

## EPILEPSY NEW ZEALAND BOARD MEETING

Date and time Held	2 December 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>▪ Sue Murray</li> </ul>	

Item	Lead
<b>1. Welcome &amp; Introductions</b> Members were welcomed.	Chair
<b>2. Board Only Time 7pm</b> (CEO joined the meeting at 7.12 pm)	Chair
<b>3. Apologies</b> Ricky Bennett for lateness	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 were declared for any item on the agenda</li> </ul>	Chair
<b>5. Confirmation of Previous Minutes</b> Motion Carried “That the minutes from the board meeting held on 28 October 2025 be confirmed”.  Motion Carried “That the minutes from the Special General Meeting held on 25 November 2025 be confirmed”.  • <b>Action register review</b> <ul style="list-style-type: none"> <li>- Update the first action, subcommittee structure confirmed, outstanding matter is to consider how the board manages investment governance.</li> </ul>	Dave / Philippa  Tess / Chris  Chair
<b>6. Constitution</b> Editorial corrections in the document accepted. Additional edits provided as follows: <ul style="list-style-type: none"> <li>- Pg 6, 3.03 (b) amend to “class <u>of</u> membership..”</li> <li>- Pg 11, 4.06 (3) (b) delete “<b>at least one</b>”</li> <li>- Pg 12, 6.03 (1) add a full stop after “... affairs of the Association.”</li> <li>- Pg 15, 6.07 remove repeated reference to 6.01</li> <li>- Pg 18, 7.04 (1) (2) add an apostrophe to Association’s</li> </ul> Motion Carried “That the minor editorial corrections to the document, provided and as shown as tracked changes and highlighted, be approved.”	Dave / Philippa  Chair

<p><b>7. Membership Expression of Interest</b></p> <ul style="list-style-type: none"> <li>Clarify for Sneha the benefits/rights of membership i.e. transport not included but educators can provide information about how to get assistance with transport needs.</li> <li>To avoid delay between when a membership EOI is received and subsequent Board meetings, it was agreed that the Board will delegate review of EOIs and granting of membership to the President/Chair. The Chair can still refer any EOI to the board if deemed appropriate.</li> </ul> <p>Motion Carried: 'That membership be granted to Sneha Walthati'</p> <p style="text-align: right;">Dave / Philippa</p> <p>Motion Carried "That the Board delegates decisions on future acceptance of applications for membership to the President/Chair"</p> <p style="text-align: right;">Chris / Tess</p>	CEO
<p><b>8. Grant Resolutions</b></p> <p>To ratify the resolutions that have been approved by the Board via email between January to November 2025.</p> <p>Motion Carried: 'That the resolutions approved by email January 24, February 26, March 3, March 12, March 31, April 8, April 28, May 14, May 20, June 26, July 10, September 1, September 23, September 29, October 6 and, November 6, 2025, be ratified by the Board.'</p> <p style="text-align: right;">Philippa / Ricky</p>	CEO
<p><b>9. Motor Vehicle and Lone Worker Policies</b></p> <ul style="list-style-type: none"> <li>In reference to the report, the CEO highlighted the consultation with the staff and that both policies were generally supported with some differing views on two aspects. Those being transporting of passengers and the requirement to use the GetHomeSafe App for interactions assessed as low risk.</li> <li>The Board were pleased to receive these policies as motor vehicles and lone workers represent significant risks to staff and therefore the organisation.</li> <li>It was discussed that as an employer it is a requirement to do whatever is "reasonably practicable" to ensure health and safety. That this is contextual based on each risk and what controls can be put in place weighing risk vs. cost, effort, effectiveness. Also, that under the Hierarchy of Controls framework, it prioritizes control measures based on their effectiveness with the most effective being elimination.</li> <li>The board considered that in terms of transporting non-staff passengers that it is straightforward to eliminate the risk by not transporting non-staff passengers as it is not a part of ENZs service offering or contractual requirements and there are no cost or effort burdens that reasonably outweigh the risk. Therefore, in this context it was agreed that it is reasonably practicable to eliminate the risk by putting a policy control in place as outlined in the draft policy.</li> <li>A similar discussion was had in relation to the need to use of the GetHomeSafe App at all times including interactions assessed by educators as low risk. The board reflected that low risk doesn't mean no risk and that the app acts as a safety net that again is reasonably practicable to implement and also keeps compliance simple and consistent i.e. the app must be activated whenever working away from home/office base.</li> </ul>	CEO

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<ul style="list-style-type: none"> <li>Board requested that a mandatory training register be kept that shows that staff have completed all mandatory training as and when required.</li> <li>Minor edit to both policies to the responsibilities section to just reference 'Responsibilities' so that the list applies to everyone as outlined in the detail.</li> </ul> <p>Motions Carried That the Board:</p> <ol style="list-style-type: none"> <li>Approves the revised Motor Vehicle Policy [Attachment A]</li> <li>Approves the Lone Worker Policy [Attachment B]</li> </ol>	Philippa / Dave
<b>10. Health Safety &amp; Wellbeing Report</b>	CEO
<ul style="list-style-type: none"> <li>Good report. Noted that indicators provided are useful but that they are predominantly Lag indicators. The Board would like to see some Lead indicators, possibilities include training planned, pro-active site visit of premises for H &amp; S risks, safety observations with the team by attending appointments, reviewing office ergonomic set ups.</li> <li>Requested that mandatory First Aid training be considered as part of the 2026 training and event calendar. Identify if grant funding available to assist with some training.</li> </ul>	
<b>11. Finance Report</b>	CEO
<ul style="list-style-type: none"> <li>Good Report. Issue of excessive leave discussed as this continues to rise and represents a financial risk. It was requested that leave plans be put in place for a staff with excess leave to eliminate this leave over the next 12 months.</li> </ul>	
<b>12. Workshop</b>	CEO
<ul style="list-style-type: none"> <li>Carried over to the January 2026 meeting</li> </ul>	
<b>13. Meeting Close 8.30pm</b>	

**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
TBC	<p><del>Undertake due diligence on subcommittee structure and provide recommendations to the board including the potential need for an investment subcommittee.</del></p> <p><del>Timing of this work needs to be reconsidered alongside other board priorities. Likely to be late in the year.</del></p> <p><b>Consider how the Board should best progress investment governance</b></p>	CEO
<del>By the end of October By Early 2026</del>	<p><b>Strategic Framework</b></p> <p>- 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). <b>This was delayed until</b></p>	CEO

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	<p>after the engagement with members to progress the Constitution review is completed as the priority.</p> <ul style="list-style-type: none"> <li>- Prepare a workplan for Horizon 1 actions with appropriate KPIs – Drafted for Board review in January</li> </ul>	
<b>August - December</b>	<p><b>Service Performance Data Management</b></p> <ul style="list-style-type: none"> <li><del>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</del> <b>Completed</b></li> <li>- Undertake actions required to improve data integrity and keep the board updated. <del>Underway – upgrade project now underway, internal project team working with Noted to review and amend all data entry points to align with reporting required for contract and management purposes. Project expected to be completed by end of January. Refresher training for educators then required to make sure they are confident and clear on what is required.</del></li> <li><del>- Work with the new auditor to review progress prior to year end.</del> <b>Completed</b></li> </ul>	<b>CEO</b>
<b>By end of December</b>	<b>Complete Re-registration as an Incorporated Society</b>	<b>CEO</b>
<b>ASAP</b>	<b>Ensure a Mandatory Training Register is in place</b>	<b>CEO</b>
<b>Next quarterly report</b>	<b>Include Lead indicators in Health, Safety &amp; Wellbeing reporting</b>	<b>CEO</b>
<b>ASAP</b>	<p><b>Excess Leave Plans</b></p> <p>Every team member who has excess leave is to have a leave plan in place to clear the excess leave by December 2026.</p>	<b>CEO</b>



Signed as Confirmed Minutes

Philippa Tolley

Vice President

27 January 2026