



Muscular Dystrophy New Zealand

MINUTES OF THE NATIONAL COUNCIL MEETING OF THE MUSCULAR DYSTROPHY ASSOCIATION OF NEW ZEALAND (INC)

Held 4.40pm Friday 13 October 2017

At the offices of Muscular Dystrophy Association, 419 Church St East, Penrose, Auckland

- Present:** Ken Green (Chairperson), Tristram Ingham, Jan Daly, Olivia Shivas (Rangatahi Rep), Annelize Steyn (Wellington Branch Representative), Andrea McMillan, Michael Schneider (Northern Branch Representative), Kerry Stephenson, Brent Walker (apologies for lateness)
- In attendance:** Ronelle Baker (Chief Executive), Andrew Munro (Canterbury Branch Chairperson)
- Apologies:** Robbie Verhoef (Southern Branch Representative), Warren Hall (Canterbury Branch Representative), Trevor Jenkin (Vice Chairperson)
- Minutes:** Ruth Church

Welcome, Apologies, Whakawhanaungatanga, Declarations of Interest

Ken welcomed all and asked Tristram to open the meeting, then invited everyone to share positive MDA experiences since the last meeting.

Jan – getting In Touch magazines into the hospital and sharing the good work we do.

Michael – working with branch committee and on events, including bridge jump.

Kerry – after being on drug trial, Coleman now on drug indefinitely, great result. Helping out other families and sharing information.

Ruth – being part of successful cocktail charity auction.

Ronelle – September been a massive month, worked every weekend, tiring but amazing to be part of, and fruits of our labour still to come, getting bigger and better each year.

Tristram – busy time with subgroup meetings for branch agreements, teleconferencing with Lance O’Sullivan and Ronelle re cough assist and tele-medicine, and continuing project work via NRFT, plus FSHD global events, and getting family motivated including attending cocktail event.

Ken – co-hosting charity auction, FSH research session, lots of in-house work, busy time.

Andrew – work with camp organising group, and outcomes from youth camp - went very well with phenomenal engagement. “Pay it forward” cards up and running to encourage supporters and raise awareness – may be an initiative other branches want to adopt.

Olivia – appeal month great, children’s health seminar, cocktail party, having conversations around being a young woman with a disability in governance roles.

Annelize – Wellington movie night made \$1,000. Receiving grant from Hutt Trust, and attending a meeting of the Trust – it was great actually meeting people who make decisions.

No new conflicts of declarations of interest.

Co-option of Andrew Munro (Canterbury Branch Chairperson) to National Council

Moved that Andrew Munro be co-opted as a member of National Council in a councillor-at-large position, to take advantage of his management skills and as an existing member of the Finance Committee. Term to be to the next AGM and then reviewed, as per the constitution.

Moved: Ken

Seconded: Annelize

All agreed.

[In Committee section removed for publication]

Minutes of Previous Meeting

Minutes tabled. Query raised regarding Trevor's attendance as he wasn't present. Amendment to be made.

Moved that the minutes of the meeting held 16 August 2017 be accepted, once the alteration has been made to remove Trevor Jenkin from the list of attendees.

Moved: Ken

Seconded: Jan

All agreed.

Financial Reporting

Forecast (based on actuals to September) should make \$3,500 surplus for the group. National office doing well. NRFT will be in deficit, which relates to additional audit costs. Northern branch showing deficit position of \$21,000, Wellington deficit of \$43,000. Canterbury looks positive (\$70,600) but Ken is challenging the figures. Southern expecting small profit of \$2,000.

Some items arose from historical bookkeeping and statement reconciliation, could lose around \$4,000. Ken is challenging the overall position as branch narratives don't necessarily agree with their accounts, but as this is the first year reporting as a group we're still building skills across the team and need to keep working at our reporting.

Balance sheet – equity at \$1,883,000, compared to \$1,826,000 same time last year, so retaining equity. Cash deposits have gone down, but what we're owed has gone up (i.e.: what branches owe national office). If grants are time-constrained then we won't recover full branch debt from Wellington and Canterbury.

Overall message is there's no room for complacency.

Tristram asked about branch positions and what process are in place to support income generation. Ronelle advised it's a multi-pronged response, she is trying to get more actively involved with grants writing and supporting branch office managers, plus building relationships with other organisations. Bigger conversations necessary around finding other sources of revenue, including social enterprise which is a strategic focus for the future.

Branch & Rangatahi reports

Ken reiterated the message to all branches that we need their narratives and templates sent in a timely manner, as we can't have good governance without information. Ken is keen to attend future branch committee meetings to help encourage compliance in this area and also to link local conversations into the national picture.

Rangitahi report – Facebook group set up with rules and regulations established, next step is to add people. Olivia will work national office to grow the group, need to meet and talk through member demographics, and use outgoing communications to invite membership.

Freedom Campaign

Ronelle highlighted our amazing appeal this year. 2016 included television advertising, spent \$10,000 on ads, \$40,000 on campaign, but not as successful as this year, on less budget. Our events were engaging and have established enduring relationships. Cocktail event pulled off with generosity of donations and auction purchases, plus Lance O'Sullivan really pushed his networks to help with ticket sales. Once all expenses paid the event made \$15,000, which pays for the Duke of Ed programme this year. Massive team effort, everyone showed good will, collaboration, loyalty and commitment. Getting out to the regional events was also a real highlight for Ronelle.

Close

Ken apologised for not making it through the agenda, but was pleased to have dealt with what we did. Meeting closed at 7.30pm, with thanks to all for their efforts, participation and support.