



Muscular Dystrophy
New Zealand

**Minutes of the National Council of the
Muscular Dystrophy Association of New Zealand Inc. (MDANZ)
Held 7.00pm – 9.30pm, Wednesday 26th June 2019
via teleconference**

Attendees: *Councillors:* Trevor Jenkin (Executive Chairperson), Jan Daly, Dr Tristram Ingham, Bernadette Ingham, Mike Schneider, Scott Laurenson, Matthew Willetts, Andrew Willetts, Brent Walker, Scott Boyle and Joy Jenkin.

In Part: Brian Hadley (Business Manager)

Apologies:

Minutes: Natalie Foote (Board Secretary)

1. Welcome

Michael Schneider welcomed everyone to the meeting at 7.00pm.

2. Apologies

No Apologies

Scott Laurenson and Scott Boyle absent.

3. Declarations of Interest

No new declarations of interest were raised.

4. Matters Arising

4.1 Minutes from April Meeting

Moved that the minutes of the meeting held 27th April are approved as a true and accurate record.

Moved: Bernadette Ingham

Seconded: Mike Schneider

All agreed - motion carried.

4.2 Action items

No action items were discussed.

5. Councillor Portfolio Update

Trevor Jenkin suggested moving this agenda item to the next meeting to discuss in detail.



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6. Finance Sub-Committee

6.1 National Finance Sub-Committee Minutes

The National Finance Sub-Committee minutes were circulated, and no concerns were raised.

7. National Executive Chairperson Report

Trevor Jenkin tabled the National Executive Chairperson report. Trevor noted the following key updates;

- National Office experienced an online cyber hacker attack on Friday 15th June which was isolated and rectified by Trevor and Horizon Pacific. Trevor notes that an urgent issue is to investigate the current server and the age of it which poses further risk to the association. Trevor's suggested action is to move across to Microsoft 365 to isolate further cyber issues. The National Council agreed that this should be investigated further.

Andrew Willetts moved that the Executive Chairperson investigates the cost of moving to Microsoft 365.

Moved: Andrew Willetts

Seconded: Jan Daly

All agreed - motion carried.

- Trevor noted that there have been two fire alarm activations throughout June, and one was activated by a faulty sensor in our offices zone. This zone has now been deactivated which means we are not alarmed for fire, so the insurance company has been advised accordingly. Trevor noted that the Body Corporate have arranged for someone to come and test all zones and upgrade the common fire panel board.

The National Council raised no further questions on the National Executive Chairperson report.

Moved: Andrew Willetts moved that the National Executive Chairperson Report be tabled as read.

Seconded: Mike Schneider

All agreed - Motion carried.

8. Branch Reports

Canterbury Branch – Andrew Willetts/Brian Hadley

Andrew Willetts noted he met with two of the remaining Committee Members to discuss financial concerns. The Committee prepared a business case letter which was tabled to the National Executive Chairperson for review. A main component of the business case was around the possible closure of the office due to the high monthly running costs.

Southern Branch – Matthew Willetts

Matthew Willetts advised that the branch is ticking along well. The Southern Branch office has been closed with no major disruption and has saved the branch \$450 a month. A meeting was held with the Fieldworkers in Gore which was positive.

Central Branch – Bernadette Ingham

Bernadette Ingham advised the National Council that they have had good success with grant income. The branch had a meeting with the Ministry of Health who reviewed their report for the Enabling Good Life



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systems transformation project as the first phase ends next month. The Ministry of Health gave good feedback on the project and have renewed this for another 12 months. As a result of the change management process, the Fieldworker for the eastern region did not accept the new role so the Fieldworker positions will be re-advertised.

Northern Branch – Michael Schneider

Mike Schneider noted that the branch is ticking along well. The branch is organising the camp for the end of 2019. Mike noted that the costs of running the camp have increased so this may mean an increase in the price for members to attend.

9. New Business

9.1 Central Region – new Contract Staff

Tristram Ingham updated the National Council on the Community Co-ordinator roles which appeal to charities for grant funding (rather than a management overhead expense). One Community Co-ordinator will start in the Palmerston North area who will be employed by MDA. The other areas do not have a continuous flow of work to warrant a permanent Co-ordinator, so the branch is trialing using an independent contractor to complete the work which limits the risk and cost to MDA. This role will be in the Hawke's Bay area.

9.2 Cough Assist Machines

Trevor Jenkin advised he will table the Cough Assist machines paper at the next meeting for discussion. Trevor noted there were two machines having to be removed from circulation as they are too old to be serviced.

9.3 Staffing (In Committee)

The meeting went into In Committee at 8.36pm.

9.4 Wage cost of living Increase (In Committee)

The meeting came out of In Committee at 9.41pm.

9.5 Risk Register Overview – Health & Safety

Tristram Ingham noted that there are several risks we will face ongoing, how the impacts will differ, the likelihood of occurrence and how they are managed which gives each risk an overall picture on how big the risk is to the Association. Tristram explained how the risks are identified and mitigated.

Trevor Jenkin requested that each Councilor submit two risks to add to the Risk Register.

9.6 Duke of Ed Update & Bronze Awards Jubilee Costs

Trevor Jenkin noted the Duke of Edinburgh has four new Dukies on board, one silver applicant and possibly one gold applicant.



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10. General Business

10.1 Taxi vs. Uber for National Councilors

The National Council discussed the costs of taxi use at the last National Council meeting. Trevor Jenkin recommended researching all transport options when making trips to save costs and will send out information on Uber and Ula to the National Council.

10.2 Freedom Collateral Grant

Trevor Jenkin moved that MDANZ apply to the North and South Trust for a grant of \$2,351.67 for Freedom Campaign collateral.

Moved: Trevor Jenkin

Seconded: Joy Jenkin

All agreed - motion carried

Trevor Jenkin moved that MDANZ apply to the Lotteries Grants for a grant of \$30,000 each year for a two-year multi-funding scheme for combined services (excluding Fieldworker costs).

Moved: Trevor Jenkin

Seconded: Mike Schneider

All agreed - motion carried

11. Next Meeting

The National Council requested an extraordinary teleconference meeting to discuss concerns raised In Committee.

The next meeting will be held on Sunday 4th August from 9.00am – 3.00pm at the National Office.

Signed:

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Chairperson

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Date