

| EPILEPSY NEW ZEALAND BOARD MEETING | |
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| Date and time Held | 28 April 2026, 7:00pm |
| Venue | Online Meeting via Teams |
| Board Members Present | <ul style="list-style-type: none"> ▪ Glenn Livingstone ▪ Philippa Tolley ▪ Chris Selbie ▪ Dave Guruge ▪ Ricky Bennett ▪ Tess Ahern |
| Additional attendees Present | <ul style="list-style-type: none"> ▪ Tracy Tierney, CEO |
| Apologies | <ul style="list-style-type: none"> ▪ Sue Murray, Minute Secretary |

| Item | Lead |
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| 1. Welcome <ul style="list-style-type: none"> • Members were welcomed. | Chair |
| 2. Board Only Time 7pm <ul style="list-style-type: none"> • CEO joined the meeting at 7.15 pm | |
| 3. Apologies <ul style="list-style-type: none"> • Apology received from Sue Murray | Chair |
| 4. Declaration of Interest <ul style="list-style-type: none"> • None declared | Chair |
| 5. Confirmation of Previous Minutes <ul style="list-style-type: none"> • Motion Carried "That the minutes, including the in-committee minutes from the board meeting held on 24 March 2026 be confirmed". <p style="text-align: right;">Ricky/Phillippa</p> Action Register Review <ul style="list-style-type: none"> • CEO provided a verbal update on outstanding actions and other minor matters | Chair |
| 6. Service Performance Information Report <ul style="list-style-type: none"> • Board were supportive of the proposed SPI and indicators, noting input from members. • Discussed any potential impacts of further qualified audits while the new SPI is being put in place noting that it is anticipated that qualification may be limited to the lack of year-on-year comparatives for some new indicators. • Importance of supporting narrative in the annual report was highlighted so that readers of this information understand the journey the organisation is on to improve its SPI. • Noted that it would be helpful if our auditor reviewed the proposed SPI and provided comment if possible. <p>Motion Carried: "That the Board:</p> <ol style="list-style-type: none"> 1. Notes that the Service Performance Information for the year ended 31 March 2026 remains subject to material limitations in accuracy and verifiability, and that a further qualified audit opinion in relation to SPI is highly likely. | |

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| <ol style="list-style-type: none"> 2. Acknowledges and accepts the associated audit, reputational, and comparability risks for the 2026 reporting year as reasonable in the circumstances. 3. Endorses management’s decision to prioritise improved data integrity, relevance, and definitional clarity from October 2025 onward, rather than attempting retrospective correction of historic service performance data where assurance cannot be reasonably obtained. 4. Approves the transition to revised Service Performance Information measures effective from 1 April 2026, for inclusion in the 2027 financial year reporting, accepting reduced year-on-year comparability as a necessary and temporary trade-off. 5. Approves the proposed 2027 Service Performance Information measures set out in Table 2. <p style="text-align: right;">Tess/ Dave</p> | |
| <p>7. Data Use & Privacy Policy</p> <ul style="list-style-type: none"> • Board noted the policy is comprehensive and clear on the organisations responsibilities. • Requested that a complementary cyber policy and/or procedures be considered. • Noted that in section 8 – Privacy Breaches, that the wording makes clear that breaches may need to be notified to the Privacy Commissioner and affected individuals in line with the requirements of the Privacy Act. <p>That the Board:</p> <ol style="list-style-type: none"> 6. Approves the Data Use & Privacy Policy with the amendment to section 8 to replace “Serious breaches may need to be notified...” to “Breaches may need to be notified to the Privacy Commissioner and to affected individuals in line with the requirements of the Privacy Act” [Attachment A]. 7. Revokes the Confidentiality of Information [Attachment B]. <p style="text-align: right;">Dave/Chris</p> | |
| <p>8. Finance Quarterly Report to 31 March 2026</p> <ul style="list-style-type: none"> • Thorough report noted that the final position is likely to change once year-end adjustments are completed. • Board discussed effects of the fuel crisis and whether the planned in-person Board meeting in August should go ahead. It was agreed that this be revisited at next month’s meeting. <p>That the Board:</p> <ol style="list-style-type: none"> 1. Note the March 2026 financial position and year-end forecast. <p style="text-align: right;">Dave/ Ricky</p> | |
| <p>9. Health, Safety & Wellbeing Quarterly Report</p> <ul style="list-style-type: none"> • Report is providing useful, governance level information, particularly the inclusion of the lead indicators. • Excess leave could be included in future as either a lead or lag indicators. • Good to see HSW committees’ active involvement. • Supported the progression of a staff engagement survey. <p>That the Board:</p> <ol style="list-style-type: none"> 1. Note the Health, Safety and Wellbeing performance for the quarter. | |

Minutes

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| <p>2. Endorse the continued use and refinement of lead indicators to strengthen forward-looking health, safety and wellbeing oversight.</p> <p style="text-align: right;">Tess / Chris</p> | |
| <p>10. Marketing & Fundraising Quarterly Report</p> <ul style="list-style-type: none"> Noted the challenging economic environment and the impact on fundraising, however the Board would like to see what new approaches or initiatives are being planned to limit the impact on budgeted revenue. Noted the positive impact of awareness campaigns on levels of engagement on social media platforms etc. Good to maintain momentum while potential focusing resource more strongly on fundraising activities. | |
| <p>11. Board closed the meeting at 8.35 pm Next Board Meeting: Tuesday 26 May, 7pm online</p> | |

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 |
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| ASAP | Ensure a Mandatory Training Register is in place Centralised training register will be developed. | CEO |
| ASAP | Auditor input on Service Performance Information Invite the auditor to review the proposed service performance information and provide any feedback as appropriate | CEO |
| At May Board meeting | Re-consider August in-person Board Meeting | Chair |
| By May Board meeting | Consider development of a Cyber Policy and/or procedures | CEO |
| ASAP | Progress staff engagement survey | CEO |



Signed as Confirmed Minutes
Glenn Livingstone
President

26 May 2026