Minutes

EPILEPSY NEW ZEALAND BOARD MEETING		
Date and time Held	21 August 2025, 9.00am	
Venue	Teams meeting	
Board Members Present	▪ Glenn Livingstone (Chair) ▪ Philippa Tolley ▪ Ricky Bennett	▪ Chris Selbie ▪ Dave Guruge ▪ Tess Ahern
Additional attendees Present	▪ Bobbi Oliver - Marketing & Fundraising Manager (for item	
Apologies	▪ Sue Murray, Board Secretary	▪ Tracy Tierney, CEO

Item	Lead
1. Welcome & Introductions Members were welcomed.	Chair
2. Board Only Time	Chair
3. Apologies Tracy Tierney – Called home to a family emergency.	Chair
4. Declarations of Interest The following conflicts for matters on this agenda were declared: • No conflicts declared	Chair
5. Confirmation of Previous Minutes • Motion Carried "That the minutes from the board meeting held on 11 August 2025 be confirmed." Phillippa /Chris • Noted that minutes are now being put on the website. Members to be advised of this at the AGM. • **Action register review** CEO not available to provide an update on the outstanding matters on the action register so they are to be carried forward.	Chair
6. Business Case – Gift in Wills Programme Motions Carried: "That the board: • **Approves** upgrading to Gathered Here Premium at an annual cost of $3,600 + GST and$2,000 + GST for marketing purposes – Total approval request of **$5,600** + GST pending supply of additional information requested. • **Notes** that in the next financial year, consideration will be given to offsetting some or all of this cost through reduction in other marketing activities. • **Notes** the alignment with the strategic goal of securing long-term sustainable income.	Bobbi Oliver

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• Board requested additional information related to the use of codicils, value/function of the credits.	
7.* Workshop – *Board moved into committee • To have an informal discussion about planning for 2026 and related matters	Chair
8. Meeting Close 11 am	

Action Register – items forward and new actions from this meeting		
Deadline	**Action**	**Lead**
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 later in the year	CEO
ASAP	**Prepare a letter to the Auditor** thanking them for the audit and to outline the steps already undertaken by the board to address issues raised and their commitment to progress others.	CEO
AGM	**Advise members** at the AGM that minutes are now put on the website once confirmed.	CEO
ASAP	**Provide additional information requested by the Board** related to the use of codicils, value/function of the credits.	Bobbi

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Signed as Confirmed Minutes

Glenn Livingstone

President