Minutes

EPILEPSY NEW ZEALAND BOARD MEETING		
Date and time Held	Tuesday 26 May 2026, 7:00pm	
Venue	Online Meeting via Teams	
Board Members Present	▪ Glenn Livingstone ▪ Philippa Tolley ▪ Chris Selbie	▪ Dave Guruge ▪ Ricky Bennett ▪ Tess Ahern
Additional attendees Present	▪ Tracy Tierney, CEO	
Apologies	▪ None Received	

Item	Lead
1. Welcome • Members were welcomed.	Chair
2. Board Only Time 7pm • CEO joined the meeting at 7.20 pm	
3. Apologies • None Received	Chair
4. Declaration of Interest • None declared	Chair
5. Confirmation of Previous Minutes • Motion Carried "That the minutes, including the in-committee minutes from the board meeting held on 28 April 2026 be confirmed". Philippa / Dave • Motion Carried "That the Board ratifies the decision to make the following investments: - $60k – tagged for operating reserves to Milford Investments Balance Growth Fund - $70K – tagged for capital expenditure on term deposits. - $170k – tagged for general reserves to offset operating deficits if required on term deposits - As interest rates expected to rise over next 12 months, spread across shorter period term deposits." Dave / Tess **Action Register Review** • CEO provided a verbal update on outstanding actions and other minor matters • Midyear staff and member meetings discussed. Agreed the following: - Staff / Board meeting to be scheduled for Tuesday 28 July 9-10am (usual team meeting slot). Focus on strategic plan progress to date, draft annual report highlights, staff/client surveys	Chair

- Member meeting to be scheduled for Tuesday 21 July 7-8pm. Focus on performance review measures, draft annual report highlights and potentially an opportunity to meet our ambassador.	
6. Child Protection Policy • Board supportive of the revised policy. • Confirmed that a mandatory training register is now in place and that the requirements under this policy will be included. • It was highlighted the policy was appropriately focused on children and young persons while the Abuse & Neglect policy was very broad so includes reporting to the appropriate agency "any person(s)" where abuse or neglect is suspected. • It was agreed that in the interim the Abuse & Neglect Policy be retained and future consideration given to this policy and alternative options. Motion Carried "That the Board: 1. Approves the updated Child Protection Policy [Attachment A]" Dave / Ricky	
7. Protected Disclosures (Whistleblower) Policy • Board pleased that this new policy has been developed and are supportive of it. • Agreed that it provides a supportive and clear process for serious concerns to be raised appropriately. • Some strengthening to ensure confidentiality for the person who the alleged complaint is made about was requested. Motion Carried "That the Board: 1. Approves the Protected Disclosures (Whistleblower) Policy [Attachment A] with the following amendment: • Investigations section: add in a further bullet point "In the event that the complaint is not upheld, the investigation and outcome will remain confidential to the parties involved" Philippa / Chris	
8. Annual Client Survey • Positive feedback overall. • Agreed that there should be a focus on increasing the sample size through ensuring client email addresses are collected consistently. • The response rate of 21% is acceptable for surveys of this nature however a rate closer to 30% is desirable. Consider options to improve for the 2027 survey. • Board agrees with the CEOs summary and next steps and supports these being shared with the staff.	
9. Strategic Risk Register Review • CEO talked to items with a medium to high risk profile and the mitigation actions being undertaken to manage them appropriately. • Pleased to note that two risks had been reduced through successful actions.	
10. Board closed the meeting at 8.40 pm Next Board Meeting: Tuesday 30 June, 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.

Minutes

Deadline	Action	Lead
ASAP	**Auditor input on Service Performance Information** Invite the auditor to review the proposed service performance information and provide any feedback as appropriate	**CEO**
By May Board meeting	**Consider development of a Cyber Policy and/or procedures** A Cyber Policy will be developed to specifically manage security risk and system risk separate but aligned to privacy compliance. This will need to be developed alongside our current IT provider. Estimate delivery of the draft to the Board by August 2026.	**CEO**
ASAP	**Progress staff engagement survey** Everest have been engaged to undertake the survey again for continuity purposes. Will be undertaken in late June.	**CEO**
August Board Meeting	**18 August Board meeting to be held in person** Board have agreed to meet in person in August with a focus on strategic review. Chair to lead agenda development with the CEO	**CEO/Chair**
June/July	**Midyear staff and member meetings.** Place holders into Board members calendars asap. Invite to members to be sent late June.	**CEO**
ASAP	**Share and discuss client survey summary and next steps with the team**	**CEO**

G W Livingstone
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Signed as Confirmed Minutes

Glenn Livingstone

President