

# MINUTES (in Review)

## ANNUAL GENERAL MEETING



<b>Name:</b>	Cerebral Palsy Society of New Zealand Inc
<b>Date:</b>	Sunday, 29 October 2023
<b>Time:</b>	2:00 pm to 2:15 pm (NZDT)
<b>Location:</b>	Zoom, Zoom
<b>Board Members:</b>	Meg Smith (Chair), Daniel Clay, Emma Lovett, George Hewitt, Peter Wynne-Jones, Reuben Woods, Murray Waring
<b>Attendees:</b>	Clare Williams, Ms. Sally Blyth
<b>Apologies:</b>	Katherine Thomas, Merryn Straker

### 1. Welcome, Attendance & Apologies

#### 1.1 Welcome

Meg opened the meeting and welcomed everyone attending. All attendees were informed that the meeting is being recorded for minute taking purposes.

#### 1.2 Opening Karakia

Daniel Clay opened the meeting with a Karakia

#### 1.3 Member Apologies

#### 1.4 Confirm Minutes of 2022 AGM

Annual General Meeting 30 Oct 2022, the minutes were confirmed as presented.



#### Minutes of 2022 AGM minutes confirmed

Minutes of 2022 AGM minutes confirmed

<b>Decision Date:</b>	29 Oct 2023
<b>Mover:</b>	Reuben Woods
<b>Seconder:</b>	Emma Lovett
<b>Outcome:</b>	Approved

### 2. Matters Arising

#### 2.1 Matters Arising

No matters arising

### 3. Reports

#### 3.1 President's Report

Presidents Report was delivered by Meg Smith.

#### 3.2 Treasurers Report



##### Adoption of Treasurers Report

Peter delivered the Treasurer's Report

**Decision Date:** 29 Oct 2023  
**Mover:** Peter Wynne-Jones  
**Seconder:** Reuben Woods  
**Outcome:** Approved

#### 3.3 CPS Board Interests Register

### 4. Major Decisions and Discussions

#### 4.1 Appointment of Auditor



##### Vote to appoint

Majority of attendees voted to retain RSM Hayes Auditors for the 2024/2025 financial year (15 members)

**Decision Date:** 29 Oct 2023  
**Mover:** Meg Smith  
**Seconder:** Reuben Woods  
**Outcome:** Approved

#### 4.2 Membership Fees



##### Membership Fees 2024/2025

Board recommends that membership fees remain unchanged - majority of attendees approved (14 attendees approved)

**Decision Date:** 29 Oct 2023  
**Mover:** Peter Wynne-Jones  
**Seconder:** Meg Smith  
**Outcome:** Approved

#### 4.3 Remits for consideration

#### 4.4 Q&A Session

Question by Trish McQueen: "Can we have more funding on our eCards so we don't have to wait 3 months? Can we have it every 2 months?"

Response: Clare clarified that the funding is once every 4 months currently, not 3 months.

Trish was informed that her question will be taken under consideration by the Board and they will get back to her.

## 4.5 Election of Officers

Election of Board 2023 (4 vacancies) The voter return was 10.95%%, being 127 votes cast from eligible Members.

Nominated candidates who have been successfully elected to the Cerebral Palsy Society 2023/24 Board are:

George Hewitt, Reuben Woods, Emma Lovett and Daniel Clay.

All successful candidates were congratulated and unsuccessful candidates were thanked for putting themselves forward.

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

### Approved decisions made between meetings



#### Approve Board meeting minutes from 10 July 2023

Approve Board meeting minutes from 10 July 2023

**9 Supported:** Daniel Clay , Emma Lovett , George Hewitt , Meg Smith , Merryn Straker , Murray Waring , Peter Wynne-Jones , Reuben Woods , Katherine Thomas - As per text

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 17 Oct 2023

**Outcome:** Approved



#### Approve Board meeting minutes from 22 March 2023

Approval of Board meeting minutes from 22 March 2023

**9 Supported:** Daniel Clay , Emma Lovett , George Hewitt , Meg Smith , Merryn Straker , Murray Waring , Peter Wynne-Jones , Reuben Woods , Katherine Thomas - As per text message

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 17 Oct 2023

**Outcome:** Approved



#### Board Resolution - funding application to Rata Foundation

Board approval of resolution for funding application to Rata Foundation toward getProgramme costs in Canterbury, Nelson, Marlborough regions.

**9 Supported:** Daniel Clay , Emma Lovett , George Hewitt , Meg Smith , Merryn Straker , Murray Waring , Peter Wynne-Jones , Reuben Woods , Katherine Thomas - As per text message

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 17 Oct 2023

**Outcome:** Approved



## **Board Resolution - Funding Application to Youthtown Trust**

Board approval of resolution to apply for funding to Youthtown Trust - toward salary costs

**9 Supported:** Daniel Clay , Emma Lovett , George Hewitt , Meg Smith , Merryn Straker , Murray Waring , Peter Wynne-Jones , Reuben Woods , Katherine Thomas - As per text message

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 17 Oct 2023

**Outcome:** Approved



### Approval of Research Contract between CP Society & NZ CP Register

Board approval requested for a 3 year sub-contracting agreement between the NZ CP Register and the CP Society as follows:

Earlier in the year, the NZCPR submitted a proposal to HRC around oral health of children with CP- short name ORAL-CP. This proposed data linkage between the NZCPR and the ministry databases to look at oral health service delivery in NZ (which we know can be improved) and some co-design work to look at better ways to deliver oral health care to children with CP.

Amy was named as an associate investigator on that grant, in her role as researcher for the CP Society.

NZCPR have now been invited to provide a full proposal which now presents a good chance of success and funding for three years.

NZCPR will need to do a sub-contract with the CP Society as Amy’s employer and are proposing a salary of 0.05FTE for Amy over the three years of the grant i.e., 2 hours per week for advice on the areas of data analysis / presentation etc. with Amy providing that critical structural lens of lived experience in her role as researcher for the CP Society.

Amy’s input has been described as the following:

- Amy Hogan - Researcher, CP Society. Named investigator on grant and will support all objectives, providing critical structural lens for data ascertainment and analysis based on lived experience of CP and acting as research representative of CP Society.

This work will remain within Amy's current contracted weekly hours in her role as researcher for the CP Society.

Once approved, an agreement between the University of Auckland and the CP Society will be signed.

**9 Supported:** Daniel Clay , Emma Lovett , George Hewitt , Katherine Thomas , Meg Smith , Merryn Straker , Peter Wynne-Jones , Reuben Woods , Murray Waring - Despite this MOU is focused on Children, irrespective of one's age it is important to note that everyone's oral health is equally important. With that said I ask Amy whether there is an opportunity to include teenagers and us adults. As a point of interest Mum (Ann) was a School Dental Nurse in the 1970's hence my interest as my diagnosis of CP was a result of her getting mercury poisoning while moulding the mercury fillings. From my experience and perspective, as I now require a GA to have my teeth seen to due to having a bad gag reflex, I have no complaints with Auckland Oral Health which is based at the Greenlane SuperClinic.

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 20 Oct 2023

**Outcome:** Approved

Daniel closed the meeting with a Karakia.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_