# Minutes

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

| EPILEPSY NEW ZEALAND BOARD MEETING | | |
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| **Date and time Held** | Tuesday 28 July 2026, 7:00pm | |
| **Venue** | Online Meeting via Teams | |
| **Board Members Present** | ▪ Glenn Livingstone<br>▪ Tess Ahern<br>▪ Philippa Tolley | ▪ Dave Guruge<br>▪ Chris Selbie<br>▪ Ricky Bennett |
| **Additional attendees Present** | ▪ Tracy Tierney, CEO | |
| **Apologies** | None | |

| Item | Lead |
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| **1. Welcome**<br>• Members were welcomed. | Chair |
| **2. Board Only Time 7pm**<br>• CEO joined the meeting at 7.15pm | Chair |
| **3. Apologies**<br>• None recorded | Chair |
| **4. Declaration of Interest**<br>• None declared | Chair |
| **5. Confirmation of Previous Minutes**<br>• Motion Carried "That the minutes from the board meeting held 30 June 2026 be confirmed".<br>Tess / Ricky<br><br>**Action Register Review**<br>• CEO provided a verbal update on outstanding actions and other minor matters | Chair |
| **6. Staff Survey Results**<br>• Board acknowledged receipt of the survey and that they were pleased with the very positive results overall. | |
| **7. Finance Quarterly Report to 30 June 2026**<br>• Board requested confirmation that anyone with an excessive leave balance has a leave plan in place. This was confirmed.<br>• CEO noted that some costs had increased sharply over recent months, the cost of laptops being an example due to international demand for RAM.<br>• Overall, though pleasing to see the years is tracking favourably against budget.<br><br>Motion Carried "That the Board:<br>**Receives** the report and approves the financial reports for the period ended 30 June 2026." | |

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| Dave / Chris | |
| **8. Health, Safety & Wellbeing Quarterly Report to 30 June 2026**<br>• Sharp increase in sick leave over the last quarter noted, likely due to the shift from summer to autumn with a number of the team suffering from severe colds/flu. This trend is continuing through winter. Team are being actively encouraged to support their wellbeing through the Winter Hauora Wellbeing challenge and to consider the flu vaccination.<br><br>Motion Carried "That the Board:<br>**Receives** and notes the Health, Safety and Wellbeing performance for the quarter."<br><br>Tess / Dave | |
| **9. Fundraising & Marketing Quarterly Report to 30 June 2026**<br>• Report provides a helpful overview of the quarter however it is quite high level and the Board requested greater clarity on the challenges, opportunities and forward planning.<br>• The Board noted that the fundraising target is at risk year to date and asked for a detailed action plan for how this will be addressed over the remainder of the financial year including details of prospective partners in the fundraising pipeline. It would be good to see greater innovation in the fundraising space.<br>• The board suggested future awareness campaigns be reviewed for effectiveness and potentially the resource re-directed to fundraising opportunities.<br>• The board queried whether we had awareness of all the corporate foundations that provide funding and whether being more targeted around the demographics we serve to find aligned funding opportunities in the corporate sector would be helpful.<br>• It was acknowledged that many charities rely on a strong volunteer base to drive and support fundraising efforts and that many successful examples were locally based. It is more challenging as a national charity without the volunteer base to support our efforts. | |
| **10. DRAFT Annual Report Documents**<br>• The board has reviewed the draft documents and provided the following corrections/feedback:<br>- Annual Report p99, re-phrase paragraph 2 in the purple day section to be clearer<br>- Annual Report p81, correct Dave Guruge's name in the volunteer board members<br>- Performance Report, queried that in the Performance Report p18 the 2025 accumulated funds closing balance doesn't match the 2026 opening balance.<br>- Understand and accept the reasoning for the qualified opinion as it aligns with our own notes provided in the Performance Report. As discussed previously the organisation is on a journey to improve service performance reporting and this will take time.<br><br>• The final documents will be circulated to the Board as soon as possible for final review and approval either via email or at the next meeting on 14 August.<br>• Board were asked to consider options for the vacant Patrons position.<br>• Some Board members may be overseas for the AGM on 22 September, planning for the AGM to be discussed at the next meeting. | |
| **11. Board closed the meeting at 8.40 pm** | |

# Minutes

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| Next Board Meeting: Friday 14 August 2026, In *Person (Christchurch – BrainTree Wellness Centre).* | |

| **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.** | | |
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| **Deadline** | **Action** | **Lead** |
| ***ASAP*** | **Further National Office Building Report**<br>**O**nce further investigations completed, report back to the Board. | **CEO** |
| ***August / September*** | **Consider development of a Cyber Policy and/or procedures**<br>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*** | **Annual Report Documents**<br>Final versions to be circulated via email to the Board | **CEO** |
| ***August Board Meeting*** | **Planning for AGM on 22 September** | **Board** |

GWLivingstone

Signed as Confirmed Minutes

Glenn Livingstone

President

14 August 2026