

EPILEPSY NEW ZEALAND BOARD MEETING		
Date and time Held	24 March 2026, 7:00pm	
Venue	Online Meeting via Teams	
Board Members Present	<ul style="list-style-type: none"> ▪ Glenn Livingstone ▪ Philippa Tolley ▪ Chris Selbie 	<ul style="list-style-type: none"> ▪ Dave Guruge ▪ Ricky Bennett
Additional attendees Present	<ul style="list-style-type: none"> ▪ Tracy Tierney, CEO 	
Apologies	<ul style="list-style-type: none"> ▪ Sue Murray, Minute Secretary 	<ul style="list-style-type: none"> ▪ Tess Ahern

Item	Lead
<p>1. Welcome</p> <ul style="list-style-type: none"> • Members were welcomed. 	Chair
<p>2. Board Only Time 7pm</p> <ul style="list-style-type: none"> • CEO joined the meeting at 7.10pm 	
<p>3. Apologies</p> <ul style="list-style-type: none"> • Apologies noted 	Chair
<p>4. Declaration of Interest</p> <ul style="list-style-type: none"> • Conflict declared by Glenn Livingstone for item 6 on the agenda. Chair left the meeting before this item was discussed. Philippa Tolley assumed the Chair for the remainder of the meeting. • Dave Guruge – Requested that the following be added to the Interests Register: Licensed Business Broker with Link Business 	Chair
<p>5. Confirmation of Previous Minutes</p> <ul style="list-style-type: none"> • Motion Carried “That the minutes from the board meeting held on 27 February 2026 be confirmed”. <p style="text-align: right;">Dave / Phillipa</p> <p>The Board ratified the following decisions:</p> <ul style="list-style-type: none"> • Approves Epilepsy New Zealand joining the collaborative medicines access advocacy campaign ahead of the 2026 General Election. • Approves up to \$12,000 to support the campaign, to be included in the 2026–27 budget. • Delegates authority to the Chief Executive to finalise and sign the campaign agreement and to report to the Board on progress, expenditure, and any material risks. <p style="text-align: right;">Chris / Philippa</p> <p>Action Register Review</p> <ul style="list-style-type: none"> • Ceo provided a verbal update on outstanding actions. The People & Capability committee will convene to progress the CEO appraisal process. 	Chair

<p>6. Annual Budget 2026-27</p> <ul style="list-style-type: none"> • Noted that the draft budget had been reviewed at the Board workshop on 27 February however since then geopolitical events have not only had a direct impact on fuel prices, but this will also flow through to many other expenditure lines and will also reduce the value of investments. • Discussed the impact on fuel costs for ENZ owned vehicles and on staff members who use their own vehicles. CEO advised that mileage rates had been reviewed and an increase included in the budget. The cost of the increase though is planned to be largely offset by having fuel/mileage caps in place for educators to encourage greater efficiency and use of other communication tools where face to face not essential. • Board supportive of this approach however would not like to see service levels affected materially as result. If service levels were at risk this should be brought back to the Board. • Agreed it would be prudent to increase reserves to buffer the effects of the fuel crisis. • If bequest funding received the priorities for allocation of funds include increasing operating reserves, offsetting 2025-26 operating deficit and funding the approved capital budget. Noting vehicle costs for hybrids and electric cars have also increased due to the fuel crisis. <p>Motion Carried: “That the Board:</p> <ul style="list-style-type: none"> • Note that bequest funding will be used to increase operating reserves, offset anticipated 2025-26 operating deficit and fund the approved capital budget. • Approve the 2026-27 budget for the financial year ending 3 March 2027; • Approve laptop replacement capital expenditure of \$9,000 in FY2026/27 and \$9,000 in FY2027/28; • Approve a phased vehicle fleet renewal capital envelope of up to \$55,000 in FY2026/27 and \$55,000 in FY2027/28, noting that actual expenditure may be reduced through procurement and/or grant funding.” <p style="text-align: right;">Dave / Ricky</p>	
<p>7. Board Remuneration Policy & Chair Remuneration Review</p> <p>Policy Discussion:</p> <ul style="list-style-type: none"> • Remuneration terminology more suited to employer/employee relationships, agreed that the policy should consistently refer to fees. • Noted that of the key principles, mission and affordability are paramount and this should be reflected in the policy. • Remove reference to benchmarking in the key principles, not particularly relevant to a small to medium, not for profit like ENZ. • All board members carry equal accountability and risk, not greater for the position of Chair so remove reference to additional accountability in the key Principles. <p>Motion carried: “That the Board:</p> <ul style="list-style-type: none"> • Adopt the Board Fees Policy with the amendments listed in the discussion included, once circulated to the Board for final review.” <p style="text-align: right;">Dave / Chris</p> <p>Chair Fee Review – discussed in-committee</p>	
<p>8. The in-committee session concluded, and the Board closed the meeting at 8.20pm Next Board Meeting: Tuesday 28 April, 7pm online</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
<i>August - December</i>	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 Centralised training register will be developed.	CEO
Next quarterly report	Include Lead indicators in Health, Safety & Wellbeing reporting.	CEO
April	CEO Performance Appraisal Process The People & Capability committee will convene to progress.	People & Culture Ctte

A handwritten signature in black ink, appearing to read 'Glenn Livingstone', written over a horizontal line.

Signed as Confirmed Minutes

Glenn Livingstone

President

28 April 2026