



Multiple Sclerosis
Otago

EXECUTIVE COMMITTEE MEETING No.11 MINUTES

Tuesday, 13 November 2018 5.30pm

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

Minute Secretary: Serena Cox

Apologies: Allan Teviotdale; Glenys Forsyth; Brian Murphy

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 yet in a position to purchase. Gavin also has another party interested in a lesser amount but feels that the Society should let it run for now to see if we can secure the higher amount. Gavin will follow these potential buyers up before the next Meeting (11 December 2018).

Bronwyn Wylie-Gibb/Gavin Mead/Carried

2. **Bequest to Society:** Michael Harrison pointed out that this was in process and we would await the result. The Society had forwarded correspondence to Solomons that we would not contest the Will. The AO had a copy of the Will and correspondence between OMSS and Solomons available for any who wished to view it.

Michael Harrison/Michael Palmer/Carried

3. **AGM and Membership Agreement MSNZ:** Allan Teviotdale had attended the MSNZ AGM on 31 October on behalf of the Society and a Report from Allan regarding this was available to all Committee Members. The AGM had gone well, and it was acknowledged that, although Rachel Harris was not able to provide information regarding the benefits of Membership to MSNZ when queried on this by Michael Harrison, the fact that we received a subsidised Liability Insurance through MSNZ needed consideration. Shirley Smeaton felt that OMSS should compile a short list of questions for MSNZ to answer when they met with the new Committee in March 2019 the date set between MSNZ and Allan on his visit at the AGM. Michael Harrison felt that the present

Committee should collate questions and forward these to the Administration Officer to present to the new Committee, so they may present these at the March Meeting.

Michael Harrison/Bronwyn Wylie-Gibb/Carried

4. **Future Direction:** The formulation of a plan for going forward for the Society was underway and this would be presented at the OMSS AGM in February 2019. The Plan would reflect on how to keep the Society going and keep it sustainable in the long-term.
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. This matter is now historical and ongoing.

6. CORRESPONDENCE

INCOMING

- o Email from Farmlands re Staff Mufti Day and proceeds of \$150.20 raised for the OMSS.
- o Email from Katreena Drake – remainder of GiveALittle funds of \$334.25 deposited into 00 Account 19 October 2018 (Checked and deposited)
- o Notification by mail from Solomons Solicitors regarding the sale by auction of the Estate of V M McGregor (OMSS to receive one seventeenth).
- o Email correspondence with Rachel Harris, MSNZ regarding renewal of Liability Insurance Package MSNZ/OMSS 24 October 2018.
- o Account in from MSNZ for OMSS Contribution to Liability Insurance package \$235.41.
- o *Ongoing: Email correspondence with Chubb regarding uncovering an unpaid account relating to the Op Shop from mid-2017. Awaiting developments. (GM/AO)*

OUTGOING

- o OMSS Email of thanks to Farmlands for funding raised from Mufti Day.
- o OMSS On-line Application for Funding to Central Lakes Trust for FO Contribution Salary/Wages as per Resolution of the Committee 17/10/2018.
- o OMSS Letter to Solomons Solicitors re Estate of V M McGregor indicating the support of OMSS to abide by the Will of the Estate regarding the intended auction of the Estate's property in Cromwell.
- o Emails to Kades, Mosgiel Tavern securing Wednesday 5 December for Mosgiel Group Christmas Function and phone call to RSA Mosgiel cancelling the booked Christmas Function at the wish of the Members. Attendees Lists for both venues printed.
- o OMSS Email to Rachel Harris, MSNZ taking up offer of continued Liability Insurance. (AO)
- o OMSS MSNZ Invoice covering Liability Insurance Package \$235.41 to Xero processing.

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

7. 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. It was noted that the carpet cleaning firm was Total Carpet Services and the AO would contact them in the week ahead to arrange a time to have this done. The AO would speak with Gavin Mead concerning a convenient time during the Christmas break.

8. Committee Reports: N/A

Field Officer's Report

As tabled.

Administration Officer's Report

As tabled.

It was moved by Michael Harrison that these Reports be endorsed and accepted.

Bronwyn Wylie-Gibb/Michael Harrison/Carried

9. OMSS ANNUAL GENERAL MEETING – 2019

The date for the AGM had been set for Saturday, 23 February 2019. It was advised that the Committee should consider how it would present the "positions available" and lively discussion was had around this point. Michael Harrison pointed out that all positions would be up for renewal, but present Committee Members could be up for re-election. A full Committee would be desirable so that the work load and skill set would be spread. Also, a new Patron would have to be found for the Society as Dr Catherine Smith would be retiring from this position in the 2019 year. It was decided that Bronwyn Wylie-Gibb would phone Dr Toni Auchenvole of the Otago University, who had supplied Letters of Support in previous years, to ask if she would consider taking this position on. Bronwyn said that she would report back to the AO on the result of this undertaking.

Constitution Changes – A Report provided by Michael Harrison on rewording the Society's Constitution was viewed by the Committee and was discussed. Gavin Mead said that any changes to this document should be available to the Society Members at least 14 days out from the AGM and that the finalised document would need to be complete prior to this. Legal advice on the wording of the document was a possibility and it was decided that, at the next Committee Meeting to be held on 11 December, any other changes to the Constitution would be added then. At this point, the Membership would be notified of the changes we wish to make and advice on retaining at least one third of the existing Committee when they vote, would be put to them.

It was felt that the outgoing Committee could possibly meet with the new Committee for an informal "handover" after the AGM. This idea was parked.

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 was awaiting information from Ricoh on this point. At this stage, Ricoh felt it would be advisable to wait until Feb/March of 2019.
- **The Committee discussed the Accounting situation** and the costs involved under the present contract with Weave and felt that a meeting with Donna Agnew should be had regarding a decision to be made on back of office support.
- **The Repair Work on the Shop Verandah** that would see a funding application to the Trillian Trust now available on the new funding round in early 2019. This 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.
- **The cheques** required for Petty Cash \$270.00 and FO Debit Card top up \$1,800.00 were signed as set out in the Agenda.
- **Ongoing:** 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.
- **OMSS Small Office to Let:** The Committee approved of the Advertisement for Office Space at 8 Baker Street prepared by the AO with minor adjustments which the AO would make. This Advertisement will go up in FaceBook and the OMSS Website as soon as Rob Tigear has fixed the current, unexpected problem concerning reproduction of images to our FaceBook page.

The Meeting closed at 6.15pm

Signed 

Dated 18-Dec-2018

The Next Executive Meeting is due 11 December 2018