

EPILEPSY NEW ZEALAND BOARD MEETING		
Date and time Held	27 January 2026, 7:00pm	
Venue	Teams meeting	
Board Members Present	<ul style="list-style-type: none"> ▪ Philippa Tolley (Acting Chair) ▪ 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 	
Apologies	<ul style="list-style-type: none"> ▪ Glenn Livingstone 	<ul style="list-style-type: none"> ▪ Sue Murray

Item	Lead
1. Welcome & Introductions <ul style="list-style-type: none"> • Members were welcomed. 	Chair
2. Board Only Time 7pm <ul style="list-style-type: none"> • <i>(CEO joined the meeting at 7.15 pm)</i> 	Chair
3. Apologies <ul style="list-style-type: none"> • No further apologies received 	Chair
4. Declarations of Interest The following conflicts for matters on this agenda were declared: <ul style="list-style-type: none"> • No conflicts were declared on any matter on the agenda. 	Chair
5. Confirmation of Previous Minutes Motion Carried "That the minutes from the board meeting held on 22 December 2025 be confirmed". <div style="text-align: right;">Tess / Dave</div> Action register review <ul style="list-style-type: none"> • Good to be able to see progress being tracked and reported on 	Chair
6. Hauora-Wellbeing Policy <ul style="list-style-type: none"> • Clear policy, consolidation of other policies into one easy to read positive approach to Hauora-Wellbeing good to see. • Minor typo in the document for spelling of Hauora. • Note that the upcoming review/development of a Protected Disclosures policy will also support this policy by providing a pathway for issues to be raised directly with the Board in appropriate circumstances. • Would like an addition made that smoking/vaping not appropriate in client's homes. • Board would like to acknowledge staff input into development of the policy. Motion Carried, "That the Board: <ol style="list-style-type: none"> 1. Approves the Hauora-Wellbeing Policy with the additional clause related to smoking/vaping in client homes. [Attachment A]. 2. Revokes the Smoke-Free [Attachment B] and Discrimination and Harassment Policies [Attachment C]." <div style="text-align: right;">Tess /Chris</div>	CEO

<p>7. Elections Advocacy – Medicines Campaign</p> <ul style="list-style-type: none"> • General support for the campaign. Acknowledged that advocacy is strategically important for ENZ on behalf of people living with epilepsy (PLWE). It looks like a strong campaign that could lift the profile of PLWE medicine needs. • Election window provides a rare opportunity to influence politicians and the public and doing so in coalition with others could be very effective. • Questions raised around how we would ensure Epilepsy’s voice within a large coalition is heard and profiled appropriately in the campaign, particularly when Cancer related needs may dominate. • Would like to be assured that we have a good case including patient/consumer stories we could profile that support the need for an increased budget so there are direct linkages to Epilepsy. • Would like to see other neurological conditions represented, noting medicines are not a driving issue for some neurological conditions. The Neurological Alliance circulated the opportunity to members as the Alliance, as an entity it can’t itself provide funding but noted parallel focus areas. • Board requested further information and actions be taken before a final decision is made including: <ol style="list-style-type: none"> 1. Seek Dr Peter Bergin’s current perspective of need and funding for epilepsy medications. Ascertain if there would be patients where lack of access to medicines could be profiled. Check in on perceived value. 2. Confirm how we can ensure ENZ is actively involved and represented throughout the campaign and how fair exposure will be provided to all organisations involved. 3. Enquire if there is any flexibility on level of contribution, noting this may also affect the level of influence and exposure through the campaign. 4. Advise the outcome including recommendations to the Board via email for a decision which can be ratified at the next scheduled Board meeting. 	<p>CEO</p>
<p>8. Membership Subscription Fees</p> <p>Motion Carried: “That the Board approves an annual subscription fee of \$12 (GST inclusive) for all classes of membership from 1 April 2026. Noting Life Members are exempt from paying subscriptions.”</p> <p style="text-align: right;">Ricky / Dave</p>	<p>CEO</p>
<p>9. Finance Report</p> <ul style="list-style-type: none"> • Excellent report, succinct and focused on key issues. • For annual leave, consider when reporting to categorise into All Good, At Risk & Behind noting numbers of staff in each category and whether annual leave plans are in place for those in the Behind category. • Confirmed that funding received for a specific purpose is being accounted for so that we are not in a position of returning funds. Exception currently is some SeizureSmart funding for education in schools where training has been promoted but not yet taken up. 	<p>CEO</p>
<p>10. Workshop</p> <ul style="list-style-type: none"> • Carried forward to the face to face Board meeting in February. • Suggested that Board should meet with the whole team at least twice annually. 	<p>CEO</p>
<p>11. Meeting Closed 8.32</p>	

Minutes

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	Consider how the Board should best progress investment governance To be added to the February Board Agenda	CEO
By Early 2026	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). Team workshop booked for 3 February. Member workshop planned for March date TBC. - Prepare a workplan for Horizon 1 actions with appropriate KPIs – Carried forward to the February Board meeting.	CEO
August - December	Service Performance Data Management - Undertake actions required to improve data integrity and keep the board updated. 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 prior to the new financial year starting 1 April.	CEO
ASAP	Ensure a Mandatory Training Register is in place Update from last report – Educators are required to keep their First Aid certificate current. Centralised training register will be developed.	CEO
Next quarterly report	Include Lead indicators in Health, Safety & Wellbeing reporting	CEO
ASAP	Excess Leave Plans Every team member who has excess leave is to have a leave plan in place to clear the excess leave by December 2026. Underway Categorise leave in future Finance reports as All Good, At Risk or Behind.	CEO
ASAP	Election Advocacy Respond to Boards request for further information, circulate via email.	CEO

Minutes



EPILEPSY
NEW ZEALAND
Kia titiro ki te tangata / See the person

A handwritten signature in cursive script, appearing to read 'Glenn Livingstone', is written in black ink above a horizontal line.

Signed as Confirmed Minutes

Glenn Livingstone

President

27 February 2026