



Multiple Sclerosis  
Otago

## EXECUTIVE COMMITTEE MEETING MINUTES

18 December 2018 5.30pm

**Present:** Michael Harrison (VP/Chair), Allan Teviotdale, Gavin Mead, Lenore White, Glenys Forsyth, Arralyn Ibbotson, Michael Palmer, Shirley Smeaton, Michelle Smith, Brian Murphy

Guest - Brenda Thom - Thom Law

**Minute Secretary:** Michael Harrison

**Apologies:** Judy Cook,

1. Michael welcomed all to the meeting. The staff members were not present. Michael had advised them that the meeting would include discussion and decisions required for the Restructuring.
2. Matters arising from previous meeting
  - a) Mobility Van sale. Gavin reported that the sale had not been completed.
  - b) Constitution changes and notices. The notice of AGM has been circulated to members. A repeat notice and proposals for remits or Constitution changes will be circulated.
3. Correspondence
 

Inwards correspondence to be received and outwards correspondence endorsed.  
Shirley/Allan carried

#### 4. Minutes of Special Committee Meeting 27 November 2018

Michael tabled the minutes of the Special Committee meeting 27 November 2018. The Committee paused to review the minute and discussion.

Michael (Acting President) moved ....

That the minutes are a true and correct record of the meeting 27 November 2018.

*moved Michael Harrison, Seconded Allan Teviotdale. Carried unanimously*

#### 5. November Society Restructuring

Michael introduced again Brenda Thom (Thom Law) who has been advising through the restructuring consultation with staff. The committee went into Committee to discuss the staff consultation action and outcomes, and to confirm the next steps.

Michael (Acting President) moved ....

Having consulted with all 4 permanent staff about the required restructuring of Otago Multiple Sclerosis Society and there being no options identified to improve the financial performance under the existing structure, change is required now.

I move that letters be prepared and sent to the staff

1. Field Officer - That the position of Field Officer is confirmed as a permanent position with the full support of the committee.

*moved Michael Harrison, Seconded Allan Teviotdale. Carried unanimously*

2. Shop at 603 Hillside Rd - The shop at 603 Hillside Rd be closed, and the buildings and land be put up for sale.

*moved Michael Harrison, Seconded Shirley Smeaton. Carried 6 votes for, 4 votes against, none abstaining*

3. Shop Manager - Sharon Ellis - That Sharon's position as Shop Manager is to be disestablished with the notice period of her employment contract starting at 7 January 2019.

*moved Michael Harrison, Seconded Shirley Smeaton. Carried 7 votes for, 3 votes against, none abstaining*

4. Cleaner - Pam MacDonald - That the position will continue at the same level during the review which will continue in the new year (2019).

*moved Michael Harrison, Seconded Glenys Forsyth. Carried unanimously*

5. Administration Officer - Serena Cox. That Serena's position is to be disestablished with the notice period of her employment contract concluding 30 April 2019. *moved Michael Harrison, Seconded Shirley Smeaton. Carried 9 votes for, 1 vote against, none abstaining*

## **6. Actions required from the meeting agenda**

Grant application from Trillian Trust for repairs to the building in Hillside Rd. Having decided to sell the buildings this request was not processed by the committee.

Gavin noted that there were outstanding items to be completed on the house building consent and a Code Compliance to be requested. It was agreed Gavin would contact DCC and get this under action.

Valerie had requested approval for the Seasons of Growth course. Several clients had been receptive this course which is presented with Catholic Social Services. After discussion it was agreed that Valerie should proceed with organizing this course and the fee of \$390.00 plus journals at \$20.00 per participant approved.

*moved Allan Teviotdale, seconded Shirley Smeaton, Carried unanimously*

## 7. Staff Reports

Staff reports from Valerie and Serena were tabled and discussed.

*moved Allan Teviotdale, seconded Shirley Smeaton, Carried unanimously*

**8. Sale of Property at 603 Hillside Rd**

The sale of property at 603 Hillside Rd is to be prepared and placed on the market which requires a team from the committee to work through the process for sale. There should be three real-estate agent proposals requested and considered by Gavin, Brian and President.

*moved Allan Teviotdale, seconded Michael Palmer, Carried unanimously*

The Meeting closed at 7.28pm

Signed ..... 

Dated ..... *22-1-19*

