

# MINUTES OF ANNUAL GENERAL MEETING

## CCI SUPPORT INC. - SATURDAY 14 SEPTEMBER 2024



### Opening

President Fiona Charlton took the Chair, welcomed all members and declared that a quorum was present and opened the meeting at 10.48 am.

We will now begin our Annual General Meeting of Complex Chronic Illness Support Incorporated.

Nau mai, Haere mai. Hello and welcome everyone. Ngā mihi / thank you for being here. I will begin our meeting with karakia:

Puritia mai rā te tika hei korero

Puritia mai rā te pono hei wananga

Puritia mai ra te aroha hei awhina I te ngakau

A tangata

Kia tu, kia atea, kia marama

Hui E, Taiki e.

Allow the truth of the mind to speak freely

Allow the truth of the heart to learn

Allow the love of humanity to be open to opportunities

So as to stand unencumbered and with clarity, let us be one

We have united in conscious thoughts.

### Present

Chairperson: Fiona Charlton

Vice Chair: Prue McCallum

Treasurer: Bronwyn McRostie

Executive Committee Members: David Harris, Allan Withy, Sally Dunbar, Thérèse Jeffs

Members: See Attendance Register

### Meeting Quorum

Achieved. Miranda read out those present

### In Memoriam

A moment of pause to reflect on the Members who have passed away in the past twelve months:

- Stuart Conway 31/8/23
- Mary Richards 18/9/23
- Maurice Dryden 8/10/23
- Teresa O'Reilly 6/5/24
- Colin McLeod 17/6/24
- Jean Scoullar 5/9/24

### Apologies

Anita Maitland

Kirby Lee – Executive Committee Member

### Minutes of 28 October 2023 – AGM

The Minutes were distributed prior to the meeting

### Matters Arising

Nil

**Moved: That the Minutes of the Annual General Meeting of 28 October 2023 be accepted as circulated, read and adopted**

**Moved:** Fiona Charlton / **Seconded** Sally Dunbar

**Carried**

**President's Annual Report CCI Support Inc - For the Year Ending 31<sup>st</sup> March 2024**

Fiona Charlton read the President's report for the year.

Our CEO Miranda Whitwell has produced an excellent, quality Annual Report this year which has been provided to you via email with links to the document on our website. Please do take the time to read through this document. Thank you to Miranda for producing this content for us, some of which I will highlight today as we reflect on the organisation's achievements in the year since our last AGM.

It has been a year of consolidation to ensure continuity of care for our core services, which are provided with empathy, expertise, and professionalism. However, we have also introduced some new initiatives to meet the needs of our community. This includes pre-prepared frozen meals and care kete for the very severe, thanks to our generous sponsors. Mindfulness Meditation and Men's mentorship group led by Phil. Restorative Movement with Annabelle. We have also launched a professionally filmed Support Persons Workshop. Presentations to MSD regional teams, and both Wellington and Tauranga hospital physiotherapy and OT departments have been well-received. We have also ensured a presence at Disability Support Inclusion hui, local marae, and various events of the course of the year.

We have a strong team made up of caring professional people. Now with 4 full-time, 2 part-time facilitators and 1 psychology intern – with the addition of Marika and Florence to our fold. We also have 7 student and provisional counsellors, and Morgan as invaluable administrative support. Jo continued to amaze, as our funding manager, and of course Miranda our dedicated CEO at the helm. We have a group of dedicated volunteers who act as regional support group coordinators, and our social media community team led by the amazing Kaye. We now also include a volunteer team who carry out a vital role of welfare checks with members. Our expanded teams reflect increasing demand and increasing pressures and concerns felt by our members and our dedication to providing a wrap around service that ensures members feel fully supported and connected to our community. We understand that it hasn't been an easy year with the recession, inflation, rising costs, uncertainty about continuation of services with the government's changes to departments and budgets, and a virus that continues to mutate and infect. However, our team, led by Miranda excel at navigating this dynamic terrain and ensuring the organisation evolves to meet the needs of our community. Funding is more difficult to obtain, so we are grateful to our members for your financial support for these services, and we look forward to new relationships with key corporate businesses to secure a sustainable future. And it is thanks to Jo Morgan, our Funding Manager, that we have been able to continue services through the funding obtained. Our online shop provides a way for family and whānau to support our organisation too. The Executive Committee has full faith with Miranda at the helm, that CCI Support will continue to flourish and thrive, as we encourage our members to do so too along your wellness journey.

I would like to take this opportunity to acknowledge and thank Jo Morgan, who leaves us in a few weeks. Jo has been our Funding Manager for the past 3 and a half years. Jo has been pivotal to the sustainability of CCI Support, securing funding through grant applications. This has not been an easy task for Jo, but she has excelled in this role. The Board have been very impressed with Jo's achievements. The onus has been on Jo, as the Funding Manager to obtain funding, and the pressure to sustain this has increased with a decrease in funders and an expansion of the

organisation to meet demand. Jo has done a tremendous job, and we are grateful for her ability to succeed in this role. Jo's efforts have enabled CCI Support to remain not only solvent, but sustainable, and able to grow and expand beyond core services, due to the funding received as a direct result of her applications, networking, and established relationships.

Jo says thanks to Fiona and Miranda – contracted member. Grateful to have the privilege to work for CCI Support. Knows firsthand how these conditions affect people.

Been a privilege and proud to be part of a community that often feels forgotten.

Through the TWP programme and Phils online sessions – hope to be in a better state healthwise. Finding funding has been a big pressure. Thanks to Miranda, been there when need her. I fully support CCI Support going forward.

Prue – Unseen force behind organisation. We are aware of the work you do and thank you for what you've done. We're sad you are leaving.

Miranda – I'd like to take a moment to acknowledge my incredible team, who continually amaze me with their integrity, expertise, and genuine care for our members. You go above and beyond every day, and I am so proud of the work you do and the support you provide.

I'd like to give a special thanks to Jo, whose outstanding efforts in raising funds have allowed us to continue our work. Your contributions to CCI Support have been invaluable, and I will miss your input in our daily operations more than I can express.

To the entire Board, thank you for your continued support. A special thanks goes to Fiona, our Board President, for always being there to guide and support me. Your professionalism, your ability to keep your finger on the pulse of everything, and your encouragement have challenged me to be a better CEO, and for that, I am truly grateful.

Sally Dunbar - Thank you so much Jo, you are a star!

Catherine Appleby – Thank you, Jo

Tess - Thank you for your hard and meaningful work <3

Anna Stevens - Thank you Jo! This has been a really tough times to be a charity fundraiser, huge kudos for all your achievements esp as a contractor living with chronic challenges yourself!

Jessica Palmer : Thank you Jo

Therese Jeffs : Thank you so much Jo

**Moved: That the President's Report for the year ending 31<sup>st</sup> March 2024 be accepted.**

**Moved: Fiona Charlton / Seconded David Harris**

**Carried**

#### **Financial Report CCI Support Inc - For the Year Ending 31<sup>st</sup> March 2024**

The financial report and financial statements were presented by Bronwyn McRostie, Treasurer.

We had a surplus. Well done to Miranda the team and to Jo for getting the income and grants up. If we keep on same way, we will be able to support more people.

**Moved: That the Annual Financial Report for the year ending 31<sup>st</sup> March 2024 be accepted.**

**Moved Bronwyn McRostie / Seconded Thérèse Jeffs**

**Carried**

#### **Elections of Executive Committee Members**

3 year term Kirby-Lee Ormond, Alan Withy, Sally Dunbar, Therese Jeffs and Bronwyn McRostie – attending to continue – all agreed

David co-opted last year – reflected today to remain on committee – agreed by David. Not disqualified. Has completed 1 of 3-year term.

**Moved:** Member propose that David is re-elected  
**Moved Jess Palmer / Seconded Kaye Dickson**

**Passed**

Re-elected and thanks given for their service

Prue McCallum resigned their positions on the Board – accepted by Fiona on behalf of Executive committee.

May I take this opportunity to sincerely thank Prue for her 3 years with us. Prue has been an invaluable board member, providing a steady and calm reassuring presence. Prue stepped up well to Chair a meeting when I became unwell and has actively worked behind the scenes to contribute to the development and editing of our newly adopted Constitution, a board manual, and organisational policies. Prue has been instrumental in the recruitment and interviewing of fellow Board members and stepping in to help with interviewing for Health & Wellbeing Facilitators and Admin staff. Prue's experience in palliative care shone through her leadership and presence on the board, with empathy and insight into chronic illness and the health system. It is with regret that I accept this resignation, but I know that Prue's commitment to a Chair role for another board means they are in safe and competent hands, and Prue, I wish you all the best. Thank you from all of us for your dedication, time, experience, and expertise.

Miranda - To Prue, thank you for being such a steady guiding hand over the past couple of years. Your insight on the Board and your unwavering support to me as CEO has been deeply appreciated.

Thérèse Jeffs : Thank you Prue for everything

Jessica Palmer : Thank you Prue

Jo Morgan : Thank you Prue

Sally Dunbar : Thank you Prue for your leadership and passion for CCIS. You will be missed.

From Catherine Appleby : Thank you Prue

Prue – In awe of organisation and the work that is done. Miranda as CEO and Jo as a little Ninja and Fiona as Chair, your professionalism. Enjoyed these 3 years. Coming off board for time commitment, another Board and family reasons. Has confidence in the organisation and wished CCI Support well

Fiona – end of 3-year term,

**Nominated to be re-elected by Prue McCallum and Seconded by Helen Dowthwaite**

**Moved:** Taken to a vote

**Passed**

Appreciate confidence in me - Fiona

#### **Membership Subscriptions for 2024 / 2025**

Discussed if there would be a change to membership fees for the 2024 / 2025 financial year. Currently \$40 pa – Family member \$20 for additional

Recommendation next financial year – propose \$2-\$10 pa

Bronwyn – justification of increase. Good workers – good wages. Membership is a part of this. Whilst good funding, the membership fee does help with expenses.

Jess – process of hardship requested. Miranda explained

Jean : Already very difficult to meet rising food, petrol & rates costs

Tina : Agree with rise with a maximum \$5

Tess (she/her) : When was the last rise? (I haven't seen it rise in a few years)

Therese: I support Bronwyn  
 Gwen: I think it makes sense  
 Jess : Agree with Jean and Tina. Struggle already  
 Sally : I support Bronwyn's suggestion  
 Tess (she/her) : I'm happy with a rise. You could make an option for those in paid employment to pay \$50 and those who aren't \$40 or similar  
 Catherine : Some organisations have suggested prices for people who are on a benefit and people who are not  
 Jo : If it goes up it should be incrementally I suggest \$5 if working and if not working no increase or \$2  
 Anna : \$50 is in line with similar like St John membership. Having hardship, staggered payment & family memberships great options  
 Tess (she/her) : If I was to access this support outside the organisation I would be spending far more than \$50  
 Tess (she/her) : As a member from an ethical view I want the employees being valued for their hard work.  
 Sally : Agree  
 Tess (she/her) : Can you include on the membership form a one off sponsorship for another person  
 Jean : Don't forget most of us also have other medical issues which have meant increases in St John alarm and Medic alert  
 When last rise? 4 years  
 Therese – agree with Bronwyn. Hard conflict to keep balance to have successful organisation with outcomes. Need to pay people. Part of valuing, but some can't afford it. The conflict being that if we don't have the money we may not be able to provide the service that people expect.  
 Jean : Fiona you do an amazing job and I wish we had the finances to pay you your weight in gold. Same with Miranda and all of the other staff

**Moved:** Proposed that the membership is increased \$5 to \$45, with the possibility of hardship grants.

**Moved Fiona Charlton / Seconded David Harris**

**Passed**

Vote – all for – 1 against

#### **Election of Auditor**

Laura Addinall has agreed to continue for the Account review for 2024/2025 accounts.

**Motion: Laura Addinall be appointed as the Auditor for the financial year ending 31 March 2025.**

**Moved: David Harris / Seconded Bronwyn McRostie**

**Carried**

#### **Election of Honorary Solicitor**

Sue Henderson from McFadden Fenton has will continue in her role.

**Motion: Sue Henderson be appointed again as the Solicitor for the financial year ending 31 March 2025.**

**Moved Sally Dunbar / Seconded Tina Tucker**

**Carried**

**No new reports, motions or questions were raised for discussion.**

#### **Members Section**

Jean: Thank you 😊

Anna: Thanks to the team

Gwen : Thank you all for all your hard work

Therese : Thank you Miranda

Symonee : Cheers, thanks everyone! take care!

### **Closing**

This concludes our annual general meeting for 2024. On behalf of myself and the Executive Committee I would like to thank our guests present here today. Thank you again to our outgoing member, Prue. And to Jo, leaving us in a few weeks.

Ngā mihi maioha / thank you with appreciation.

I will now close the meeting with karakia:

*Kia whakairia te tapu*

*Kia wātea ai te ara*

*Kia turuki whakataha ai*

*Haumi e. Hui E, Tāiki E.*

*Restrictions are moved aside.*

*So the pathway is clear.*

*To return to everyday activities.*

Ka kite. Nga mihi. Thank you for being here today.

The meeting concluded at 11.26 am.

Certified as true and correct: (Signature) .....

(Position) .....

(Date) .....

### **Attendance Register**

<b>Name</b>
Miranda Whitwell
Fiona Charlton - President (Complex Chronic Illness Support)
Prue McCallum
Bronwyn McRostie
Sally Dunbar
Alan Withy
Jo Morgan
Therese Jeffs
David Harris
Kaye Dickson
Jess Keast
Graham Deadman
Lesley Holmes
Tess Pilkington
Sarah Mexted
Anna Stevens
Jessica Palmer
Gwen Hendl
Tina Tucker
Erina O'Brien
Symone Price
Catherine Appleby
Jean Blackstock

**Proxies received None**