

EPILEPSY NEW ZEALAND BOARD MEETING		
Date and time Held	27 February 2026, 9:00am	
Venue	Community Centre House, 213 Lichfield Street, Christchurch	
Board Members Present	<ul style="list-style-type: none"> ▪ Glenn Livingstone ▪ Philippa Tolley 	<ul style="list-style-type: none"> ▪ Dave Guruge ▪ Tess Ahern
Additional attendees Present	<ul style="list-style-type: none"> ▪ Tracy Tierney, CEO 	<ul style="list-style-type: none"> ▪ Sue Murray, Minute Secretary
Apologies	<ul style="list-style-type: none"> ▪ Ricky Bennett 	<ul style="list-style-type: none"> ▪ Chris Selbie

Item	Lead	
1. Welcome <ul style="list-style-type: none"> • Members were welcomed. 	Chair	
2. Apologies <ul style="list-style-type: none"> • No further apologies 	Chair	
3. Declaration of Interest <ul style="list-style-type: none"> • No conflicts were declared relating to this Agenda • The Declaration of Interest register was updated 	Chair	
4. Confirmation of Previous Minutes <ul style="list-style-type: none"> • Motion Carried “That the minutes from the board meeting held on 27 January 2026 be confirmed”. <p style="text-align: right;">Dave / Tess</p> Action Register Review <ul style="list-style-type: none"> • Updated, completed actions were removed. 	Chair	
Workshop		
<ul style="list-style-type: none"> • Workshop discussion held on a range of topics including: <ul style="list-style-type: none"> - Draft Budget 2026-27 - Draft KPI Tracker - Board Skills Matrix - Climate Change, Sustainability and Implications - Investment management 		
5. Meeting Closed 1:40pm Next Board Meeting: Tuesday 24 March, 7pm online		
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
August - December	Service Performance Data Management <ul style="list-style-type: none"> - 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 	CEO

Minutes

	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.	
ASAP	Ensure a Mandatory Training Register is in place Centralised training register will be developed.	CEO
Next quarterly report	Include Lead indicators in Health, Safety & Wellbeing reporting	CEO
April	CEO Performance Appraisal Process	People & Culture Ctte



Signed as Confirmed Minutes

Glenn Livingstone

President

24 March 2026