

# DEAF CHILDREN NEW ZEALAND

## Tamariki Turi O Aotearoa



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

<b>Date</b>	Saturday 8 June 2019
<b>Venue</b>	Naumi Hotel, 153 Kirkbride Rd, Mangere, Auckland 2022
<b>Meeting opened</b>	10.06am
<b>Present</b>	Kate Whale, Kirstin Johnson-Coombs, Brent Burcher, Dana Cook, Justin Farquhar, Meg Melvin, Karen Dobson, Gill Fair, Bernie Mulcahy-Bouwman, Louise Roe, Roisin Connolly, Glen Johnson, Matt Valentine, Andrew Holtham, Katie McMenamin, Kahu McMenamin, Emma King, Gail Allison, Ben Agnew, Priscilla Buzzard, Grace Covey, Ruby Agnew  Interpreters: Melody Faaiu and Laura Cherrington
<b>Voting Delegates</b>	Glen Johnson - Bay of Plenty Gail Allison - Taranaki Andrew Holtham - Hawkes Bay Matt Valentine - South Canterbury Priscilla Buzzard - Christchurch Helen McKay - Wellington Gill Fair - rep for Auckland Justin Farquhar - rep for Otago
<b>Apologies</b>	Nil
<b>Previous Minutes</b>	<b>MOTION:</b> That the minutes of the meeting dated Sunday 29 July 2018 be correct. <b>MOVED:</b> Kate W <b>SECONDED:</b> Brent B <b>CARRIED</b>
<b>Critical General Business</b>	

#### President's Report

Welcome from the President to the 2019 BGM. This will be a short meeting so we can have a more informal chat with parents groups, etc over lunch.

We have rearranged our calendar now to have our general meetings every two years, then in between will be for camp. We don't want to take a morning away from doing fun stuff at camp by having a meeting, and it means we can have our camps in summer, as opposed to winter.

I appreciate those that got up early to get here for this meeting. It's good to see everybody and a great range across the parents groups.

We are ticking along in terms of the DCNZ committee. It's fantastic to have a good core group working hard, and new faces coming in which will be lovely. We did burn out after the massive amount of work that went into last years camp, and things have been relatively quiet for the 2nd part of last year. We are now just picking things up, and I will talk about more in general business.

I have been thinking a lot lately on how we can support parents who have just found out their child/ren are deaf. They are stressed out parents, just needing reassurance that it's going to be fine, but the information about us and the regional parent groups isn't getting to them when they need it. We need to find better ways to get parents the contacts needed early in their journey, and the way to do that is through audiology. I don't think the audiologists see the value in DCNZ yet, but it needs to be worked on. I was really pleased when a mum was referred straight to us when their child was at the Triton clinic in Christchurch. One of our ongoing goals is to continue to build our relationships with audiologists.

**MOTION:** That the President's report be received/accepted.

**MOVED:** Kate W

**SECONDED:** Helen  
**CARRIED**

M

**Actions from  
President's  
report**

Nil

### Treasurer's Report (See report)

**Auditor**

Audited accounts have still not been finished. In terms of the finalised accounts we are now two years behind and counting. This is going to cause some big issues with our Charities status, but right now we have to stick with Martin Wakefield as auditors as they have all our account information, but we will be looking for a new auditor. Their contact has been awful, they have refused to complete work and refused to accept calls... it has been unprofessional and extremely frustrating.

Right now, Justin does the accounts and transactions himself, MW download our transactions into MYOB, we reconcile them then goes back and forward. We have a subscription to ZERO software - nice and easy to use, day to day transactions, timing, etc. This will make things much more simple in future.

**Budget**

We are doing well with our budgeting and currently have lots of money. We actually really need people to apply for grants, assistive devices, etc, as there is no point in this sitting in our accounts. We have had a few changes in terms of keeping our grants up to date with costs, which Kate will discuss in General Business.

Nothing too big to report. Main thing people will notice is money from DIAS and grants income, it looks like we spend more money we have got, but as explained last year, we run on a case by case basis for anything other than

	<p>running costs, so if we have a project we apply for funding. If we don't get it then the project doesn't go ahead.</p> <p>Membership subs - \$50 for the year block. Previously it was done because it was done with charities with membership - contribution was needed for the group to be a member. This has changed, so potentially it's going to become null and void.</p> <p>Question from Helen: Is DCNZ GST registered? Yes it is. Creep into different tiers, depending on what our expenses are.</p> <p>Q. Will the annual accounts be sent out if we are not having a meeting next year? Yes they will go out to parents groups and on the website.</p> <p>Q. Can the accounts be sent out earlier than the meeting so people have more time to read over them before the meeting? Can't see why not.</p> <p>Q. Accounting/auditing check - wondering whether joining forces with other parents groups - umbrella organisation that can do something for all parents groups. Need to do research, whether it is possible, whether parents groups want this. Still separate in our own identities. Karen to have a chat with a parent from her parents groups about accounts, etc.</p> <p>Huge thanks to Justin for all his hard work.</p>
Account Balances	<p>\$44,513.14 everyday operational account</p> <p>Historic Accounts:</p> <p>\$14,524.51 DEANZ</p> <p>\$17,029.30 Beacon</p> <p>\$1,902.64 Hui</p> <p>\$26,446.90 Holding for Manawatu</p> <p>\$66,664.43 term deposit with Westpac</p> <p>\$15,168.38 ASB term deposit</p>
Treasurer's Report Continued...	<p>We have a heck of a lot of money. We have been encouraging people to use our fees, grants, etc. We have rearranged our financial support (again discussed in General Business) - we are wanting to offer more. We don't aim to run at this much surplus. We would like to use the money appropriately than having it sitting in our accounts.</p> <p>External conferences - the call was made that we would only attend if we can get grants to pay for them.</p> <p>We haven't been digging into our core funding, we are not getting the uptake on our normal financial assistance, so we need to make sure this is far more well known. Parent groups, please put out on your social media sites, Bernie and Louise will see how the DEC's can help.</p> <p>Q. Is this accumulation of funds from legacy funds?</p>

	<p>No. We get \$12,000 per quarter from DIAS. We don't have to give this back if we don't spend it. There is no strings attached, it can be spent on information for families, that's what funds our KITS.</p> <p>For last years FCEI conf, we covered everything with Lotteries and the NFD grants.</p> <p>It is not doing us any favours having this much money in our accounts. We can't apply for grants when we have this much money. We have to make a way to get the balance to work.</p> <p>Comment - Increase the amount of help to give to individual children - what we can do as an organisation aside from grants, etc maybe a paid part-time person.</p> <p>We do need to have a chat about - parent group convo this afo, Kate would like to know how parents groups reps feel about that. We need to look at as part of strategic planning, getting a paid employee to make the DCNZ run more smoothly</p>
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<p><b>MOTION:</b> That the Treasurer's report be received/accepted.</p> <p><b>MOVED:</b> Justin F</p>		<p><b>SECONDED:</b> Kate</p> <p><b>CARRIED</b></p>	<p>W</p>
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<b>Actions from Treasurer's report</b>	<ul style="list-style-type: none"> <li>❖ Justin to continue chasing auditors for reports.</li> <li>❖ Karen to have a chat with a parent from her parents groups about accounts, etc.</li> <li>❖ Kate to send email out to parents groups asking their opinions of DCNZ employing a paid part-time person to help with the smooth running of us.</li> </ul>
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### Family Information Kits

This is such a positive role - when parents register with DCNZ, Kate gets their information from Meg, she looks at the age of the child and puts a kit together that will support the family and sent it off.

Nicky from the Hawkes Bay is awesome, she is the advisor there. She helps the newly diagnosed family complete the registration form on her first visitor with them - you can see this on the numbers of Kits that went out to the Hawkes Bay. She also adds lots of information which helps Kate include the right information. We need more AODC's doing this.

The feedback forms make the day to day stuff worth it - get comments like "didn't know this info was available", "positive outlook for our child" which is very positive. That said, it is chaos to organise the timeframe to get all the information out to families - it is very overwhelming.

This year we have had 53 new families register. (Down from the 110 last year)

In terms of statistics... We should have a massive chunk of our kids in the under 2 area - this is when the majority of kids are diagnosed, that's not the biggest group we have got. We need audiology to get on board.

We want to hit up the audiological society, individual audiologists need to be targeted - we want to be there as a support for families.

Q. Can we get the DEC's to send a letter out to the audiologists.

Roisin - use your energy targeting Advisors.

Bernie - I think we should be playing a part as DEC's. There are newly identified kids as well.

We are in a unique position of being unbiased in any direction. MOE have already recognised us as in a position of being unbiased. We want to see families thrive.

## ELECTION OF OFFICERS

The nominations that came in were for:

Kate Whale – President

Kirstin Johnson-Coombs – Vice President

Brent Burcher – Secretary/Community Liaison

Justin Farquhar – Treasurer

Dana Cook – Hawkes Bay

Gill Bonnett – Auckland

Karen Dobson – Christchurch

Katie McMenamin – newly nominated from Christchurch

Get in touch if you want to come onboard and help on certain projects, we can co-opt you.

### Honorary Patron

No patron at this stage.

### Honorary Solicitor

Weston Ward & Lacelles, Christchurch - Ms Kirsty O'Connor

### Honorary Auditor

Martin Wakefield Ltd, Timaru - Derily MacLean

**MOTION:** That Katie McMenamin be elected as a Committee Member.

**Moved:** KATE                      **Seconded:** KIRSTIN                      **CARRIED**

**MOTION:** That current committee rolls over.

**Moved:** KATE                      **Seconded:** GLEN                      **CARRIED**

The rest of the Committee are incumbent and are continuing on.  
Welcome to the new committee.

We are keeping the Committee at 8, just for costs. Our meetings are 4 a year - 2 are face to face and 2 are skype. Our constitution says we have to have some meetings face to face.

We are In the process of changing our name with Charities Commission and the Incorporated Societies database.

General Business	
<b>Ongoing Planning</b>	This is something we always do at our meetings. We have had to move our website off of the platform, which was given to us by MOE, we have hit our limits of what we can put on the website. We cannot add anything else therefore we are going to change it. Our goal for the website is easier access to forms, ease of finding information. People use website to contact us directly. New website is in the process of being changed.
<b>Sharing Information about Financial Support</b>	
<b>Regional Needs</b>	
<b>WINZ</b>	
<b>DCNZ Financial Assistance</b>	<p>We have a number of different categories that we provide funding for.</p> <p><b>TUTOR FEES</b> - families apply in the first half and the second half of the year. The tutor fees have been for any student studying NCEA. We have opened that up in the last year or two to “kids at school” - year 1 to year 13, being able to access tutor fees for core subjects. Not for music lessons, sports, purely for core subjects. Additional literacy and maths help for juniors - adding in science for older kids. The acknowledgement is for our kids keeping ahead in class is pretty much impossible, just trying to hear what's going on and without having to have a conversation about it. Kip McGrath is a great catch up place. Originally the financial assistance was \$400 per half, now \$400 per term to reflect what tutors charge. KM charges approximately \$60 per lesson. Please take back to your parents groups. Please note the strict criteria that states you have to have a report from tutor at the end of the term to discuss what has happened in that timeframe. We then reimburse the payment.</p> <p><b>ASSISTIVE DEVICES</b> - 5 assistive devices in the kids age range they are with us (NB to 21 years). Majority are for Chromebooks, iPads or accessible phones and alarm clocks. The technology is such that it makes access easier. Kate had to buy an apple phone for her son as apple is the only one that could link to her son's CI as a remote. We look at it on a case by case basis. It is a \$300 lump sum per application.</p> <p><b>CAMP GRANTS</b> - for individual parents groups - still \$1000 per year, but will look at case by case basis if parent groups are struggling. This can be used however you choose to spend it.</p> <p><b>SCHOLARSHIPS</b> - stay the same, going on from secondary school to tertiary education.</p> <p><b>NZSL CLASSES</b> - a new subject. We are looking to run this the same as tutor fees. \$400 per term, whether they get a tutor in, night classes, family classes, etc.</p> <p>We have been approached by MSD, and NZSL board through ODI to be the fund holder and facilitator for about \$80k for NZSL learning and which has to be used within a year. The original request was to use it only for kids 5 years plus, but some of our first sign families get once a month, once a fortnight so we went back and said we need to have some flexibility in this.</p> <p>We haven't signed off contract yet, as we needed to pass it at this meeting. We have to be held accountable, we will have a lump of money that we will</p>

	<p>need to manage, distribute, report back and be responsible for. Emails back and forth have said that the reporting doesn't have to be massive. Is this something we want to accept?</p> <p>Kates concern is this is a big lump of money that needs to be used in a financial year. 1 July to 30th June 2020. This is going to mean a lot of applications and a lot of management. Potentially we will need to facilitate between the families and the tutors, or have a database of tutors that they can contact. This will be a lot of work.</p> <p>Also the worry stands that we are setting up something that is for a restricted time frame and potentially won't carry on into the future. This almost feels cruel to set up something then take it away again.</p> <p>We also need to look at how we allocate funds. Parent groups to manage, with the money split evenly across them according to population? What about the families who don't have/ don't want to be a part of their parent groups?</p> <p>We have to work out how best to use this money to get maximum benefit... discussions around positives and negatives. Mainly around workload, unpaid, timeframes, etc.</p> <p>Summary - yes we want to accept the money yet talk with ODI about admin fees. We also need to be very clear with the families that this is a one off at this current point in time.</p> <p><b>Speech and Language Therapy</b> - We are looking to help out with this as well, as wait lists for public help are way too long. Same criteria as Tutor Fees and NZSL classes.</p> <p>All new forms will be up and ready to go on the website.</p>
<p><b>Tutor Fees Criteria</b></p>	<ul style="list-style-type: none"> <li>- Students of school age (Covers age 5 to leaving school)</li> <li>- Tutoring to be in a core subject <ul style="list-style-type: none"> <li>Year 0 - 10 - Literacy/ English or Maths</li> <li>College Year 11 - 13 - English, Maths, Science</li> </ul> </li> <li>- Tutor to be recognised as qualified tutors (eg through an organisation or school)</li> <li>- Tutor and Family to complete paperwork at the end of each term. Paperwork must be received by DCNZ no later than 2 weeks after the last tutoring session. The family will be reimbursed for the classes attended.</li> </ul>
<p><b>NZSL Classes/ Tutoring Criteria</b></p>	<ul style="list-style-type: none"> <li>- Covers all family members of the deaf/ HH child</li> <li>- Tutor must be a qualified NZSL Tutor (have completed Deaf Studies Certificate or higher at Victoria University or other accredited Tertiary institution)</li> <li>- Tutor to complete paperwork at the end of each term and the family will be reimbursed for the time used.</li> </ul>
<p><b>Camp 2020</b></p>	<p>This will be held in Auckland - Auckland Parents have agreed to get the ball rolling. They are happy to help but they have their own camp booked around the same time. Our dates aren't set.</p> <p>Our last camp was a massive step up - we are learning as we go. We had a lot more families last year. (42 families (170 all together) compared to 30 families the previous camp). Brilliant weekend, feedback from families is awesome. To see their deaf kids with other deaf kids, with hearing siblings</p>

	<p>mingling with other hearing siblings. And parents getting support from other parents.</p> <p>We are looking at the end of September where the weather is warmer.</p> <p>Helen - what about paying an Event organiser? This is the type of thing that would help out with the committee stress and strain, and is a far better way to get what we would want to happen with minimal fuss. Things to keep in mind.</p>
<b>Meeting Closed</b>	12.45pm
<b>Next Meeting</b>	
 <hr/> <p><b>Chairperson's signature</b></p>	<p>8 June 2019</p> <hr/> <p><b>Date</b></p>

## To Do List from 8 June 2019 AGM in Auckland



<b>Kate</b>	<ul style="list-style-type: none"> <li>❖ Kate to send email out to parents groups asking their opinions of DCNZ employing a paid part-time person to help with the smooth running of us.</li> <li>❖ Kate to follow up on whether we accept a contract for NZSL partnership.</li> <li>❖ Put it out to your parents groups re Financial Assistance.</li> </ul>
<b>Kirstin</b>	<ul style="list-style-type: none"> <li>❖ Put it out to your parents groups re Financial Assistance.</li> </ul>
<b>Brent</b>	<ul style="list-style-type: none"> <li>❖ Put it out to your parents groups re Financial Assistance.</li> </ul>
<b>Dana</b>	<ul style="list-style-type: none"> <li>❖ Put it out to your parents groups re Financial Assistance.</li> </ul>
<b>Justin</b>	<ul style="list-style-type: none"> <li>❖ Justin to continue chasing auditors for reports.</li> <li>❖ Put it out to your parents groups re Financial Assistance.</li> </ul>
<b>Karen</b>	<ul style="list-style-type: none"> <li>❖ Karen to have a chat with a parent from her parents groups about accounts, etc.</li> <li>❖ Put it out to your parents groups re Financial Assistance.</li> </ul>
<b>Gill</b>	<ul style="list-style-type: none"> <li>❖ Put it out to your parents groups re Financial Assistance.</li> </ul>
<b>Meg</b>	