# 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** | Friday 14 August 2026, 9.00 am | |
| **Venue** | BrainTree Wellness Centre, 70 Langdons Road, Papanui, CHRISTCHURCH | |
| **Board Members Present** | ▪ Glenn Livingstone<br>▪ Tess Ahern<br>▪ Philippa Tolley | ▪ Dave Guruge (Online)<br>▪ Chris Selbie |
| **Additional attendees Present** | ▪ Tracy Tierney, CEO | |
| **Apologies** | ▪ Ricky Bennett (overseas) | |

| Item | Lead |
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| **1. Welcome**<br>• Members were welcomed. | Chair |
| **2. Apologies**<br>• None recorded | Chair |
| **3. Declaration of Interest**<br>• None declared for the items on the agenda<br>- Tess Ahern updated the committee on two new positions: Government Appointee, Lottery Distribution Committee – Eastern North Island and Executive Advisor, Mental Health and Intellectual Disability Services Southern Hospital and Specialist Services Health New Zealand (4 month contract) | Chair |
| • **Confirmation of Previous Minutes**<br>• Motion Carried "That the minutes from the board meeting held 28 July 2026 be confirmed with minor amendments".<br>Tess / Chris<br>• Motion to ratify the following decisions made via email circulated on 04/08/26:<br>"The Board:<br>• **Approves** the Performance Report for the Year Ended 31 March 2026;<br>• **Approves** the Chair signing the Letter of Representation on behalf of the Board;<br>• **Approves** the 2026 Annual Report for presentation at the Annual General Meeting, delegating approval of any minor amendments to the Chair and Chief Executive"<br>Philippa / Dave<br><br>**Action Register Review**<br>• CEO provided a verbal update on outstanding actions and other minor matters<br>• CEO updated on the cyber policy and security review. An IT Audit has been completed which identified risks that are a priority to address. The cost to do so is estimated at circa $5K per annum. This is unbudgeted expenditure which is unlikely to be able to be offset from savings. Motion Carried "That approval of additional expenditure of approximately $5K per annum to address IT security risks be approved"<br>Chris/Tess | Chair |

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| • The Board noted that only one valid nomination for the position of Commissioner was received by the closing date and will be presented to members at the AGM.<br>• AGM chairing and attendance discussed. As Glenn and Philippa will be overseas it was agreed that Tess would chair the AGM. Registrations to attend the AGM are low at the moment. Encouragement to be given to members to attend when the AGM meeting pack is distributed. | |
| **4. Stakeholder Engagement Plan**<br>Bobbi presented the draft Stakeholder Engagement Plan to the Board. The Board provided the following feedback:<br>• Board acknowledged the work and thinking that had gone into the draft<br>• The need to segment stakeholders, focus on where stakeholders overlap and those with the greatest potential, and avoid spreading resources too thin. Agreement that fundraising and advocacy should be prioritised.<br>• Narrow the plan to increase focus to deliver specific outcomes through clear actionable steps over the next couple of years that are tailored to ENZ needs.<br>• Board discussed how to measure engagement success, agreeing to limit KPIs to around five covering both financial (corporate funding, donor retention/growth) and non-financial (advocacy outcomes, referrals etc). These are to be drafted and included in the updated plan.<br>• Bobbi was asked to compile a list of relevant corporate trusts to identify potential new funding opportunities, consider how to put forward proposals that align to the demographic and drivers of each trusts purpose. | |
| **5. Noted & Internal Assurance Programme**<br>• The Board were given a demonstration of ENZs Client Relationship Management platform, Noted, including forms and data entry requirements to understand how these capture information for service performance and other reporting.<br>• Also demonstrated was the internal assurance process to review internal data quality capture by users of Noted. Monthly internal data review process was described, including random sampling of client records, check for required fields, and follow up training and actions to address compliance issues.<br>• The Board were also provided with a copy of the Advocacy & Research Key Activities Log for the year to date to review. This provides details of all collaborative groups, campaigns and research activities year to date.<br>• The Board asked several questions related to how educators interact with Noted and how service delivery information in Noted was verified.<br>• The Board acknowledged the significant progress that has been made to improve data quality including assurance checks and requested that they be updated again later in the year. | |
| **6. Service Performance Reporting Year to Date**<br>• The Key Activities including in external service reporting for the period April to June were shared with the Board. While it is still early in the year, if these figures are extrapolated out to 12 month most figures will be higher than the 2026 year. Noting that the variance may be due to the 2026 data challenges. It may take 1 to 2 years to establish the norm.<br>• With the benefit of the new structure for data entry in Noted and the investment in the Data Discovery tool, there are a range of management reporting options now | |

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| available. Examples were shared with the Board including statistics on how clients interact with ENZ, referral sources, type and time of client interactions, age & ethnicity data.<br>• It was noted that this data is still indicative for the first quarter while verification of data is undertaken.<br>• The Board were pleased to see this type of data is now available and that this will be invaluable for informing future planning.<br>• The Board requested that in future reporting the age profile of people living with epilepsy in the 19 to 45 years be broken down further to 19-30 years and 31-45 years to better reflect the likely different needs of these two cohorts. They would also be interested in the employment status of PLWE. This data is not currently collected but could be added in future updates to the Noted.<br>• The Board requested an update of this data later in the year. | |
| **7. Strategic Framework Review**<br>• The Board held and informal workshop session to discuss progress with the strategic work programme. This included:<br>- Reviewing the outstanding key actions from Horizon 1 and potential impacts on Horizon 2 & 3.<br>- The board discussed what can be learned from looking back, potential headwinds, emerging trends and opportunities.<br>- The Board then considered what the opportunities and constraints are likely to be when considering the future of service delivery.<br>• The Board asked the CE to use the discussion and direction provided by the Board through the workshop to update the strategic framework including a staged approach to the service delivery plan for the Board to consider. | |
| **8. People & Culture Development**<br>• The CE outlined the priority areas that will be addressed in an action plan to support people and culture development within the organisation. This will also be informed by feedback from the staff survey.<br>• CE noted that recruitment of the fixed term Lead Educator role is the current priority. | |
| **9. Board closed the meeting & workshop at 3.30 pm**<br>Next Board Meeting: Tuesday 27 October, 7.00 pm (Noting AGM on 22 September). | |

**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*** | **Further National Office Building Report**<br>**O**nce further investigations completed, report back to the Board. | **CEO** |
| ***August / September*** | **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 once the IT service delivery review is completed. | **CEO** |

# Minutes

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| ***Circulate separately prior the October Board meeting*** | **Draft Stakeholder Engagement Plan**<br>Plan to be updated to include Board direction | **Bobbi** |
| ***January / February 2027*** | **Internal Assurance Programme**<br>Provide a further update to the Board | **CEO** |
| ***January / February 2027*** | **Service Performance Reporting**<br>Provide six monthly data to 30 December 2026 | **CEO** |
| ***October Board meeting*** | **Strategic Framework**<br>Update the key actions for Horizon 2 & 3 | **CEO** |
| ***TBC*** | **Service Delivery Review**<br>Prepare a plan outline to take a staged approach to enhancing service delivery | **CEO** |

Signed as Confirmed Minutes
Glenn Livingstone
President

27 October 2026