

Minutes of the meeting of ADHD Association Incorporated

Meeting number: 1/23
Date: 21 February 2023
Time: From:7.00 pm to 9.30pm
Location: Online

Present:

Board: Darrin Bull, Katherine Mason, Alex Campbell, Martin King, Tracey Rountree, Suzanne Cookson (CEO), and John Miller

Guests: Raewyn Heays, Leeanna Kohn-Hardy

Apologies: Brett Harrington.

1. Administrative

1. Welcome / Karakia
2. Conflicts of interest register- reviewed and updated
3. Minutes of the last meeting

Resolution: That the minutes of the meeting dated 13th December 2022 be accepted as a true and accurate record.

Moved: Suzanne Cookson

Seconded: Martin King

Motion passed: Yes

4. Matters arising from the minutes of last meeting (Action Register Attached)

2. Vision Development (Owner D. Bull)

1. Following a vision workshop in January, 4 vision statements were proposed. The selected statement was "A thriving ADHD community that enriches the world".
2. Next steps:
 - a. Selected statement to be circulated for community engagement.
 - b. Approval in the April Board Meeting

3. Financial Budget for FY 23/24 (Owner. S. Cookson)

1. Darrin and Suzanne presented a conservative budget on costs and expected income. Showed a \$35k shortfall which was considered a good target for further income development. Approved in principle.
2. Next Step: S.Cookson to run a workshop identifying income opportunities with the Board
3. Proposed budget to be loaded into Xero

4. National Coordinator Premises (owner: S. Cookson)

1. Suzanne Cookson presented a position paper giving up the lease on the Coordinator Office at Yarrnton House.
2. Has not been used for 2 years and will save \$653 per month (\$7,836 per year), this will increase by 25% in 2024. CCS are likely to agree to break the lease as another tenant is waiting. In addition, the cancellation of wifi will save \$100 per month
3. It is noted Raewyn has been working from home for past 2 years and has not charged for this. It is noted future coordinators may require an office which will have to be arranged when needed. Suzanne and Leeanna are contractor and providing their own facilities. Suzanne is using the Drug foundation FOC.
4. Agreed in principle that the premises are not required at this time. The budget has been updated.

Need the following actions to implement:

- a. Agree terms with CCS and let the Board know if anything substantially different. (S.Cookson / R. Heays)
- b. Nominate the accountant as the registered office (S. Cookson)
- c. Redirect the mail from the Newmarket Post Box. (R. Heays)
- d. Working Day to remove the equipment and materials from the office. Then dispose of surplus equipment/materials. (R. Heays_)
- e. WFH policy and an H&S review of the National Coordinator's current home office. (D.Bull)
- f. Update Google Place listing in google maps. (John Miller)

4. Board Governance Survey (owner D.Bull)

Darrin identified from the survey, we need Position Descriptions for Board members and the CEO. Then some Governance training based on the IOD Governance Principle.

Other Governance updates are:

- CEO – Suzanne Cookson is also a Board member which is not best practice. Propose Suzanne resign from the Board which releasing another vacancy on the Board for additional Board member. Suzanne resigned at the meeting which was accepted.
- Darrin will review with Sarah Watson can take up the position of Medical Advisor and resign from the Board which releases another position for an additional board member.

Next Steps:

1. Darrin to discuss new role with Sarah (D Bull by April 23)
2. Position description for Board Members be developed (D Bull by April 23)
3. Governance training delivered (D Bull by May 23)

9. Rules Update

The purpose of the rules update is to change the name of the association and comply with coming changes in the act. John Miller identified the actual change in act is the "The Incorporated Societies Act 2022" which the requires the rules to be updated after October 2023 when we have to re-register. So we will have to update the rules next year anyway. However, it will be useful to update at next AGM anyway. John Miller presented some draft updates to the current rules. To be reviewed by the Board by end of March. Will then be reviewed by legal expert before being presented for voting at the AGM in May or June.

10. AADPA Guidelines Review for Endorsement (S.Cookson)

AADPA Guidelines Review for Endorsement. The Board reviewed the guidelines summary recommendation to consider for endorsement.

1. Difference with NZ situation:

- Guidelines state ADHD as a disability but Australia has a better definition of disability than NZ. Some in NZ ADHD community have strong opinions about ADHD as a disability.
- ADHD in adults is not recognised by NZ MOH.

Darrin Bull moved a motion for the Board to endorse the ADDPA Guidelines subject to inclusion of NZ conditions and cultural perspective. Agreed.

Follow up actions:

1. All Board members to review the full guidelines document in their own time.
2. White paper to be prepared for the position of the NZ ADHD Community and ADHD as a disability. ADHD classified as a Disability will invoke support of the Whaikaha - Ministry of Disabled People. (D. Bull June 23).
3. Purchase the full technical research document as a reference for further research from AADPA. (S. Cookson April 23)

M. King and L. Kohn-Hardy left the meeting

11. Operational Updates

1. **Financial Report.** Low activity for Dec/Jan period. Moved to be accepted Katherine Mason, 2nd John Miller. Accepted.
2. **Engagement Report.** Noted high growth in non-financial members and person being engaged through other channels such as the screening tool. However slow growth in financial members. Identified need to convert engaged persons to financial members or gain revenue from them to fund additional services.
 - 2.1. Alex Campbell recommended using the screen tool as generating leads for offering follow-up services. Investigate if an opt-in option can be added to the screen tool for follow up services. (Action: S. Cookson May 23)
3. **Risks and Issues.** Suzanne reviewed a draft Risks and Issues table to be used by the Board to ensure they are covering key risks. It was suggested to modify to assess risk based on both probability and consequence. (Action: D. Bull to facilitate, April 23)
4. **CEO Report.** Leeanna and Raewyn to provide the operational update report monthly.
5. **Chairperson**
 - 5.1. UoA research group to meeting on Monday 27th. Darrin Bull and Katherine Mason representing ADHD NZ. Expect the group will be spun off to a research foundation to access funding. UoA want to convert our screening tool into a research data source.
 - 5.2. Minutes of the Board meeting to be published on the website once approved.

12. Next Meeting

1. Next Meeting: Operational Review 14th March 2023 7:00PM
2. Final Issue 23rd April 2023. By: John Miller

These minutes have been accepted as a true and accurate record by the board of

Signed:

Chair

Date: