

# DEAF CHILDREN NEW ZEALAND

## Tamariki Turi O Aotearoa



### Minutes of the Executive Committee of Deaf Children New Zealand

<b>Date</b>	Saturday 5 May 2018
<b>Venue</b>	Burger King, Wellington Airport, Wellington
<b>Meeting opened</b>	9.55am
<b>Present</b>	Kate Whale, Kirstin Johnson-Coombs, Brent Burcher, Dana Cook, Justin Farquhar, Meg Melvin Gill Bonnett, Rebecca Atkins-Toon (Skype)
<b>Apologies</b>	Debra Bellon
<b>Previous Minutes</b>	<b>MOTION:</b> That the minutes of the meeting dated Saturday 17 February 2018 be correct. <b>MOVED:</b> Kate W <b>SECONDED:</b> Kirstin <b>CARRIED</b>
<b>Critical General Business</b>	Nil

President's Report	
<b>Northland Parents</b>	I was really disappointed that we didn't get any responses from families at all (or the AoDC) about the meet up, but we had a very successful conversation with Leah from Northland Parents that I believe has opened doors for ongoing relationships. In summary, they feel that what they are providing is meeting the need in Northland at the moment, as most families don't want to go to events but they want support at meetings etc and this is what Leah provides. Their perspective is that they would like to see us continue to do the national advocacy role, and feedback information to them, and take their information to the ministerial level.
<b>SAG Meeting</b>	Brent attended the last SAG meeting as not only can I not take time off work, but I can't see the benefit of it. He sees a little what I mean and his report has his summary.
<b>NFD Meeting</b>	See attached notes for summary of the meeting. I also connected with the ENT surgeon in the Waikato area who wants information to pass on to families, and the Hearing Association lady who also

	wants to be able to pass on queries that they have come through their channels specifically about children.
<b>GPODHH</b>	I had another SKYPE meeting with GPODHH in the last week of the holidays, and they spoke about how we are going to progress the organisation after the AGM, which is the day before the FCEI conference in Austria. Very positive, and aiming to put out a position statement about the need for services for Deaf/HH kids around the world. I'm really hoping that the funding comes in for me to go to FCEI and this meeting as well.
<b>Uniforms</b>	I ordered a sample of the shirts, hats and jackets for everyone to look at. I believe these are of a far higher quality than the previous ones, and I propose that we all have two shirts, a hat and a coat each.
<b>Laptops/ Technology</b>	After a debacle with the accountant, and back and forth with Flexi Lease, we ended up not going with them for buying our technology, and buying four laptops outright. Justin and I went over the budget and funding and came to the conclusion that we need to acknowledge the true cost of running our organisation, and asking people to use their own technology isn't showing this. There were specific needs for individual roles that the technology wasn't meeting, and unfortunately in the past by trying to save pennies we have just ended up buying more. We have purchased laptops for the roles of President, Vice President, Secretary and Treasurer. The ability to do these roles relies on good quality, functioning technology, and it just hasn't happened to date. Hopefully this will now make it easier for the people in these roles. The total cost of the four, with extended warranties, was approximately \$9000. We need to contemplate how we are putting out our newsletter in order to see if we also need to buy a laptop for that role, or whether it should just go out via standard email.
<b>NZSL Awards</b>	I have been invited to the NZSL Awards night, but that is the night of my school's parent teacher interviews. Brent can't go as he's with the kids and Meg is also busy. That sums up our Wellington contingent, so I put in apologies.
<b>Audiological Society Conference</b>	4th to 7th July in Auckland. Lots of speakers and presentations, and some great information as well as links to other groups. I think we need to send a rep.
<p><b>MOTION:</b> That the President's report be received/accepted.  <b>MOVED:</b> Kate W</p> <p style="text-align: right;"><b>SECONDED:</b> Dana      C  <b>CARRIED</b></p>	
<b>Actions from President's report</b>	Nil

<b>Secretary's Report (See report)</b>	
<b>SAG Meeting</b>	Went to the SAG meeting on the behalf of Kate/DCNZ, I felt it was not productive as there was a new staff on the MOE who didn't have a clue what has been happening in Deaf Education, a number of people in the meeting took the time to re-educate what is the current situation and where to go from there. The MOE also has talked about the Education Summit in Christchurch.

	A big meeting to discuss about everything in Education. Not sure about the date. Will notify the committee once i know when. Also i have suggested that the MOE to employ a Deaf person to ensure that the MOE can have all the background details of Deaf Education on hand and we to have a productive meeting moving forward with Deaf Education
<b>Deaf Action Meeting</b>	I went to a presentation hosted by Deaf Action. It was about Deaf people in prison around NZ. A Deaf guy who studied Criminology has done research and he presented his findings. The findings have demonstrated appalling deficiency with Deaf people in prison. It has shown that Corrections are breaching the UN Conventions on Disability, Disability Act in NZ and the Treaty of Waitangi. In the space of 6 years, the number of Deaf people has tripled.
<b>Northlands Parents Meeting</b>	Kate, Meg, Kirstin and I went to Whangarei for the weekend with the aim of meeting the committee of Northlands Parents Group. The meeting took over 3 hours and it was a good start to potentially having a better relationship between DCNZ and the Northlands Parents Group. We also took the opportunity to go over the planning of the Camp/AGM weekend in July.
<b>System Transformation</b>	There was a 2 day meeting in Auckland that i was invited to attend as a Deaf person rather than a rep of DCNZ. I went to the meeting not quite sure what it was about. At the end of the meeting, i was shocked and was pleased that i went to the meeting. The Government in the past 3 years has been making huge changes for people with disabilities. The way people receive government support with their disability is going to change massively. I am concerned about the lack of information that has been distributed. I have discussed with Kate and she will be writing a letter to the relevant people involved in this to see what can be done.
<b>Camp</b>	The camp planning has been great, a minor hiccup like the date change as everyone is aware. We have reached the max capacity of people to stay at the camp. We are now working on Presentations along with creating sufficient activities for the children while the parents are participating in the presentations.
<b>MOTION:</b> That the Secretary's report be received/accepted. <b>MOVED:</b> Brent B <span style="float: right;"><b>SECONDED:</b> Kate <b>W</b></span> <span style="float: right;"><b>CARRIED</b></span>	
<b>Actions from Secretary's report</b>	NIL

<b>Treasurer's Report (See report)</b>	
<b>Account Balances</b>	at May 1st 2018 Current account: \$34,569.80 Hui account: \$1,902.64 DEANZ account: \$14,508.80 Beacon account: \$27,009.39 Manawatu account: \$26,418.21 Term Deposits (Westpac): \$64,653.57
	<ul style="list-style-type: none"> <li>• GST return was refunded to our account.</li> <li>• 2016 accounts are nearly ready. Martin Wakefield misplaced our file but it is now underway.</li> </ul>

	<ul style="list-style-type: none"> <li>In the process of catching up with accounts - delay due to technology issues. Will get annual accounts to Martin Wakefield as soon as I can.</li> </ul>
<b>MOTION:</b> That the Treasurer's report be received/accepted. <b>MOVED:</b> Justin F <span style="float: right;"><b>SECONDED:</b> Kate <b>W</b></span> <span style="float: right;"><b>CARRIED</b></span>	
<b>Actions from Treasurer's report</b>	<ul style="list-style-type: none"> <li>Annual accounts to Martin Wakefield.</li> </ul>

<b>Vice President's Report (See report)</b>	
<b>Meeting with KDEC</b>	I had a meeting with Roisin Connolly, the Community Engagement Officer for the Combined DEC Board at their offices in Bethlehem. She initially was really keen to help us keep our local parents group up and running, but she also wants to put NZDC's name out there as much as she can to contacts she knows. I will continue to keep in touch with her.
<b>Northland Trip</b>	With Kate, Brent and Meg, I too went to Northland to meet with a Northland family. Initially things were a bit uncomfortable, but we had really great discussions over a three hour period. We also got lots of planning done for the upcoming AGM/Conference in July in Wellington at El Rancho.
<b>AGM Registrations</b>	Chased up registrations for families that are attending the conference ensuring they can make new date. The families I communicated with are very excited to be able to attend.
<b>Annual Report</b>	Can all Committee members that have a "role" please send me a report (including a photo of yourself) for their last year of "work" on the Committee please. See the 2015 Annual Report for examples: <a href="https://docs.google.com/document/d/1j_Wa_ZXCcD1GHBuEroQdxb6ozlOj9uZSmHF1p3Fb0LI/edit?usp=sharing">https://docs.google.com/document/d/1j_Wa_ZXCcD1GHBuEroQdxb6ozlOj9uZSmHF1p3Fb0LI/edit?usp=sharing</a> Please send these back to me by the end of May to give me a chance to add to the Annual Report and get these printed in plenty of time before Conference/AGM - thanks in advance. For those that don't have a role, feel free to do a blurb if you like and I can include in Annual Report.
<b>Assistive Devices</b>	Helped out in the Services role - 2 applications for Assistive Devices which were approved for Mailis Calvert and James Whale.
<b>MOTION:</b> That the Vice President's report be received/accepted. <b>MOVED:</b> Kirstin J-C <span style="float: right;"><b>SECONDED:</b> Brent <b>B</b></span> <span style="float: right;"><b>CARRIED</b></span>	
<b>Actions from Vice President's report</b>	<ul style="list-style-type: none"> <li>Can all Committee members that have a "role" please send me a report (including a photo of yourself) for their last year of "work" on the Committee please.</li> </ul>

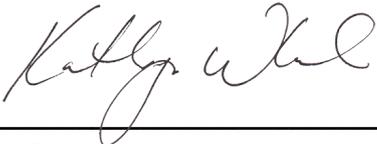
<b>Services Report (See Report)</b>	
<b>Grants/Assistance etc.</b>	Kavya Chopra – still pre-approved for period 1, waiting on paperwork. CPODC camp - \$1000 – approved end of January Luca May to travel overseas – \$500 - Individual grant Luca Farquhar for a tablet - \$200 – Assistive device

	OADC camp - \$1000 Mailis Calvert for ipad - \$200 – assistive device James Whale for Chromebook - \$200 – assistive device The declined letter that was sent by post never arrived so had to resend it via email.
<b>John and Betty Rose Scholarship</b>	None
<b>General</b>	The declined letter that was sent by post never arrived so had to resend it via email. Have done all the approved grants via email. Kirstin has done the last two applications for assistive devices as I was a bit overwhelmed with other things in my life and wasn't getting them completed and sent out so she offered to help me out. Thank you 😊
<b>MOTION:</b> That the services report be received/accepted. <b>MOVED:</b> Dana C <span style="float: right;"><b>SECONDED:</b> Kirstin J-C</span> <span style="float: right;"><b>CARRIED</b></span>	
<b>Actions from Services Report</b>	Nil

General Business	
<b>Constitution Changes</b>	<p>Meg and Kate have been back and forwards and the four core committee had a meeting in Whangarei re constitution. We are focusing on name change and membership. Our constitution says that membership is only to incorporated societies which means only parent groups. We are changing it now to have 3 different levels. Nothing changes around voting and nominations. We don't have the capacity to put a vote out to 1000 people. The 3 levels:</p> <p>1st level - full member - belongs to a parent group, will have voting rights to nominate and vote for officers onto the Executive Committee at the time of the AGM.</p> <p>2nd level - associate member - any parent or parents or caregiver who registers their child through our registration form. They don't have a right to nominate or vote, trying to word the constitution to co-opt one member. We can ask a parent (associate) member to become a part of the committee.</p> <p>3rd level - affiliate member - organisations who have an interest in the deaf culture, i.e. Meg, Deaf Aotearoa. No rights to vote, no rights to nominate. They just get information.</p> <p>The only other major change is that the lawyer sent a new set of rules for the constitution which will now align with the change of law that will happen at the end of the year. Incorporated Societies Act is changing at the end of year and we need to ensure that we meet the regulations of that law. Meg to edit the constitution to match with this.</p> <p>Another discussion that came up was changing the AGM to every second year so it is in between the camp year, i.e. agm/camp/agm/camp. That removes that need to have a big AGM in the camp weekend. The Charities Commission are quite happy for us to do this. This would also mean that a person would be on Executive Committee for a 2 year term, and not 1 year.</p> <p>Financial report must be done every year, to fit with Charities Commission and Companies Office.</p>

	<p>The last thing based around roles is for us to properly define them in the constitution; what is the role, what is the time frame and what are the expectations.</p>
<p><b>Camp Planning and Funding</b></p>	<p>We have had contact with the NZSL board who have offered \$40,000 rather than the \$80,000 we applied for. (Note this has yet to go to the Minister to approve) This means a change in planning, and a number of other applications to other groups if we are to go ahead.</p> <p>Brent has been on Air New Zealand trying to work out a more specific budget for the families we have registered. He has come up with \$31k just for flights (high estimation). Some seats only had 5 or less available.</p> <p>We will have to look closely at the activities that we run according to the budget we have available.</p> <p>We are hoping that the Wellington Deaf Youth will help out with a number of the activity roles and helping families.</p> <p>We will need to contact those who will be presenting at the conference soon, and see who is available. Potentially we have Politicians in Wellington that could present around Enabling good lives.</p> <p>Meg and Brent to go and visit El Rancho - take video. Look at the rooms, see what is needed, what is best to do.</p> <p>Once flights booked, we can look at how we get people from Airport to Waikanae - shuttles/bus/etc. Otherwise it will be a 2 hour round trip for a committee member to drive a bus.</p> <p>We have 3 funding applications we need to make in the next week or 10 days. Meg will do this. The applications will be to the Lion Foundation, National Foundation of Deaf, and David Levene Foundation.</p> <p>All Committee happy to keep going on the planning and take the NZSL grant.</p>
<p><b>Newsletter</b></p>	<p>The newsletter is looking fantastic! Thank you Gill and Debra.</p> <p>Gill needs a new computer, new software to be able to do the newsletter. She is currently using an old computer that doesn't have any software.</p> <p>One option for us is to make it more of an email newsletter, going out monthly with updates rather than a big one less often. This means that the newsletter can be done through Google Docs. Once a template is set up it should be easy to enter content and send. Meg can create a template.</p> <p>The goal for the newsletter is to set up a communication plan now that we have a strategic direction and an updated constitution (which we are doing), Once we have defined what we do and who we do it for, we will put together a communication plan as to how we will communicate with our membership group. That has been our weakness - getting information out to where it needs to go.</p> <p>We will send it to the email addresses on our database, and to parent groups to filter it out to anymore families. Meg will put something on facebook, here</p>

	<p>is a pdf version, if you want to get it by email, sign up to the newsletter. We will try it as a first prompt to get more email addresses.</p>
<b>Honorarium</b>	<p>As previously discussed, we have decided not to go with an Honorarium as it creates a number of tax issues.</p> <p>What we do need to do is look at the value of our contribution to the committee and ensure that each member is reimbursed accordingly. Most other groups such as the Ministry of Ed/ Health have a payment for each meeting attended. While we will struggle to do this with our budget, we also need to acknowledge the costs of our committee attending meetings, eg. Finding childcare etc.</p> <p>This will come out of our discussion about timeframe and roles on our constitution document, and should start to give us a better value of what each role is worth.</p> <p>We don't want anyone to be out of pocket for coming to the meetings.</p>
<b>Uniforms</b>	<p>Kate and Brent wearing new uniforms. They look awesome. For people who are going to be at the camp, we will get two shirts each and a jacket. If you can't get to camp, we will get one shirt each so that we can wear them when attending meetings or conferences as representatives.</p> <p>Kate will send out size guide to all, and order the uniform this week.</p>
<b>CDA Issues</b>	<p>People are still having issues with the Child Disability Allowance. We need to meet up with the MSD to properly discuss the criteria around this application for Deaf children and have it set clearly for local WINZ offices. This is an added stress to families, and is unnecessary.</p>
<b>Accounting Services</b>	<p>Justin and Kate have been working with accountant and it has been very frustrating. While we do pay the accountant a reduced rate, we have not had the services provided that we need. Our charities and incorporated society information didn't go in last year which has left us in a rather uncomfortable place, and that is part of their job. We are going to need to look for a new accountant and accept the fact that we will be paying a little more.</p> <p>Dana will have a chat to Justin about what's involved. Her mum is a chartered accountant.</p>
<b>Audiological Society Conference 4th - 7th July (Auckland)</b>	<p>We have had problems in the past with audiologists not feeding our information regarding us out to families. Kate met the president of the Audiological Society and has put a blurb in their newsletter about us and about how the Audiologists can help families to register with us.</p> <p>Kate would like to see two people to go to the Audiological Society Conference and feed that information back to us, as well as network when needed. Gill has offered to go. We will see if we can get one other person to go.</p>
<b>DIAS Contract Details</b>	<p>Otago Parents had a meeting in Dunedin with someone from DIAS and it was really helpful. Perhaps this is something we could do to show them we are doing a lot with very little money, and see what they say. Meg and Brent to organise.</p>
<b>Payment Confirmation Process</b>	<p>Justin would like to change the payment process for grants etc. Currently people are just approving via email and Justin needs to keep track enough to know when to pay. Dana will now send him an email when the committee has approved any payment and he will set it up.</p> <p>Meg would like to set up a spreadsheet which is automatically updated to help with the services role - she needs to understand the services role more.</p>

<b>AGM - Next Year's Committee/ Portfolios/ Commitments</b>	<p>For those who are incumbent on the committee, we don't need nominations from our Parent Groups. This is only for those coming on to the committee new.</p> <p>Kate okay to carry on as President, Justin happy to carry on as Treasurer, Brent happy as Secretary, Kirstin happy as Vice President.</p> <p>Kate is okay to continue the Family Kit role as the system is in place already, but hopefully next year someone will be able to step in and take this. Gill happy to stay on, Rebecca says she's fine staying on, Dana good to stay, Debra says she is going away for 6 months - she is okay to stay, but she won't be any value to the committee for that time frame. Happy to stand down if someone else is nominated.</p> <p>This brings up the possibility that if there is someone from the South Island who is keen to come on to the committee then we need to encourage that. We currently only have Justin to represent the whole Southern Zone. Brent will email Canterbury Parents group saying we have a potential space, we would like to have representation from our area. Do you have any people that want to come on.</p>
<b>Voting / Emails</b>	<p>We really need to get the system working a lot better for email approvals. Currently there is too much time between setting up approval and all replying. While we are volunteers, we also need to make sure that things are done in a timely manner.</p> <p>Everyone to check emails on a Wednesday Night and Sunday Night and respond, even if it doesn't affect you. Set a reminder/alert in your calendar/phone to check them.</p>
<b>Meeting Closed</b>	<p>12.35pm</p>
<b>Next Meeting</b>	<p>El Rancho, Wellington, Sunday 29 July 2018</p>
<p style="text-align: center;">   <hr/> <b>Chairperson's signature</b> </p>	<p style="text-align: center;"> <hr/> <b>16.05.18</b>  <b>Date</b> </p>

## To Do List from May Meeting



<b>Kate</b>	<p>Can all Committee members that have a “role” please send KJ-C a report (including a photo of yourself) for their last year of “work” on the Committee please.</p> <p>Kate to send out size guide for uniforms and order this week.</p> <p>Contact MSD and meet regarding Child Disability Allowance.</p> <p>All Committee to check emails on a Wednesday and Sunday night and respond appropriately, even if it doesn’t affect you/your role.</p>
<b>Kirstin</b>	<p>Can all Committee members that have a “role” please send KJ-C a report (including a photo of yourself) for their last year of “work” on the Committee please.</p> <p>All Committee to check emails on a Wednesday and Sunday night and respond appropriately, even if it doesn’t affect you/your role.</p>
<b>Brent</b>	<p>Can all Committee members that have a “role” please send KJ-C a report (including a photo of yourself) for their last year of “work” on the Committee please.</p> <p>Organise a meeting with DIAS.</p> <p>Contact Canterbury Parents Group saying we have a potential role on the Committee - would there be anyone in their group interested.</p> <p>All Committee to check emails on a Wednesday and Sunday night and respond appropriately, even if it doesn’t affect you/your role.</p>
<b>Dana</b>	<p>Can all Committee members that have a “role” please send KJ-C a report (including a photo of yourself) for their last year of “work” on the Committee please.</p> <p>Have a chat with Justin re what's involved with the accountants role.</p> <p>Dana and Meg meet and go over what is involved with Services role.</p> <p>All Committee to check emails on a Wednesday and Sunday night and respond appropriately, even if it doesn’t affect you/your role.</p>
<b>Justin</b>	<p>Can all Committee members that have a “role” please send KJ-C a report (including a photo of yourself) for their last year of “work” on the Committee please.</p> <p>All Committee to check emails on a Wednesday and Sunday night and respond appropriately, even if it doesn’t affect you/your role.</p>
<b>Rebecca</b>	<p>Can all Committee members that have a “role” please send KJ-C a report (including a photo of yourself) for their last year of “work” on the Committee please.</p> <p>All Committee to check emails on a Wednesday and Sunday night and respond appropriately, even if it doesn’t affect you/your role.</p>
<b>Debra</b>	<p>Can all Committee members that have a “role” please send KJ-C a report (including a photo of yourself) for their last year of “work” on the Committee please.</p> <p>All Committee to check emails on a Wednesday and Sunday night and respond appropriately, even if it doesn’t affect you/your role.</p>
<b>Gillian</b>	<p>Can all Committee members that have a “role” please send KJ-C a report (including a photo of yourself) for their last year of “work” on the Committee please.</p> <p>All Committee to check emails on a Wednesday and Sunday night and respond appropriately, even if it doesn’t affect you/your role.</p>
<b>Meg</b>	<p>Organise a meeting with DIAS.</p> <p>Dana and Meg meet and go over what is involved with Services role then set up a template to improve the payment process.</p>