

MINUTES (in Review)

CEREBRAL PALSY SOCIETY AGM OCT 2024



Name:	Cerebral Palsy Society of New Zealand Inc
Date:	Sunday, 6 October 2024
Time:	2:00 pm to 2:30 pm (NZDT)
Location:	Zoom, Zoom
Board Members:	Daniel Clay (Chair), Emma Lovett (Chair), George Hewitt, Helena Chan, Meg Smith, Murray Waring, Treasurer/Independent Director Peter Wynne-Jones, Reuben Woods
Attendees:	Clare Williams, Ms. Sally Blyth

1. Welcome, Attendance & Apologies

1.1 Welcome & Opening Karakia

Daniel Clay, Chair, introduced himself and the Board members and welcomed everyone to the meeting. He established that a quorum is present for the AGM 2024.

Daniel opened the meeting with a Karakia. He advised that the AGM is being held on World CP Day and explained about the purpose of the day, noting that advocacy is a matter of priority for CPS. He confirmed that the meeting will be recorded.

1.2 Member Apologies

Apologies were received and accepted from:

- Melanie Ruawai
- Kate Hedges
- Anna Mackey

1.3 Confirm Minutes of 2023 AGM

Annual General Meeting 29 Oct 2023, the minutes were confirmed as presented.



Minutes of CPS 2023 AGM

The Minutes of the CPS 2023 AGM were approved as a true and accurate recording of the meeting.

Decision Date: 6 Oct 2024
Mover: Daniel Clay
Second: Meg Smith
Outcome: Approved

2. Matters Arising

2.1 Matters Arising

There were no Matters Arising.

3. Reports

3.1 President's Report

Daniel Clay presented his President's Report.

3.2 Treasurers Report

The Chair noted that CPS' Financial Statements have been made available and introduced Treasurer Peter Wynne-Jones who presented his Treasurer's Report.

3.3 CPS Board Interests Register

The Chair advised the CPS Board Interests Register has been presented in the AGM pack and this was noted.

4. Major Decisions and Discussions

4.1 Appointment of Auditor



Appointment of Auditor for FY 2024/25

The AGM approved the motion that RSM Hayes Audit be retained as auditors for the 2024/25 financial year.

Decision Date:	6 Oct 2024
Mover:	Daniel Clay
Seconder:	Treasurer/Independent Director Peter Wynne-Jones
Outcome:	Approved

4.2 Membership Fees



Members Fees for July 2025 to June 2026

The AGM approved the Board's recommendation that the fees for the year July 2025 to June 2026 remain unchanged at:

- i. \$10 per annum for Individual Membership
- ii. \$15 per annum for Family Membership
- iii. \$10 per annum for Associate Membership (Friends of the Society)

Decision Date:	6 Oct 2024
Mover:	Daniel Clay
Seconder:	Emma Lovett
Outcome:	Approved

4.3 Remits for consideration

No remits have been received.

4.4 Q&A Session

Trish McQueen asked about whether funding for the E-card would be increased. Daniel Clay, Chair, explained that due to a rising membership base and CPS's current financial pressures, the E-card funding would not be increasing at present. He advised that the Board will take on board Trish's comment for consideration in the future.

There were no other questions.

4.5 Election of Officers

Daniel Clay, Chair, advised that there were six candidates for the four available positions on the CPS Board.

Clare Williams, General Manager, declared the results of voting, noting that the election closed at 4pm on Friday 4 October 2024.

- Helena Chan
- Meg Smith
- Renata Kotua
- Peter Wynne-Jones

Daniel Clay, Chair, thanked all candidates and congratulated those who were successful.

5. Close Meeting

5.1 Close the meeting

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

Approved decisions made between meetings



Rothbury Insurance package - renewal for 2024/2025

Rothbury provided the following updated insurance packages for the CP Society.

Association Liability cover: \$1,000,000 (D&O cover for CPS only, EAL holds separate policy with Rothbury and no CIL cover due to the wrapping up of CIL - Dan please confirm if this is correct?)

Legal Defence: \$250,000 (covers all entities)

Public Liability Insurance: \$2,000,000 - (Covers all entities)

Statutory Liability Insurance: \$1,000,000 (covers all entities)

Employers Liability Insurance: \$1,000,000 (covers CPS - other entities does not have employees)

Material Damage Insurance: \$30k (covers CPS only). A credit was applied to annual premium after review of cover - amendments included all electronic mobile equipment (laptops & mobile phones and all other operational equipment anywhere in NZ)

Total cost \$9,932.10 exc GST

Approved Budget: \$12,000 exc GST

Cyber Security Insurance quotes investigations still in progress with Rothbury.

This was reviewed and approved by the Finance & Risk Committee

8 Supported: Daniel Clay , Helena Chan , Meg Smith , Murray Waring , Peter Wynne-Jones , Reuben Woods ,
Emma Lovett - Text approval received from Emma on 03/10/2024 ,
George Hewitt - George approved via text on 03/10/2024

0 Opposed:

0 Abstained:

Decision Date: 3 Oct 2024

Outcome: Approved



Resolution: Funding application to Grassroots Trust Ltd

It was resolved that a request be made to the Grassroots Trust Limited for \$16,120 funding towards the towards the salary of our Member Support and Programme Coordinator, Theo van de Klundert.

Resolution reached by the following Board members:

Daniel Clay
Emma Lovett
Meg Smith
Peter Wynne-Jones
George Hewitt
Helena Chan
Murray Waring
Reuben Woods

I certify that the above is a true and correct copy of the resolution of the Board of Trustees of the Cerebral Palsy Society of NZ.

8 Supported: Daniel Clay , Helena Chan , Meg Smith , Murray Waring , Peter Wynne-Jones , Reuben Woods ,
Emma Lovett - Text approval received from Emma on 03/10/2024 ,
George Hewitt - George approved via text on 03/10/2024

0 Opposed:

0 Abstained:

Decision Date: 3 Oct 2024

Outcome: Approved



Approval of Consolidated Financial Performance Statements FYEJune2024

Approval of Consolidated Financial Performance Statements FYEJune2024 -
Reviewed and approved by the Finance, Audit & Risk Committee

8 Supported: Daniel Clay , Helena Chan , Murray Waring , Peter Wynne-Jones , Reuben Woods ,
Emma Lovett - Text approval received from Emma on 03/10/2024 ,
George Hewitt - George approved via text on 03/10/2024 ,
Meg Smith - Signing as approved by Finance and Risk committee

0 Opposed:

0 Abstained:

Decision Date: 3 Oct 2024

Outcome: Approved



Final Invoice from RSM Hayes for Board approval

Final invoice for FYEJune2024 audit for review and approval - Approved in Annual Budget \$33,467 total charged by RSM Hayes \$33,135 - reviewed and approved by the Finance & Risk Committee

8 Supported: Daniel Clay , Helena Chan , Meg Smith , Murray Waring , Peter Wynne-Jones , Reuben Woods ,
Emma Lovett - Text approval received from Emma on 03/10/2024 ,
George Hewitt - George approved via text on 03/10/2024

0 Opposed:

0 Abstained:

Decision Date: 4 Oct 2024

Outcome: Approved



RSM Hayes Auditors progressive invoice for approval

RSM Hayes Auditors progressive invoice for approval - Approved by Finance, Audit & Risk Committee on 3rd Sep 2024

8 Supported: Daniel Clay , Emma Lovett , George Hewitt , Helena Chan , Meg Smith , Murray Waring , Peter Wynne-Jones , Reuben Woods

0 Opposed:

0 Abstained:

Decision Date: 6 Oct 2024

Outcome: Approved

Daniel thanked members for their attendance and closed the AGM with a Karakia.

Signature:_____

Date:_____