

Minutes

CCI Support Board Meeting

CCIS Board

Date	2023-11-21
Time	6:30 PM – 7.30 PM
Location	Microsoft Teams Meeting
Present	Miranda - CCIS CEO, Fiona - Complex Chronic Illness Support, Sally Dunbar, Therese Jeffs, Bronwyn Mcrostie, David Harris, Alan Withy
Apologies	Prue McCallum
Note Taker	Miranda - CCIS CEO

Agenda

1 – Introduction

During Meeting Fiona became unwell and passed the meeting over to Sally. Who passed it onto Miranda to run.

2 - Co-opt

Prue has nominated, and Sally seconded for David Harris to be co-opted back to our Board.

All in favour - carried

3 - Board Timesheets

If you are doing work for CCI Support outside of the Board meetings allowance - 2.5 hrs per month. Please complete the timesheet: [Board Timesheet](#)

4 - Registers

Attached are the CCI Support

- Risk Register
- Interest Register
- Health & Safety Register

5 - Previous CCI Support Board Meeting

Minutes from the previous CCI Support Board Meeting

No Matters Arising from the minutes

Sally proposes the minutes have been circulated and read – seconded by David Carried

6 - Treasurers Report

Bronwyn presents the treasurer's report

Cash didn't look great budget vs actuals - Lotteries money came through in November instead of October

PB Tech and Dobsons - coding error - 'office equipment'. This was fixed immediately and the updated report submitted to the Board for approval during the meeting.

David to discuss with Bronwyn re coding issue

Total equity is negative - lotteries in and we will be fine.

Bronwyn proposes the Treasurer's report be accepted – seconded by David **Carried**

7 - Funding Report

On behalf of Jo Morgan - Funding Manager

Lotteries - came in November

Alan - extra money into interest bearing account?

Term deposit - Bronwyn and Miranda looking into the feasibility of some going into term deposit for higher interest

Bronwyn proposes the report be accepted – seconded by Sally **Carried**

Task: Invoice Board Members @Miranda - CCIS CEO 2024-04-01

Task: Term Deposit @Miranda - CCIS CEO, bronwynmcastie03 2023-11-28

8 - CEO Report

CEO report

[Link to view: CEO Report](#)

Sally - good job

Hardship grant - accepted

Sally **proposes acceptance of hardship grants – seconded by Therese** **Carried**

Board Resolutions - accepted

Alan **proposes acceptance of Board Resolutions – seconded by David** **Carried**

Fiona proposes acceptance of CEO report – seconded by David **Carried**

9 - Governance Matters

- Membership (Board)

Discussion -

- Ensure that new members consent to being a member of your society
- Officers must consent in writing to be an officer - every person on the committee is an officer of the society.
- Framework of grievance established
- Option - take from Honorium?
- Board have discussed they are happy to pay - Miranda to invoice in April
- Constitution is being reassessed and will be presented to Board at a later date

New meeting schedule from 2024

- Fiona presented a focussed Annual Work Plan
- 6 weekly - Tues 6.30 - 8.30pm (rotating 30 min and 2 hrly)

- Board Agreed to new schedule
- Secretary
 - Best practice - not have staff members present
 - Admin role vs CEO role
 - Agenda - time consuming
 - Miranda coming to meeting outside office hours
 - Sally - likes having CEO present and in the discussion - maybe 1/4ly - to give an overview
 - Fiona - invaluable input from Miranda
 - Alan - Believes CEO should be present, unless Board discussion 'in committee'. Maybe give minutes to another person
 - Therese - Agrees with Alan, Miranda has richness of organisation - too much knowledge of operation.
 - Fiona - could advertise for a volunteer secretary - can be discussed
 - David - Propose look for secretarial position and Miranda come to the 2 hr Board meetings only.
 - Alan - to make contact with someone to submit a proposal re: secretarial role
 - Bronwyn / Fiona - try volunteer position first, then look at paying role.
 - Sally - Miranda needs to do TIL for wellbeing for any meetings.
 - Miranda - Put in budget next year if can't find a volunteer

David proposes finding a secretary role and Miranda attend every 2 hrly meeting – seconded by Fiona Carried

- Board Get Together 7th December 6pm at Welcome Bay office.
 - Sally apology
 - Therese - husband join in
 - Board / Staff open to bring partners
- David - Post COVID Vaccine Syndrome
- Sally - Merry Christmas and you all ROCK! So happy to be involved. See you in February

10 - Closing Meeting

Next meeting to be held: 7th December 6pm at Welcome Bay office

Meeting closed: 7.30pm