

EPILEPSY NEW ZEALAND BOARD MEETING		
Date and time Held	30 September 2025, 7:00pm	
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"> ▪ None received 	

Item	Lead	Pages
<p>1. Welcome & Introductions</p> <p>Members were welcomed.</p>	Chair	
<p>2. Board Only Time 7pm – 7:15pm (CEO & Board Secretary joined the meeting at 7.15pm)</p>	Chair	
<p>3. Apologies</p> <p>None received</p>	Chair	
<p>4. Declarations of Interest</p> <p>The following conflicts for matters on this agenda were declared:</p> <ul style="list-style-type: none"> • No conflicts were declared for any item on the agenda 	Chair	
<p>5. Confirmation of Previous Minutes</p> <p>Motion Carried “That the minutes from the board meeting held on 21 August be confirmed”.</p> <p style="text-align: right;">Chris/Dave</p> <ul style="list-style-type: none"> • Action register review <p>It is good to see progress on these actions.</p>	Chair	
<p>6. Auditor Appointment</p> <p>Decision ratified : “That the members of Epilepsy New Zealand resolve not to appoint an auditor at this Annual General Meeting, notwithstanding clause 4.01 (V) of the Constitution, and instead defer the appointment of an auditor to a Special General Meeting to be held no later than 30 November 2025, to allow the Board sufficient time to conduct a competitive auditor selection process.”</p> <p style="text-align: right;">Tess/Philippa</p>	Chair	



Reports for Decision Making		
<p>7. Finance Report</p> <p>Taken as read. Tracy & Annaleen’s work on the report was acknowledged. Projected cashflow forecast is particularly helpful.</p> <p>Recommendations: Motion Carried – “That the board:</p> <ol style="list-style-type: none"> 1. Approves the upgrade to Data Discovery; and 2. Notes the changes in the reforecast of the 2025-26 cashflow (for management purposes).” <p style="text-align: right;">Ricky / Dave</p>	CEO	
<p>8. Constitution Review Report</p> <p>As circulated.</p> <p>The tracked changes to the revised constitution based on the five members who provided feedback were discussed.</p> <p>The Board noted its response to each point raised including their rationale. A summary document is to be prepared to accompany the final proposed constitution when it is sent to members in for the Special General Meeting in November.</p> <p>Action: CEO to contact members who submitted and outline the above.</p> <p>Recommendations: Motion Carried – “That the board:</p> <ol style="list-style-type: none"> 1. Receives and Notes feedback received from members (Attachment A). 2. Approves the final draft of the constitution (Attachment C) for recommendation to members at a Special General Meeting subject to the following amendments: <ul style="list-style-type: none"> 3.01 (2) c. Insert “as per user rules” 3.05 An Option to waiver membership subscription clause to be included. It also requires a Policy to support it. Based on feedback received, a waiver or reduction of fees needs to be offered to those in financial hardship, at the discretion of the Board. 3.07 Change wording to ‘suspended if charged, terminated if convicted’ 5.03 Ok as it stands. 3. Delegates to the Chair and Chief Executive Officer final sign off of the draft constitution once amendments have been included in preparation for the forthcoming Special General Meeting. If any additional amendments are required for any reason the draft constitution is to be referred back to the Board.” <p style="text-align: right;">Chris / Tess</p>	CEO	



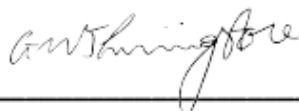
<p>9. Research Bequests Distribution Report</p> <p>As circulated.</p> <p>Board supportive of the recommendations noting that it is important that the grants processes are clearly branded as ENZ and that we are able to promote through our channels to make sure the Epilepsy community is aware of the opportunities.</p> <p>Recommendations:</p> <p>Motion carried – “That the Board:</p> <ol style="list-style-type: none"> Approves engaging the Neurological Foundation of New Zealand to manage the grant process up to and including recommendations to the Board for distribution of the Research Bequest Fund. Directs that they be project grants with the opportunity for large and small project grants (values to be determined by demand). Delegates to the Chief Executive Officer finalisation of the process between Epilepsy New Zealand and the Neurological Foundation of New Zealand, including the terms, conditions and promotion of the grant(s).” <p style="text-align: right;">Tess / Dave</p>	CEO	
<p>10. Emergency Medical Education Policy</p> <p>As circulated.</p> <p>This Policy will be included in the Policy Schedule and will be circulated to all staff once it is finalised. The information in this Policy is also included in the mandatory training schedule.</p> <p>Motion: “that the above recommendations be adopted” Dave, seconded Glenn / Carried.</p>	CEO	
Reports for Information		
<ul style="list-style-type: none"> None 		
Other business		
<ul style="list-style-type: none"> IEA’s: a work in progress. New auditors: Ricky and Tracy met with 3 different companies, and now undertaking reference checks prior to a recommendation coming to the Board. 		
<p>11. Meeting Close 8:39pm</p>		
<p>Next Meeting: 28 October 2025</p>		

Action Register – Actions completed since the last Board meeting (with a strikethrough) will be removed from this table after they have been noted by the Board and any new actions will be added and included in the minutes.

Deadline	Action	Lead
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Minutes

By next FAR meeting	Review of the Risk Register Needs to be updated and rationalised with a focus on key organisational risks	CEO
TBC	Undertake due diligence on subcommittee structure and provide recommendations to the board including the potential need for an investment subcommittee. Timing of this work needs to be reconsidered alongside other board priorities. Likely to be late in the year.	CEO
By the end of October	Strategic Framework - Prepare communication plan for sharing the plan with team, members and stakeholders (Board provided high level overview to the team at the workshop, CEO to follow up) - Prepare a workplan for Horizon 1 actions with appropriate KPIs	CEO
August - December	Service Performance Data Management - Undertake a review of the service performance data including how it is collected, recorded and reported to improve practice to establish a credible baseline from the 2025/26 year - Undertake actions required to improve data integrity and keep the board updated. - Work with the new auditor to review progress prior to year end.	CEO
In time for Special General Meeting in November	Auditor Procurement Process Undertake a fair and transparent procurement process to provide a recommendation to the board.	CEO
ASAP	CEO to contact Constitution Submitters -Contact individual submitters to outline board decisions based on feedback.	CEO



Signed as Confirmed Minutes

Glenn Livingstone

President