auditor”</li> </ul> <p style="text-align: right;">Glenn /Tess</p> <ul style="list-style-type: none"> <li>The following points were raised about the draft Annual Report in the open meeting.</li> <li>Improving data management processes to support robust and accurate service performance reporting is a priority.</li> <li>Update the Presidents report to more clearly link strategy to key actions, specifically data management.</li> <li>Presidents, CEO &amp; Patrons reports read well.</li> <li>Wherever appropriate in the document, add in commentary that the board will be providing progress reports to members during 2025/26.</li> <li>The tight timeframe to review and approve the final Annual Report was noted.</li> <li>An additional board meeting specifically to adopt the Annual Report has been confirmed for Monday 11 August at 7pm (online).</li> </ul> <p><b>AGM presentation</b></p> <ul style="list-style-type: none"> <li>Standard format to be followed as in previous years.</li> <li>Boards advise members of their commitment to in the coming year to share strategic priorities and action updates with members.</li> <li>Brief presentation to be provided by Tracy to introduce herself to members. in person and what her aspirations are in the role.</li> <li>Suggestion that a “See the person video” could be shown.</li> </ul>	<p>CEO / Chair</p>
<p><b>10. Risk Register</b></p> <ul style="list-style-type: none"> <li>Needs to be updated and rationalised with a focus on key organisational risks.</li> <li>The FAR committee have also requested this be included for their next quarterly meeting.</li> <li>Chris will share an example of a risk matrix as an exemplar.</li> </ul>	<p>CEO</p>

# Minutes

<b>11. Health, Safety &amp; Wellbeing Quarterly Report</b> <ul style="list-style-type: none"><li>As a new report, positive feedback was provided on the format and content which confirmed that the report is pitched at the right level and informative.</li><li>Risk descriptions will need to be consistent with the Risk Register when it is reviewed and updated.</li></ul>	CEO
<b>12. Meeting Close 8.05pm</b>	

Action Register updated from this meeting		
Deadline	Action	Lead
By next FAR meeting	<b>Review of the Risk Register.</b> Needs to be updated and rationalised with a focus on key organisational risks	CEO
TBC	<b>Undertake due diligence on subcommittee structure and provide recommendations to the board including the potential need for an investment subcommittee.</b> Timing of this work needs to be reconsidered alongside other board priorities. Likely to later in the year	CEO
Progress update to next Board meeting	<b>Workplan for Horizon 1 actions to be developed.</b>	CEO
11 August	<b>Include Board feedback into the Draft 2025 Annual Report and AGM planning.</b>	CEO



Signed as Confirmed Minutes

Glenn Livingstone

President