

**Minutes of the NASCA 2016 Annual General Meeting
01 September 2016
Wellington Airport Conference Centre**

Present: Mark Brown (Life Unlimited), Sonia Hawea (Taikura Trust), Kym Park (Capital Coast DHB), Bronwyn Collett (NorthAble), Sandie Kirkman (Northland DHB), Pene Maddock (LifeLinks), Craig Hutchison (LifeLinks), Don Sorrenson (Support Net), Karen Bailey (Support Works), Simone Newsham (Support Works), Karen Mora (Options Hawkes Bay), Bettina Hesse (Options Hawkes Bay), Marlon Hepi (Taikura Trust), Andrew Neas (Bay of Plenty DHB), Penny Forrester (Tairāwhiti DHB), Susan Bowden (Care Coordination Hutt), , Paul Moles (Capital Support), Jo-Ann Marsland (Capital Support), Angela Te Whaiti (AccessAbility), Claire Heffernan (AccessAbility), Margaret Sargent (Canterbury DHB), Jocelyn Williamson (Canterbury DHB), Jenny Murphy (Capital Coast DHB), Debbie Mustard (Capital Coast DHB), Natalie McDonald (Capital Coast DHB), Ray Williamson (NIDCA - Capital Coast DHB), Jo Martin (Enable NZ), Raewyn Cameron (Enable NZ), Jay Kuchtze (Enable NZ), Myree Ahpene (Focus), Gemma Askew (Focus), Clare Ferrick (Focus), Michelle Main (Life Unlimited), Susan Murray (Nelson Marlborough DHB), Rita Van Iddekinge (Nelson Marlborough DHB), Pauline Holland (Support Links), Lynn Jones (Care Coordination), Mihi Backhouse (Whanganui DHB)

Apology: Janice Lavelle (Canterbury DHB), Jennie Rae (Taranaki DHB), Liz Munt (Waitemata DHB), Sue Fitzpatrick (Mid Central DHB), Scott Ambridge (Enable), Beverley Carney (DSL)

The AGM opened at 12:00pm. Chairperson, Mark Brown welcomed all to the meeting.

1. Apologies

Moved: That the apologies be accepted.

Mark Brown / all in favour: Carried

2. Minutes of previous AGM

Moved: That the minutes of the previous AGM held 03 September 2015 be accepted as a true and correct record.

Mark Brown / Raewyn Cameron: Carried

3. Matters Arising

There were no matters arising from the previous minutes

4. Election of Officers

The Chairperson confirmed advice circulated regarding nominations for positions - there is one nominee for the position of Chairperson, and two nominees for three positions on the Executive Committee.

Nominee**NASC****Chairperson**

Sonia Hawea

Taikura Trust

Executive

Mark Brown

Life Unlimited / Disability Support Services

Karen Bailey

Support Works / Disability Support Services

There is therefore one space available on the Executive, for which the Executive have the ability to second a suitable person. Simone Newsham (Nelson Marlborough DHB) has indicated her willingness to be seconded as representative for the Health of Older People sector. This will be discussed at the next Executive meeting.

Mark handed over to Don Sorrenson for officiation of the election of the officers.

- It was moved that the nomination of Sonia Hawea as Chairperson and Mark Brown and Karen Bailey as Executive members be accepted.

Moved: *Don Sorrenson / Bronwyn Collett: Carried*

The new Executive Committee is:

- Sonia Hawea Chairperson
- Don Sorrenson Treasurer
- Mark Brown (DSS)
- Kym Park (Mental Health)
- Karen Bailey (DSS / South Island)
- Bronwyn Collett (DSS)

Don welcomed Sonia to the role of Chairperson and gave special thanks to Mark for his work and commitment to the Executive and to NASCA over the past 4 and half years.

5. Chairperson's Report

Mark gave a summary of NASCA events over the past year noting the following:

- Thanks to the Executive and Finance Team for their collaboration and hard work over the past year
- Membership – similar numbers to last year with 28 Principal members, 21 Associate, and 6 pending payment
- Meetings – the pattern of 4 general meetings per year continues with good attendance of 30 - 40 attendees at each meeting. The September meeting was the 2 day National Forum.
- Working Groups over the past year – In Between Travel, MoH Disability Workforce Planning and Health & Safety
- The major work undertaken this year included:
 - establishment of the National Practice Advisor Role and progress with the associated work programme
 - significant input into the NASC DIAS Review including commissioning the Dr Simon Duffy position paper on system transformation building on current NASC expertise and value.

6. Treasurer's Financial Report 2015-16

Don provided a summary of the Audited Financial Statements for NASCA for 2015-16 which had been circulated to Members and is available on the NASCA website.

- NASCA remains in a good financial position with most revenue being generated from MoH contracts such as NASC National Reviewer, National Practice Advisor, Socrates, and Specified Services for the administration of NASC and DSS Meetings.
- A summary of the financial report was given noting a surplus of \$39K for the year, and overall accumulated funds of \$189K compared to \$150K for the previous year.
- The Audit has been completed and signed off by BDO Waikato.
- The full report is available on the NASCA website.

Craig Hutchison raised queries regarding:

- Entity Information – noted that the wording does not align with the Mission and Constitution.

Mark advised that there had been changes in the accounting format required this year, which had been a challenge for all, and that next year it will be correct.

- Noted that the surplus this year had decreased. Income and expenditure have increased / decreased disproportionately. Did this imply that contract income was not fully covering expenses? Also noted nearly \$190 in accumulated funds - is there a future plan for using this resource?

Don advised that overall Ministry contracts were certainly covering expenses, and that the reduced surplus reflected NASCA undertaking particular projects such as the Simon Duffy position paper and other work relating to the NASC DIAS Review. Mark endorsed these comments and noted that the Executive would continue to consider options for use of financial reserves that would be most beneficial to NASCA members.

Moved that the Financial Report be accepted:

Don Sorrenson / Mark Brown Carried

Membership Fees – Don brought a recommendation that membership fees remain at the current level of:

- \$300.00 (Incl GST) Principal membership
- \$100.00 (Incl GST) Associate membership
- Nil meeting fees to continue

Moved: That the recommendation as above be accepted:

Don Sorrenson / Mark Brown Carried

Auditors – A recommendation was made that BDO Waikato be appointed as NASCA Auditors for 2016/17.

Moved: That the recommendation as above be accepted:

Don Sorrenson / Mark Brown Carried

There was no further discussion. The AGM was closed by Mark Brown at 12:30pm.