

## Minutes of the NASCA 2015 Annual General Meeting 02 September 2015 Rydges Hotel, Wellington

**Present:** Mark Brown (Life Unlimited), Sonia Hawea (Taikura Trust), Susan Bowden (Care Coordination, Hutt), Kym Park (Capital Coast DHB), Bronwyn Collett (NorthAble), Sandie Kirkman (Northland DHB), Pene Maddock (LifeLinks), Anne Simpson (LifeLinks), Craig Hutchison (LifeLinks), Anne-Maree Shaw (Northland DHB), Helene Dore (Focus), Don Sorrenson (Support Net), Karen Bailey (Support Works), Karen Mora (Options Hawkes Bay), Marlon Hepi (Taikura Trust), Andrew Neas (Bay of Plenty DHB), Beverley Carney (Disability Support Link), Barbara Walters (Disability Support Link), Penny Forrester (Tairāwhiti DHB), Matthew Hedges (Hutt Valley DHB), Natalie McDonald (Capital Coast DHB), Jenny Murphy (Capital Coast DHB), Mihi Backhouse (Whanganui DHB), Paul Moles (Capital Coast DHB), Ange Te Whaiti (AccessAbility), Raewyn Cameron (Enable NASC), Myree Ahpene (Focus), Stephen Dick (Capital Coast DHB), Vicki Prebble (Capital Coast DHB)

**Apologies:** Pauline Holland (Mid Central DHB), Anne Simpson (LifeLinks), Lynn Jones (Care Coordination, Kapiti), Sue Fitzpatrick (Mid Central DHB), Noel Matthews (NorthAble)

The AGM opened at 5:15pm. Chairperson, Mark Brown welcomed all to the meeting.

### 1. Apologies

Moved: That the apologies be accepted.

*Mark Brown / Sonia Hawea: Carried*

### 2. Minutes of previous AGM

Moved: That the minutes of the previous AGM held 04 September 2014 be accepted as a true and correct record.

*Mark Brown / Susan Bowden: Carried*

### 3. Matters Arising

There were no matters arising from the previous minutes

### 4. Election of Officers

Nominations received for Treasurer:

Nominee	Nominated By	Seconded By
Don Sorrenson	Mark Brown	Sonia Hawea

Moved: That the nomination of Don Sorrenson be accepted as Treasurer

*Mark Brown / Sonia Hawea: Carried*

Nominations received for two positions on the Executive Committee:

Nominee	Nominated By	Seconded By
Sonia Hawea	Mark Brown	Don Sorrenson
Susan Bowden	Pauline Holland	Helene Dore
Kym Park	Mark Brown	Helene Dore
Barbara Walters	Graham Guy	Mark Brown

A secret ballot was held for Executive Committee Members. Nominated Scrutineers: Sandie Kirkman and Helene Dore.

**Proxy Voting:**

Mark referred to previous advice to members that proxy votes would be accepted up until 24 hours before the AGM. No proxy votes had been received. The Executive had also agreed that unless there was a valid reason for someone not being able to attend the AGM eg unexpected circumstances / illness etc, no further proxies would be accepted.

However, there had been a late notification from a Principal member at 4:30pm today advising he was unable to attend the AGM, and requesting a late proxy vote be accepted.

Discussion ensued.

Craig Hutchinson made reference to the NASCA Constitution noting the view that it is the organisation that is the member, rather than an individual, which would mean that any persons present from an organisation which is a paid up member should be entitled to cast a vote in accord with the number of Principal memberships held by that organisation.

Moved: That votes be accepted from any person present from organisation with paid up Principal membership in accord with the number of Principal memberships held.

*Craig Hutchinson / Don Sorrenson: Carried*

The voting process for the Executive took place, and the Chairperson announced that Sonia Hawea and Kym Park were elected to the Executive Committee.

The NASCA Executive for 2015-16 is:

- Mark Brown                      Chairperson                      DSS
- Don Sorrenson                      Treasurer                      DSS, HOP
- Sonia Hawea    DSS
- Sandie Kirkman    HOP
- Kym Park    Mental Health
- Helene Dore    DSS, HOP
- Karen Bailey    DSS    South Island

This meets the current NASCA Constitution Executive requirements. Mark welcomed both Sonia and Kym to the Executive and gave special thanks to Susan for her hard work and commitment to the Executive over the past three years. He also thanked Barbara for her expression of interest,

noting that it is always a positive sign to have members willing to give their time and commitment to the Executive.

Moved: That the voting papers be destroyed.

*Craig Hutchinson / Mark Brown: Carried*

## 5. Chairperson's Report

Mark Brown reported and commented on NASCA events over the past year.

- Thanked the Executive for their work and collective efforts to continue and extend the work of NASCA both as a peer support and network for members as well as engaging and influencing policy and practice directions of funders.
- Thanked the Finance Team and the Executive Assistant for the extra work entailed in the Funded Family Care (FFC) monitoring and reporting.
- Membership has been maintained with similar numbers to last year – there are currently 27 Principal members, 14 Associate members, and 8 pending payment. A number of new mental health NASC members have joined this year.
- Meetings – the pattern of 4 general meetings per year continues with good attendance of 30 - 40 attendees at each meeting.
- Workshops – Mitchell Pham (Christchurch) and Michael Kendrick (Wellington) – good attendance and contribution to future thinking regarding Information Systems and Values based NASC practice respectively.
- NASCA 2015 Forum – Mark paid tribute to Susan Bowden and the committee for planning and co-ordinating a successful Forum with approximately 90 attendees.
- The Executive have continued with good success to build strong relationships with DSS MoH both through Reference Group meetings and week by week interactions. Efforts have continued towards working collaboratively with HOP and Mental Health funder groups.
- Working Groups – NASCA representation has continued with involvement in In Between Travel, EMS Challenging Behaviour, MoH Disability Workforce Planning, Health & Safety, and DSS Service Specifications.
- Projects – During the year NASCA:
  - produced Guidelines for development of Vulnerable Children Policy
  - undertook work on DSS Review and Reassessment project
  - developed with MoH DSS a work programme for 2015-16 encompassing 10 project streams. We are hopeful that DSS will sign off on resource for a National Practice Advisor Role to manage and progress the work programme.

## 6. Treasurer's Financial Report 2014-15

Don Sorrenson provided a summary of the Financial Statements:

- NASCA remains in a good financial position with most revenue being generated from DSS MoH contracts such as: Specified Services (DSS Meetings), NASC National Reviewer (Jan White), Socrates (Julia Arnold), and the Family Funded Care (FFC) Monitoring Contract.
- The audited Financial Statements for the year ended 30 June 2015 were referred to and are available on the NASCA website.

Moved: That the Financial Report 2014-15 be accepted:

*Don Sorrenson / Mark Brown: Carried*

**Membership Fees 2016-17**

Moved: That membership fees for 2016-17 remain at the current level of: \$300 (incl GST) Principal membership, and \$100 (incl GST) Associate membership. No meeting fees to be charged.

*Don Sorrenson / Mark Brown: Carried*

Craig Hutchinson raised the question of the fairness if non-members were attending meetings. Mark advised that attendance at all meetings is closely monitored and if a person or people from an organisation which was not a member were attending on regular basis, then an approach would be made to the organisation requesting that they sign up for membership.

**Appointment of Auditors**

Moved: That BDO Waikato be appointed auditors for NASCA for 2015/16.

*Don Sorrenson / Mark Brown Carried*

The AGM was closed at 5:50pm.