



Multiple Sclerosis  
Otago

## EXECUTIVE COMMITTEE MEETING No.10 MINUTES

Tuesday, 09 October 2018 5.30pm

**Present:** Bronwyn Wylie-Gibb (President/Chair), Michael Harrison (Vice-President);  
Arralyn Ibbotson, Michael Palmer, Brian Murphy, Gavin Mead, Judy Cook,  
Michelle Smith, Lenore White, Valerie Wilson

**Minute Secretary:** Serena Cox

**Apologies:** Allan Teviotdale; Glenys Forsyth; Shirley Smeaton



**Call for Acceptance of Apologies:**

Bronwyn Wylie-Gibb/Michelle Smith/Carried

### **Minutes of Previous Meeting for 11 September 2018**

Signed and Approved by President as being a true and correct record.

Lenore White/Judy Cook/Carried

### **Declaration of Interest Register:**

Gavin Mead declared his interest in Linwood Holdings Ltd

### **Matters Arising:**

1. **Mobility Van** Gavin Mead still has an interested party for the purchase of the Mobility Van in the amount of \$50,000 plus GST but the potential buyer is not as yet in a position to purchase. Gavin also has another party interested for a lesser amount but feels that the Society should let it run for now to see if we can secure the higher amount.



2. **Bequest to Society** Michael Harrison had received feedback from Lucas and Lucas regarding the proposal regarding the Bequest as set out by Anderson Lloyd. After consideration of the information from Lucas and Lucas, the Society would like to go ahead with the proposal from Anderson Lloyd, as it has been presented. The Society does not endorse what Anderson Lloyd have proposed but are grateful with what we have been left and will not contest the Will. Michael Harrison asked that the AO draft a letter to Lucas and Lucas stating that the Society does not undertake any indemnity regarding the Bequest other than what Anderson Lloyd has proposed. This will be completed by the AO and forwarded to Bronwyn Wylie-Gibb and Michael Harrison, to be checked before sending. The Committee resolved to accept the proposal regarding the Bequest as set out by Anderson Lloyd Solicitors.

Michael Harrison/Michael Palmer/Carried

3. **Membership Agreement MSNZ** The Membership Agreement document issued from MSNZ to OMSS was discussed by the Committee. There were serious queries which still had to be

addressed by MSNZ about MoH Funding (worth approx. \$38,000.00 pa); Logo usage and Field Officer support. Michael Harrison felt that the Agreement should be signed by the Society (under duress) with provision of a signing period of 12 months only and, within that 12-month period, seek clarification at a Meeting to be held in Dunedin with the MSNZ Chairwoman and President in attendance with the OMSS Committee to have the benefits of the Agreement explained. All were in favour of this action. Allan Teviotdale would arrange airfare to attend the MSNZ AGM on 31 October on behalf of the Society and the Declaration of the MSNZ Membership Agreement was signed by the President and Vice-President and the AO instructed to finalise the details with Allan Teviotdale and Rachel Harris of the MSNZ as soon as possible.

Michael Harrison/Bronwyn Wylie-Gibb/Carried

4. **Future Direction** Bronwyn Wylie-Gibb announced that there would be a Review Meeting with the Committee and Rob Tigeir (Facilitator) of Weave Together at the Dunedin Community House on 16 October to discuss all options and formulate a plan for going forward for the Society. Rob has good knowledge on how to implement thoughts and ideas and with input from the Committee a solid plan on how to keep the Society going and keep it sustainable should be able to be formed.
5. **Morning/Afternoon Tea with New Neighbours** to form a good relationship with the buyers of 6 Baker Street (Shane and Kelly Alderson) was again addressed and Gavin Mead will contact them directly soon to set up a time convenient for all those who will attend.
6. **Short Term Investment Monies**  
Bronwyn and Michael addressed the submission from Glenys Forsyth included in the Agenda for placing \$50,000 from the ANZ 00 Account into a 30-day term investment, with \$20 AP set up to facilitate the account as suggested by our Bank Account Manager, Ben Young. The AO was instructed to follow this up, with Ben, as soon as possible. All were in favour of this.

Michael Harrison/Michelle Smith/Carried

### **Correspondence:**

#### **- Incoming**

- o Notification of Late Filed GST Return to IRD emailed by Donna Agnew, AO completed Xero Account in the amount of \$2,759.14 and authorized for payment – deadline of 28 September. This occurred because of MoH funding and COGS funding with GST components. (Copy attached).
- o Email from The Lion Foundation of successful Funding Application for maintenance on 8 Baker Street, Bark for OMSS Gardens and Noticeboard for Members in the amount of \$6,000.00 to be deposited to our ANZ Bank Account at the end of September.
- o Notification by email from Katreena Drake – GiveALittle funds of \$302.50 amount so far collected deposited to OMSS 00 Account Monday, 24 September – still awaiting other promised funds to come in from GiveALittle donators.
- o Email correspondence with Chubb regarding uncovering an unpaid account relating to the Op Shop from mid-2017. Awaiting developments. (GM/AO)
- o ANZ Deposit ex CLT – 2<sup>nd</sup> Half Grant for \$1,597.00 March – 28 September 2018.
- o DCC Notification of \$2,840.55 deposited to ANZ 00 Account – Rates Relief.
- o *Ongoing: Phone notification from MSNZ (Emily) – Proposed Route from Bangers to Bluff 2019 does not include Dunedin. Have asked Emily to make representation to Peter Bailey (Halfmoon Bay Rotary) to implore him to change route – verbal indications were that we would be a stop for them in 2019 – I even have the Honorary Crew Cap! She will let us know of the outcome.*

### **- Outgoing**

- OMSS Letter of thanks to The Lion Foundation Trustees for successful funding \$6,000 – Maintenance of 8 Baker Street (Roof Painting), Garden Bark and new Noticeboard.
- OMSS Application for Funding to DCC Community Funding and Grants for operational costs – salaries and wages in the amount of \$5,000.00 submitted 21 September 2018.
- OMSS Email to ODT to advertise St Appeal Raffle Draw prize winners 26/09/18.
- Emails to RSA Mosgiel; Mercure Leisure Lodge re Christmas Function with secure dates set (2 December (Sunday) Dunedin and 5 December (Thursday) Mosgiel).
- OMSS Letter of thanks to CLT and Receipt for 2<sup>nd</sup> Half Payment of 2018 Grant.

### **Comments re Outgoing and Incoming Correspondence**

The Chair moved that the Outgoing Correspondence be endorsed, and the Incoming Correspondence be accepted. All were in favour.

Michael Harrison/Lenore White/Carried

### **Health and Safety:**

*Ongoing: The Risk Management Policy papers had been agreed to be signed annually (June 2019) at the last meeting of the Executive Committee.*

*Ongoing: The carpet cleaning issue for the meeting room was also discussed and the Committee agreed that the carpets should receive a clean during the Christmas shut down period. AO to arrange with carpet cleaning firm in Kaikorai Valley that had been used in the past. Gavin Mead to give the AO contact details.*

### **Committee Reports**

The President's Report was read by the Committee as tabled.

### **Field Officer's Report**

As tabled.

Valerie Wilson discussed her next FO trip to Central which would encompass three days with a day travelling to Wanaka and had trips organised to Oamaru next Friday, 19 October and Balclutha on 24 October. She would be travelling to Central on 9 November and asked that any Committee Members wishing to travel with her, to please let her know prior to the above dates. Ellie Kitson would be leaving next week, and the FO would be purchasing a small gift for Ellie on behalf of the Society. The Committee asked that the FO write a note on behalf of the Society, expressing their appreciation of her work on our behalf. Valerie finished off by saying that she was keeping regular visits with a Member whose wife had recently passed away and that she had many home visits planned.

Valerie Wilson left the Meeting at 6.15pm.

### **Administration Officer's Report**

As tabled.

Serena Cox also mentioned that she had been phoned by a Member who had some excellent ideas regarding fund raising, one of them being getting in touch with a local Rose Breeder who had cultivated a special miniature rose called "Cuddles" on behalf of the Society. This rose had been sold

at a special price to the Society way back in 1998 for on sale to the public to raise funding. There were no records available regarding this and the AO wondered if any of the Committee had any leads she could follow up on regarding the local Rose Breeder. Gavin Mead said that he was sure he could get a contact for her and forward the details.

It was moved by the Chair that these Reports be accepted.

Bronwyn Wylie-Gibb/Michael Harrison/Carried

### **General Business**

- *Ongoing: The Committee were keen to know more information on the intended Golf Day Fundraising Event to be set up by Ricoh. The AO said that she would investigate.*
- The Repair Work on the Shop Verandah that would see a funding application to the Trillian Trust should also include 2 x heat pumps. AO to see GM regarding cost.
- *Ongoing: An intention to apply to the Trillian Trust for the Repair and Paint of the OMSS Posh Op Shop Verandah. The quotations for the Posh Op Shop Verandah were in train and would be forthcoming. The Vice-President and the Treasurer had signed the intention to apply which would be submitted as part of the Funding Application.*
- *Ongoing: The notification to the Society by Anderson Lloyd Solicitors of the Bequest of the Late Elsie Grant was discussed. Elsie Grant had left half of her estate to the Society to be used for Research Purposes with the other half being left to the Cancer Research Trust. Anderson Lloyd had been unable to locate the "Cancer Research Trust" and had concluded that the Bequest should be split between OMSS and the Otago Cancer Society. OMSS had now received legal advice via Chris Lucas of Lucas and Lucas and this meeting had moved to accept the proposal as set out by Anderson Lloyd with no contention to the Will (see above). **NB: The Chair had advised in the previous meeting, that the monies, when received, would be placed in an account nominated "Research" and the Bequest would be split with some forwarded to the National Society and an approach made to the Otago University to be offered to assist in projects relating to Multiple Sclerosis.***
- The Chair advised the Committee that the OMSS Annual General Meeting was to be held on 23 February 2019 and that the intricacies of this would be discussed at the forthcoming Committee Meeting to be held at Dunedin Community House on 16 October. The necessity of a Budget for the AGM was discussed, and it was felt that Donna Cameron and Glenys Forsyth should work on this jointly to have something produced as soon as possible. Gavin Mead moved that Glenys Forsyth and Donna Cameron organise the Budget. The AO would instruct Donna and Glenys to organise this and contact them early

next week and Brian Murphy and Gavin Mead would bring this up with Donna when they meet with her in the next few days.

Gavin Mead/Bronwyn Wylie-Gibb

- *Ongoing: The Committee then discussed the make-up of the Committee: a minimum of 6 (including a President and Vice President and a maximum of 12 (including a President and Vice President).*
- The Notification of Renewal for 2019 Membership Subscriptions (\$30 pa) would go forward in the latter half of November along with AGM Committee Nomination Forms and Advices and OMSS Evaluation Sheets. The AO would ensure that these notifications would be sent to Members and Clients in November.
- The cheques required for Petty Cash \$90.00 and FO Debit Card top up \$500.00 were signed, along with cheques from the OMSS ANZ 00 Account for Mitre10 Mega \$101.05 (Bark Nuggets) and Warehouse Stationery \$99.25 (Members Notice Board) in keeping with the quotations received (+ .25c cheque clearance) in compliance with the Terms and Conditions of the Funding Grant from The Lion Foundation.
- Op Shop Request for Coat Hanger Rack – Gavin Mead said that he understood what was required and would have a look at it. He would speak with Sharon concerning the rack.
- There was lively discussion around the hours worked by our Op Shop Manager, Sharon Ellis, and many options were aired. The discussion would be continued, and a resolution sought at the Committee Meeting at Dunedin Community House on 16 October. NB: A Police Check for Maria Rutherford (OMSS Casual for Op Shop) would be required and the AO would see that this was done.
- A hearty thanks was offered from the Committee to both Gavin Mead and Brian Murphy for their assistance to the Society and it was noted that, within a matter of hours, the Society's toilet doors had been repaired. Well done to both Committee Members!
- The new proposed Laminate for allied agencies was being re-drafted by Bronwyn Wylie-Gibb who had kindly offered her assistance. (Thank you from the AO 😊).
- The Resolution for new funding to the Central Lakes Trust; the Lotteries Commission and United Way was moved for acceptance and signed. All were in favour.

Bronwyn Wylie-Gibb/Brian Murphy/Carried

**Addition to Minutes:**

- *Ongoing: To be explored after the student placement has expired. The AO asked if there was a possibility of placing the small middle office on the market for rented office space at \$75.00 per week. It would need to be cleaned out which the AO was prepared to action (with the assistance of Gavin Mead and his barrow). This was accepted by the Committee, in general discussion.*

The Meeting closed at 6.45pm

Signed *B Wynne Gibbs* .....

Dated *13.11.18* .....

**The Next Executive Meeting is due 13 November 2018**