

DEAF CHILDREN NEW ZEALAND

Tamariki Turi O Aotearoa



Minutes of the Executive Committee of Deaf Children New Zealand	
Date	Saturday 10 October 2020
Venue	Wellington Airport
Meeting opened	9.32am
Present	Kate Whale, Kirstin Johnson-Coombs, Brent Burcher, Dana Cook, Justin Farquhar, Gill Bonnett, Katie McMenemy, Meg Melvin (arrived 9.45m), Karen Dobson Interpreters: Rachel Tate, Shosh Cleary
Apologies	Nil
Previous Minutes	MOTION: That the minutes of the meeting dated 14 June 2020 be correct. MOVED: Dana C SECONDED: Kate W CARRIED
Critical General Business	Nil

President's Report	
	We don't have a heck of a lot to talk about, mainly camp stuff.
	Gill - consider funding a NZSL support person to go away on camp? Question from a parent. Put in general business.
	No report from Kate. Heaps of schoolwork over the holidays and have had no time for a report.
	It's been very very quiet. Not much has been going on. We have been back and forward with Deaf Aotearoa in terms of getting some clarity from the Ombudsman, around our kids being able to access any kind of access to NZSL. This has been put on hold until changes have come through.
	Positive back and forth from DA. FCEI conference, canned for 2021 as well. Looking at 2022. Will make a call closer to that time as to whether we go or not. Did you get credits on your flights? Some, yes. Kate returned money to Justin, refunds for conference fees, gave back scholarships, exchange rate, we had to give back more than we got. Family kits have been put on hold as we try and work out shipping packages and stuff around the country, unable to get various resources from Van Ash. How many parents? Not a lot at the moment. We get a huge number of new families, then drop out after a few months. Meeting with THH last week, they would like to have some information they could hand out regarding DCNZ. Kate is happy to talk to THH. Jill to send information to Kate. Dianne Rafter.

	<p>Jill will pass on Kate's details to talk to her. Kate to check brochures whether they have updated information on NZSL funding on it. Kate to send packages with brochures, etc to all committee members to send out to all of our AODC's, etc. Karen goes to Van Ash and chases NZSL handbooks so Kate can send kits out.</p>
<p>MOTION: That the President's report be received/accepted. MOVED: Kate W SECONDED: Justin.F CARRIED</p>	
Actions from President's report	<p>Jill will pass on Kate's details to Dianne Rafter at The Hearing House.. Kate to check brochures whether they have updated information on NZSL funding on it. Kate to send packages with brochures, etc to all committee members to send out to all of our AODC's, etc. Karen goes to Van Ash and chases NZSL handbooks so Kate can send kits out.</p>

Secretary's Report (See report)	
Relay Advisory Group	I think he has told us before that it was SPRINT that was providing relay service, it has changed to concentrix, Australian based company. Been a delay, haven't heard anything about what's going on.
NFD	Zoom call, AGM, 1 coming up on 31st, Kate can't make but Brent can. Meeting covered 10 things, in report if you want to see.
PO Box	Not quite sure as not living in Wellington now. Kate checked today but needs a number to enter the room. Brent has since given it to Kate. Kate okay to keep checking it, if you want to move it to Chch that is fine, but will have to change details on brochure, website, etc. Probably easier for Kate to keep checking it.
Email	<p>Received last week. Rachel Coppage - she facilitates the deaf club throughout the country - 12 or 13. She wanted to convene a discussion - wants a representative from DCNZ.</p> <p>Kate - is that something you would be okay to go to? Yes for Brent.</p> <p>Kate thinks linking into some of the regional deaf clubs would be good for some of our families.</p> <p>Brent to check dates, etc.</p> <p>Jill - is it based in Auckland? Christchurch, so that would work. Karen is happy to go along if Brent can't make it.</p> <p>Jill - NFD, if there are dates that you can't make, Jill is happy to go.</p> <p>Kate - Deaf Aotearoa AGM is in Chch - Karen and Brent to attend? Brent and Karen will have a look at that.</p>
Emails	Have significantly dropped off.

<p>MOTION: That the Secretary's report be received/accepted. MOVED: Brent B SECONDED: Dana CARRIED</p>		C
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Actions from Secretary's report	Brent and Karen to look at Deaf Aotearoa AGM in Christchurch.
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Treasurer's Report (See report)	
Account Balances	<p>\$107557.03 Operational \$14,535.69 DEANZ \$13,042.32 BEACON \$1,902.64 Hui \$26,467.18 Manawatu \$68,837.79 Term Deposit Westpac \$15,699.27 Term Deposit ANZ</p> <p>Is it worth upgrading devices? Would we consider a technology grant? These are the things we can fund, etc. Kids are not funded for visual fire alarms in NZ, adults are. Is that something we want to look into? They don't have to be hard wired in and are @\$400. Bluetooth, much more portable.</p> <p>We could increase assistive devices?</p> <p>NZSL funding \$28,269.79 of \$80,000 allocated. Reading between the lines, they don't need the money back, we make a decision to continue the fund through 2021, 62 families were allocated the money, and three parents groups were allocated the money. Only Auckland has been able to use the funding. HB hasn't been able to use theirs. Central Otago, haven't moved either. 62 families - 20 have been actively pursuing NZSL funding. They only have until the end of year to use it. They have not all used it. Pool of money left - families haven't been able to use it. It's been THAT year. NZSL Board - very clear, you keep money and you do something with it. We allow the families that have been allocated, have one more chance to use it in 2021 or open it up to other families. Can we as a committee say, due to COVID, we will allow our funding application to be used in 2021? NZSL board gave us the time limit. They have not responded to any of our reports apart from to say yes we have received it. Spec was to provide access to NZSL learning - they won't care what families we give it to. Kate thinks we should set up a specific account for NZSL. Easier in terms of tracking for NZSL learning, money will go out of that, and trackable through the Xero stuff.</p> <p>Meg - why don't you pay someone to get a technology review? Get a consultant to do it.</p> <p>We need to create a list of requirements, a Google Doc, ideas as parents, this is what I want for my child who is aged 4, etc. Meg to set up and committee to add to it.</p>
General	<p>All transactions in the attached document to be authorised by the committee. All transactions have been paid in advance.</p>

	<p>Audit completed and submitted to Charities Services. Audit report to be signed off (by me and Kate) along with other documents for auditor's books, to complete the process.</p> <p>Decisions on the term deposits to be made. We need to bring the ANZ money to Westpac. This needs to be done by the current signing authority for our ANZ account which is Kate.</p> <p>Other excess money should be placed in a Term Deposit or in a transaction account for future use. I suggest we open a transaction account because interest is low in a term deposit at the moment and having it on call would be safer from a cash flow point of view.</p> <p>Xero is working well. I would like to look at using the expenses feature which should make claims easier. I will discuss details at the meeting as there is a potential cost to running things this way. Justin will look further into it further and get back to the Committee.</p>
Term Deposit	Put excess money into TD or put into another suffix and transfer as we need it.
Dana Camp	Cancelled, so has \$4k. Changed dates twice, changing options, do we refund or can we transfer to more NZSL classes?
<p>MOTION: That the Treasurer's report be received/accepted.</p> <p>MOVED: Justin F</p> <p style="text-align: right;">SECONDED: Kirstin J-C CARRIED</p>	
Actions from Treasurer's report	

Website Report	
Website	<p>Summary No major updates or changes made to the website during this period however regular Funding page updates with information about the NZSL Learning Subsidy Fund criteria and application form.</p> <p>Website stats 1 July 2020 to 30 Sept 2020 (3 months):</p> <ul style="list-style-type: none"> ● 1,672 pageviews - 1,330 sessions ● 676 visitors - 17.8% were new visitors - peak visitor day - 28 visitors ● Top 5 pages: Home page; parents-information-sheets; about-us; membership-form; and parents/the-family-book <p>Budget</p> <ul style="list-style-type: none"> ● Wordpress site hosting \$408 for 12 months.
Registrations	<p>1 July 2020 to 30 Sept 2020 (3 months):</p> <ul style="list-style-type: none"> ● 20 new member registrations ● 0 updated members information
You Tube	<p>Stats</p> <ul style="list-style-type: none"> ● 23 subscribers (total 284) ● 2,477 total views during this period, total view-time 108.4 hours; ● Top 5 videos (by views): <ol style="list-style-type: none"> 1. Parent Hui - Introduction to NZSL 2. NZSL and us: Zenos Tamihana

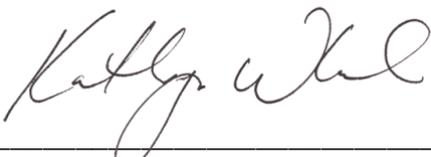
	<p>3. NZSL and us: Jorja Steele</p> <p>4. Auditory Verbal Therapy</p> <p>5. Transition into school NZSL version</p>
Facebook	<p>1 July 2020 to 30 Sept 2020 (3 months):</p> <ul style="list-style-type: none"> 13 posts; 728 people reached in total
Action from Community Managers report	

Services Report (See report)	
Grants / Assistive Devices / Scholarship	<p>Tutoring – Jasmine Fair T2 paid, T3, T4 approved Kyrell Gerrard T3 paid, T4 approved Harrison Mark, T1, T2 Paid, T3, T4 approved Matthew Keizer T4 approved</p> <p>Assistive Devices – Declined an application for Anju Kavya as it was not hearing related (vibration plate for her cerebral palsy) Sierra Wetzel I-watch approved</p> <p>Speech Therapy – Koby Jones approved for T2, T3, T4. T2 Paid Jasper Pene T3, T4 approved Jirey Winiata T2, T3, T4 approved Mason King-Turner T2, T3, T4 approved</p>
Excellence Awards	<p>Joshua Trowbridge Yr 11 Tahlia Coward Yr 11 Latecia Haora Yr 13 Wasn't advertised this year, so minimal applications. Meg to re advertise for primary/intermediate applications. She will put it on our Facebook page and send it to regional parent groups and to AODC's and RTDs. Applications to close Sunday 8 November 2020.</p>
General	<p>Hadn't got the right permissions set up so I couldn't see the tutor reports being submitted but have got it sorted with Meg now. Only have 3 excellence awards so far, and these will close at the end of the week. This will need to be promoted more next year in FB and by email once a database is sorted. Have had a few people emailing just an invoice for payment without completing applications or reimbursement forms, so I just have to keep following up with them.</p>

<p>MOTION: That the Services report be received/accepted.</p> <p>Moved: Dana C</p>	<p>SECONDED: Kirstin</p> <p>CARRIED</p>	<p>J-C</p>
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General Business	
2021 Camp Dates and Setting Programme - inc Speakers and Fundraising	<p>We made an application to Lotteries community fund for \$80k to cover flights, camp (\$25k), Lotteries came back with "on behalf of the Commission, organisation has been sufficiently resourced." We have to show financials and it looks like we have a lot of money in our account.</p>

	<p>Community Managers role application - can only do one application. They would have said no on both applications.</p> <p>They change their focus each year and because of 2020 their focus would have been recovery.</p> <p>We would need approximately \$350 per head - flights, accommodation, meals and activity.</p> <p>Lots of activities being cancelled this year, and next year!</p> <p>Do we push for a 2021 camp at the end of the year (October), or do we write the whole thing off and do it in 2022 instead?</p> <p>Lotteries Funding is twice every year. Meg would be reluctant to go to them next year, or if we do for a lesser amount. Maybe \$40k to cover flights. Lion Foundation, NFD, etc - smaller lots from everybody.</p> <p>Families probably need more assistance with devices, smoke alarms, etc than a camp. Most benefit for the most people for our limited time and personnel, being able to provide a smoke alarm, an ongoing useful concrete thing, Kate believes to be more beneficial. Yes camp is beneficial but after THIS year, funding towards family devices, etc is more beneficial.</p> <p>GPoDC - running online how to advocate for your child on a global scale, it was brilliant. Such a good concept of being able to have almost an alive interactive conversation where what works. Thrive has a “cup of teak”, how things have worked on a specific topic and people ask questions online live. It is also recorded because of time difference etc, people can go rewatch it.</p> <p>Jill - can we also how we can keep going with the face to face stuff. Build relationships, etc.</p> <p>The face to face was the spec of the parents groups. We support the parents groups. Maybe more funding could go to Parent Groups - where there are active parents groups, what we seem to be seeing Nationally and Globally is people aren't getting involved in their parents groups. We all know the value of our kids meeting other kids with CIs or HAs, people aren't doing it.</p> <p>Funding for activities for parent groups - \$30 per person for activities to be applied for/ reimbursed.</p> <p>The goal is to help fund the activities that the kids/ families couldn't normally do.</p> <p>For us to get the parent groups working, you need to have a coordinator who is paid and able to set things up, visit families, running the paperwork etc. Parents aren't likely to set up committees anymore; they don't want to be a part of the organisation of these things.</p> <p>We will not be having a camp in 2021, and will need to make a decision around dates to have a camp in 2022 to decide when we apply for funding.</p> <p>Looking for March 2022, so we will need to apply in the first half of next year to lotteries or other. Meg will contact the camp and see if they can hold our deposit for that long.</p>
<p>NZSL Support for Camps/ extra curricular activities</p>	<p>We are looking to expand the individual grant to pay for an interpreter to attend a camp or such event, once per year per child.</p>

NZSL Learning Subsidy Fund Update	Updated in Treasurer's report.
Community Manager Role 2021	<p>Looking forward, Meg isn't able to do this role anymore. We would really need to find a Salesforce administrator to employ for 10 to 15 hours a week, committing for 2 years. Meg is willing to mentor this person through the process.</p> <p>We need a person to come in to this role, to set up the database for all the things we need it to do (a Hub for all families to access funding, other families, information, podcasts etc)</p> <p>By the next meeting, we will have all the info ready to go (Meg)</p>
Meeting Closed	2pm
Next Meeting	Saturday 13th February, 7pm
 <hr/> Chairperson's signature	<p style="text-align: center;">10 October 2020</p> <hr/> <p style="text-align: center;">Date</p>



ACTIONS FROM 10 OCTOBER 2020 MEETING

Kate	Kate to check brochures whether they have updated information on NZSL funding on it. Kate to send packages with brochures, etc to all committee members to send out to all of our AODC's, etc. Karen goes to Van Ash and chases NZSL handbooks so Kate can send kits out.
Kirstin	
Brent	Look at Deaf Aotearoa AGM in Christchurch.
Dana	
Justin	
Karen	Look at Deaf Aotearoa AGM in Christchurch.
Katie	
Gillian	Jill will pass on Kate's details to Dianne Rafter at The Hearing House..
Meg	Readvertise Excellence Awards.