

N.Z. Federation for Deaf Children Incorporated



Minutes of the Executive Committee of the New Zealand Federation for Deaf Children Incorporated

Date	Sunday 28 February 2016
Venue	Wellington Airport
Meeting opened	10.10am

Present	Kate Whale, Kirstin Johnson-Coombs, Catherine Trowbridge, Kelly Davy, Justin Farquhar, Jill Taylor, Brent Burcher, Debra Bellon, Hana Maguire and Shoshanna Cleary (Interpreters)
Apologies	Andrea Craig
Previous Minutes	MOTION: That the minutes of the meeting dated 22 November 2015 be correct. MOVED: KATE W SECONDED: JUSTIN F CARRIED
Critical General Business	Nil
President's Report (See Report)	
AGM	Discussed in detail under General Business.
NZFDC website and email addresses	Brent and Justin to go back into email and change setting to give the info@ admin permission to access the email. Kirstin has put a video up explaining the services we can provide and help out with. Kate will be asking everyone to do the same for their portfolio – she will provide a “blurb” for you to follow. This is a way of getting information out to people about the services as well as the executive. Brent mentioned he doesn't understand videos without captions. Kate to look into it.
Contractor Role	Kate finished this role just before Christmas. Kate achieved a lot and believes it was very successful. She met with many different groups (both professional and parents) face to face and it has opened great lines of communication. Attached to Kate's report is a breakdown of the services she provided during this time.

Survey Monkey	The survey put out to parents was successful with approximately 70 responses. This has been put on the Google Drive for the NZFDC executive committee to view. More information under General Business.
FCEI/GPODHH	Kate hasn't booked flights yet, but has booked accommodation as this is fully refundable if necessary. More information under General Business.
Northland Parent's Group	Kate received a letter from Leah regarding the worries and problems the Northland Parent's Group have with their relationship with NZFDC. This gave a good insight into what we can try to do to mend the relationship. Leah assured Kate that Northland Parent's Group is up and running and would appreciate families being forwarded on to them. We are awaiting a reply from Leah as to whether she would be happy to meet Kate and other Committee members.
Auckland Parents	Kate had a conversation with Kirsten from Auckland Parent's Group late last year and will follow up with another phone call.
ANZCED Conference	The conference is for professionals – education providers and audiology and isn't really for parents. Committee decided to decline the offer up of a stand.
Database	Brent to talk about database in General Business.
General	Thank you from Kate for the support from the exec as it has been chaotic in her family over the last few months. Jill contacted Janet to see how she was getting on, and Janet says thank you the NZFDC grants for the kids who went to the film festival. She is hoping to get a presentation on a USB stick.
	MOTION: That the President's report be received/accepted. MOVED: KATE WHALE SECONDED: KELLY DAVY CARRIED
Actions from President's report	Kate to email all Committee a brief for a video to be placed on the website regarding their roles. Brent to email Kate with captions options to add to videos. Kate to make a phone call to Kirsten from Auckland Parents Group.
Community Liaison's Report (See Report)	
Emails	As of 1 March, the info@deafchildren.org.nz will be the new email address to use. Can everyone change all email addresses on their templates to the new email address from this date.
Gmail/Meg	Andrea has spent a lot of time with Meg ensuring the website and email addresses are all setup properly. Thanks Meg for being so amazing.
Special Education Dispute Resolution Process	Andrea attended this meeting instead of Kate. A big discussion was about why it is "special education" and not for all students. Continued in groups from previous meeting discussing how the process would look from start to finish.
Meetings	Andrea has attended a few extra meetings with Kate. She feels they have made some good contacts. Andrea has outlined these contacts should be split up around the committee to ensure we retain these relationships.

Post Box	Andrea has been changing some of the mail that has been coming to the post box, to come via email instead.
	MOTION: That the Secretary's report be received/accepted. MOVED: KATE WHALE SECONDED: CATHERINE TROWBRIDGE CARRIED
Actions from Community Liaison's report	Can everyone change all email addresses on their templates to the new email address from this date.
Treasurer's Report (See report)	
Account Balances	Cheque account: \$94,715.90 Hui account: \$1,902.64 DEANZ account: \$14,404.45 Beacon account: \$32,650.26
	Opinion on Term Deposits – have been left to roll over. We are now on a GST cycle that fits the financial year. Kate to talk to Andrea about whether Air NZ emails etc. gets filtered, or is this now being sent direct to Justin.
	MOTION: All accounts up to today's meeting, as detailed be accepted and ratified. MOVED: JUSTIN FARQUHAR SECONDED: KATE WHALE CARRIED
	MOTION: That the Treasurer's report be received/accepted. MOVED: JUSTIN FARQUHAR SECONDED: KATE WHALE CARRIED
Actions from Treasurer's report	Kate to talk to Andrea about whether Air NZ, etc. gets filtered, or this is now being sent direct to Justin.
Vice President's Report (See Report)	
ILS Contract	ILS report was submitted online at the end of December 2015. Next report due end of March 2016.
ILS Survey	As part of the review, a survey needs to be completed by 4 March 2016.
NZFDC Meetings	Suggest another Committee Meeting before the AGM/Conference in June as we won't have time to have the executive meeting one over that weekend. To be discussed in General Business.
Palmerston North	Kelly contacted PN parents to get an update. Pip replied outlining if they organize an activity, the money is available for them to access. The bequest money for the Manawatu region has been transferred from the lawyer to NZFDC
Parent Groups Template	Attached to Kelly's report is a template for new parent groups to register with NZFDC.
MOH National Travel Assistance Criteria	Issues regarding travel times and costs for some families now receiving services from SCIP based in Wellington. Kelly sought clarification from NZFDC as to whether it would like to support the letters of feedback from parents/groups on how the travel has impacted the families. More information under General Business.
AGM	Dates and venue confirmed for AGM/Conference for 2016. Blue Skies Conference and Training Centre, Friday 3 – Sunday 5 June 2016

	(Queens Birthday Weekend). More information under General Business.
	MOTION: That the Vice President's report be received/accepted. MOVED: KELLY DAVY SECONDED: KIRSTIN JOHNSON-COOMBS CARRIED
Actions from Vice President's report	Nil
Services Report (See Report)	
Individual Grants	None
Assistive Devices	1 application was approved for an Assistive Device.
Group Grants	2 group grants were approved in the last 3 months.
Tutor Fees	1 payment was made to a family for their son's Tutor Fees.
Services Role Video	Kate asked Kirstin to download a video explaining what is included in her role as Services coordinator. She has completed this and it is now on the NZFDC website.
	MOTION: All payments for Tutor Fees, Assistive Devices, Grants from previous meeting be approved as per my report. MOVED: KIRSTIN J-C SECONDED: JUSTIN F CARRIED
	MOTION: That the Services report be received/accepted. MOVED: KIRSTIN J-C SECONDED: KATE W CARRIED
Actions from Services Report	Nil
Kit Report (See Report)	
Information Kits	11 kits were sent over the last 3 months. Details of areas are outlined in Catherine's Kit Report.
	MOTION: That the Kit report be received/accepted. MOVED: CATHERINE T SECONDED: KELLY DAVY CARRIED
Actions from Kit Report	Nil
Newsletter Report	No report
Actions from Newsletter Report	Nil
Website and Facebook Report (See Report)	
NZFDC Website	Relaunched mid-November 2015. Andrea is very pleased with how professional and clean it looks. There has been great feedback from parents and students and positive feedback with suggestions from Ministry of Education and other sister organisations. A big thank you to Meg for all her hard work and support.
NZFDC Facebook Page	Quieter over the December and January period, but it is great that it is now directly feeding into the website.
Actions from Website &	Nil

Facebook Report	
	MOTION: That the Website and Facebook report be received/accepted. MOVED: KATE WHALE SECONDED: KELLY DAVY CARRIED
NFD AGM and Updates	
NFD AGM and Updates	No contact from NFD. Jill to follow up.
Actions from NFD AGM and Updates	
Fundraising / Grants Report	Nothing to report.

General Business	
Roles	Executive to consider whether they wish to stay on the executive committee, and if there are other roles that need to be filled that they may be of interested/skill to them. Reminder you can verbally state you wish to continue on the executive committee at the next meeting but a nomination form from the parent group is essential to nominate you for a position/executive committee member.
Splitting up contacts from contractor role	Kate will put together a list of contacts from the contractor role and we will discuss at the next meeting. Kate advises she would like to get to the BOP AGM and to Northland regions if time allows.
Database Role	Thank you Brent for overhauling the database into some kind of order! The database is now able to be filtered by area, by age, etc. We had 1400 entries and have removed the non-active members which left 673 members – over half weren't active. Brent to send region data to each committee member/parent group. There are some big gaps, can you please go back to your parent's groups and fill in/edit the details. As a starter, if you can take out what's not relevant to your region, fill in the gaps-especially email addresses. We may need to phone people to get update details. The database will be stored in google docs. At present we need to all have access/share this role to get up to date/email addresses from families. We need to have a person/committee member for the database role. Executive committee to have a think about the role and speak to Kate if interested.
FCEI Representative	Flights accommodation and conference fees, cost approx. \$6k per person Kate's costs have been covered by Lotteries Commission. Due to costs and funds available, the committee decided it was appropriate for one person to attend. General consensus was not to send a second person. While it would be helpful to have a second person attend as there is so much information to take in, the cost is too high. Not aware of other parent reps attending. Maybe worth considering asking MOE for funding. Kelly/ Kate to work on a conference planner for the year so we can see where relevant national/international conferences are so we can plan for future attendance.
NZFDC 04/05 June 2016 Conference/AGM	Draft AGM/speaker report attached with Kate's report. This is the only weekend that worked that was free with the facility. Kelly, Kate, Brent and Jill had a look at Blue Skies and it was perfect for what

**Blue Skies
Conference &
Training Centre**

we needed. There is a huge field, a confidence course etc There is also another big set of buildings with a big indoor space that we can do activities in with the families if the weather is bad. Abseiling option is available, we need to contact them prior to the conference to organise. There is an outdoor swimming pool. Very important for families get to spend time together and mingle with other families.

- Brent has contacted Canterbury Deaf Youth; they can assist with the running of the activities for the older kids from 5 years upwards.
- There will be a morning session between breakfast and lunch for speakers, workshops, etc. predominantly for parents. There will be a crèche for the little ones.
- After lunch we would like to see fun activities inclusive of all family members, some workshops like NZSL for parents and kids. Activities that make it a family weekend as opposed to a conference.
- Would be ideal for presenters to stay around over lunch so families can ask questions that may not have time to be asked during the talks.
- We need to prioritise what topics/speakers are important.

See ideas attached to Kate's report.

- Some speakers who will be attending will need to be aware that it will be from a parent perspective, not just a professional point of view.
- Ideally the speakers and presenters will be parents who are able to share their experiences and give hints and tips.
- Kate advises she is happy to run the kindy to primary school section.
- A facilitated conversation with youth, professionals, parents etc. As much of this videoed/taken as notes to be sent out to parents who cannot make it.
- Equipment-maybe a stand with Assist and Advisors and Deaf Aotearoa

Family perspective

Siblings of deaf children.

Deaf Youth-Maybe from a parent perspective?

Having parents who have tried things that have and haven't worked.

NZSL/Bilingual approach - The path that you choose when the children are 3 may be different when they are 8-12.

If we can get NZSL tutors in for the whole weekend, so signing instructors. (Brent advises he has contacted NZSL tutors) When children see people using this as part of their daily lives, they will be more inclined to want to use it. Make it fun. Can we have deaf youth teaching the younger ones NZSL as they will respond a lot better.

Modern learning environments and sensory issues. How to maximise the use of the modern learning environment? Best access to sound in the environment. We could do up a template for parents to take to the school about what should happen in the classroom.

Workshops

NZSL for families-the total beginners, and the older children working with the youth.

Transition to school – David Foster/Brian Coffey? There is also the possibility of maybe getting a teacher or parents who have just been through that transition, what would you say to parents coming up to that transition?

Preparation for families transitioning their child to school – 6 months out for kiddies, like a checklist as some people don't get services, i.e. RTDs, ORRS funding, etc. and tie in with an IEP.

IEP's maybe get a young person from Year 7 up to talk regarding IEPs. Young youth don't realise it is their learning and they are entitled to be heard and included in the process.

IEP in with transition to school probably going to be a big chunk of the morning. Split into if your kid is going to primary, intermediate, secondary.

Multiculturalism – a mix of different people discussing things about their child attending cultural events, religious events, what issues they have.

Youth Inspiring, have a workshop with youth inspiring each other and talking about self-advocating, older teens talking to the younger children. How do you approach something you are not quite happy about?

Money

- Canterbury Parents asked what would families/attendees have to pay, they will probably not need any accommodation so do they have to pay the same as everyone else? \$50 for families, \$30 for Canterbury families.

Elena advises they normally have their mid-winter barbeque at that time of the year and the possibility to have this at Blue Skies. This will be a Sunday afternoon barbeque, and any families that are still there are more than welcome to attend.

- NZFDC has applied for funding from NZSL funding, NFD. Lotteries funding closed in November and won't open again in time. Have also approached two airlines, and they have both declined.
- Parent groups can look within their own regions to find funding options; Lions Club, Pub Charity, Noonan Trust etc, for funding.

Kelly to draft a blurb to send out to parent's groups outlining an option on how to follow through with families who have shown interest/commitment to attend the NZFDC conference/AGM 2016.

- Us as a committee need to be thinking about other means of money to help cover the costs of the Conference/AGM.
- Kate to contact the MOE and Ministry of Social Development for funding/support.

Other

- Kelly to privately invite Past Presidents via the local Parents Groups.
- Christchurch Interpreters-Brent has talked to some, just need details about pay etc. Brent has spoken to some of the sign language tutors and has given them a draft idea of how they would work. They could do the older groups and they could do the parents in the afternoon as well. Interpreters- some are interested and keeping it in mind.

We will need interpreters for both the Saturday & Sunday. Brent will follow up booking of interpreters.

- Suggestion from Brent- maybe we want two families from each group toddlers, primary school and older, deaf parents, hearing parents too, come and socialise with the families so they can see how it works in a deaf family, bilingual home. Thinking of those coming for the weekend, no cost- they can socialise, ask them questions, some have CIs, HAs, a lot of diversity. Possibly they could help with the kids with workshops. Brent said he has the families he just needs more information.
- Funding for the Deaf Development fund – something for them to check out.
- Discussion regarding having our next committee meeting in Christchurch on a Sunday and a couple of the Committee can go down on the Saturday?
- Jill has been in touch with the Toy Library in Kaiapoi and they are happy to help put with resources for the pre-schoolers. They are wanting to know

	<p>what toys we are interested in and what numbers. Dress ups, ride on bikes, books and puzzles, Duplo, cars, trains and tracks, prams and dolls. Donation to toy library.</p> <ul style="list-style-type: none"> • Can we as a committee ask around to get items for goodie bags, chocolate, pens, papers, etc. Aim for 1 per family. • Elena asked if we could get resources down to them a few weeks before the AGM. Kate is thinking a couple of us go down and talk to them before hand as a group. We would have a draft day planner by then, so can talk to deaf youth group and parent group about the activities, what we would like them to do etc. • Committee will be required to have “jobs” around the weekend, facilitating, helping with activities. <p>What is covered under voting delegates from each parent group? Do we pay for flights and \$50 registration?</p> <p>Kelly outlined that NZFDC covers the flights/kms to and from the conference for the voting delegate only.</p> <p>If they are coming with family, or as an individual, it is the standard they will be required to pay the registration fee, as if it would be to attend a normal conference/AGM.</p> <p>Kelly to do up a template to go out to parent’s groups about who their voting delegates are including that it is just the travel of that one delegate that is covered by NZFDC.</p> <ul style="list-style-type: none"> • Has an application come through from PODC Taranaki Inc for Beacon Funds, Kate advises she has not seen an application, Kelly to re-forward to Kate.
Combined Board of Trustees Parent Elections	<p>Kate was given pamphlets/information of the parent elections.</p> <p>The nominations will be open in May 2016.</p> <p>Information to be shared with parent groups/key contacts.</p>
Google Docs	<p>The committee has viewed the goggle docs and advise they understand how it works. It is where the minutes, constitutions, important documents will be stored.</p>
Upcoming NZFDC Meeting	<p>It was decided to have a meeting on Sunday 8 May in Christchurch, due to a limited time on Saturday 04 June. There is a different program planned for the AGM/Conference in June.</p> <p>Kelly & Kate to go down on the Saturday 07 May, to meet with Canterbury parents to finalise details for the conference.</p>
Survey Monkey	<p>Great information has come through from families from the survey. We would like to run a survey yearly.</p> <p>NZFDC representatives would like to meet with Deaf Aotearoa, Deaf Education Services and share/bring to their attention the feedback/information gathered in the survey.</p>
Marketing Pack	<p>Kate showed the marketing pack she has put together to hand out to newly diagnosed families. The pack may be handed out to professionals to pass onto families of interest.</p>
Honorarium	<p>The (individual) executive committee members are to decide whether they wish to accept the honorarium by the next meeting.</p> <p>Jill to clarify with an accountant, when you put your tax return in are you able to claim tax back.</p>
MOH Travel Assistance	<p>Kelly has spoken to Neil Heslop at SCIP Christchurch late 2015.</p> <p>Parents of Deaf Children Taranaki Inc are seeking from families who may</p>

<p>Criteria</p>	<p>wish to contribute a letter outlining how the change in travel has impacted their family. This is in regards to families who are now required to drive to Wellington to access the service provisions from the Southern Cochlear Implant Program (SCIP) from the Wellington clinic. With the letters submitted to PODC Taranaki the aim is to submit and bring them to the attention of the Ministry of Health, with an interest to have the MOH look at the current National Travel Assistance criteria that they have in place, and to find some outcomes that may make it easier for families.</p> <p>Also to take into account how the current guide has or is impacting families. PODC Taranaki are seeking clarification from NZFDC if they are in support of the letters?</p> <p>NZFDC outlined they would support the families letters to the MOH.</p> <p>The letters will be sent to the Ministry of Health with the support from NZFDC & SCIP.</p> <p>Kelly would like to share this information/guides of a letter to other parent/s group in other regions that it may impact; Hawkes Bay, Taranaki, Southland, I ask parents to feedback in a written letter format, how the change of service/ MOH travel assistance criteria has impacted them. They will be gathered and submitted to the MOH/Regional DHB's.</p>
<p>Executive Committee Reports</p>	<p>With the reports a reminder to have them completed a week prior to the meeting, and then to save them to the google docs, so that the committee can access them prior to the meeting to read over them.</p> <p>Do not be judgmental/state an opinion, place facts in the report, so that it can be read prior, to be discussed at executive meeting. Insure it includes a summary so that If the committee have questions they can ask them at the meeting.</p>
<p>Incorporated Societies Meeting</p>	<p>Jill attended this meeting.</p> <p>Discussed was a draft of what they would like to bring in for the incorporated societies. Submissions by end of June 2016. It was advised for all to review your constitution.</p> <p>This has been put together by the Ministry of Business and Innovation with the Internal Affairs, many of their constitutions don't have procedures for resolving internal disputes or clauses in their constitution if the society wound up and where their assets are to go. The Act dates back to 1908 so they want to amend the Act.</p> <p>Once Justin attends the meeting in Dunedin they will report back to NZFDC and NZFDC/committee members will need to look at the NZFDC constitution.</p>
<p>Actions from General Business</p>	<ol style="list-style-type: none"> 1. Executive committee to think about whether they would like to stay on in their current roles and if there are other roles that need to be filled, they may be interested in. 2. Executive committee to have a think about the database role and get back to Kate if interested. 3. Brent to send region data to each committee member to get out to local parent groups to update details. 4. Executive committee to ask contacts if they can sponsor items to go in the goodie bags, chocolate, pens, papers etc for the conference/AGM. 5. Kelly to draft a template to go to parent's groups regarding who their voting delegate will be for the AGM, including that financial support from NZFDC is just the travel for the one voting delegate that will be covered. 6. Kelly to draft a blurb to send out to parent's groups outlining an option on how to follow through with families who have shown interest/commitment to attend the NZFDC conference/AGM 2016. 7. NZFDC executive committee need to be thinking about other means of

	<p>money to help cover the costs of the AGM.</p> <p>8. Kate to contact MOE and Ministry of Social Development in regards to funding/support.</p> <p>9. Kelly to privately invite Past Presidents via the local Parents Groups.</p> <p>10. Brent to follow-up with Interpreters for the conference/AGM 2016.</p> <p>11. Brent to invite 2-4 families along for the weekend, to be there to mix and mingle with – different age groups.</p> <p>12. All the committee to think about the Parent Rep role on the Combined Board of Trustees.</p> <p>13. All committee to decide whether they want to accept the honorarium by the next meeting.</p> <p>14. All committee to ensure reports are completed a week before meeting and submit to google docs, and outline the facts and to the point.</p> <p>15. Jill to contact Kaiapoi Toy Library regarding toys/resources needed.</p> <p>16. Jill and Justin to feedback to committee, to look at NZFDC constitution.</p>
Meeting Closed	3:00pm
Next Meeting	Sunday 8 May 2016, Christchurch
<p>_____</p> <p>Chairperson's signature</p>	<p>_____</p> <p>Date</p>

N.Z. Federation for Deaf Children Incorporated



EXECUTIVE COMMITTEE REPORT

POSITION: President	COMPLETED BY: Kate Whale
Period this report covers: Nov 2015 – Feb 2016	Date: 21.02.2016

Contacts			
Email	Phone	Face to Face	Other
135	48	2	

Item	y/n	Attention required
UPDATES - ACTIONS (Cut and paste from 'To-do' list)	Y N Y Y	Kate to have conversations with Kirsten, president of APODC. Kate to get in touch with Penny Went administrator. Kate continue to try and contact Plunket. Kate continue to try and contact College of Midwives.
POINTS OF DISCUSSION FOR EXEC		Timetable for the AGM Upcoming meetings and visits Another person to FCEI ANZCED Conference Survey

Topic	Summary
AGM	<p>Lots of movement on the AGM. Attached is the list of ideas for AGM speakers and workshops; exec to whittle these down to a workable list.</p> <p>In early January Kelly and I traveled down to Christchurch and met up with Brent and Jill to look at venues for the AGM. We were pretty unanimous for Blue Skies; it's facilities were what we needed and they can cater for us... Booked the only free weekend which turned out to be Queen's Birthday weekend, but not much we can do about that.</p> <p>I have had regular conversations with Elena from CPODC regarding what they can do, what they are wanting from us etc. She's been very proactive, which is awesome. She has also asked if we could possibly get smaller bags to put the conference goodies in – it looks very bare with one big bag. I said we would look into it. Also for everyone to hit up people they know re. getting stuff for the bags.</p> <p>Also Andrea drew my attention to a post on Hawkes Bay Parents facebook page regarding the AGM. One of their members was a bit unhappy with the AGM being on QB weekend, and also with the fact that the Hui had little to no activities for families to do together. She felt that</p>

	<p>she just left her daughter in the crèche for the whole weekend at the Hui. I let her (and the parent group) know that we intended on having activities for families and workshops that they can do together. Hopefully a bit happier.</p> <p>I have applied for a bucket load of cash from the NZSL Fund for our AGM, and Brent did the video in NZSL as needed to complete the application, so fingers crossed we have wooed them enough for them to give us some cash.</p>
Website and email addresses	<p>Everyone has their new email addresses up and running; awesome work! Brent, Justin and (oops) me haven't given the info@ permission to access the address, which is apparently on the tutorial at about 2 minutes. Need to get that done.</p> <p>Kirstin has been my very first fiendish experiment with posting a video to the website regarding the things that we do. (Thanks HEAPS Kirstin! I know it's hard!). Thanks to Brent for the suggestion for videos, and to Meg for backing up the need for it and doing the extra stuff.</p> <p>You will all be given a topic to talk about sometime over the next few months on a short video, which Meg will work her magic with and put on the website and on the facebook page.</p> <p>There is a double whammy for this; both to get the information out to families in a way that is more likely to get and keep their attention, but also to let them see who we all are and actually relate to the fact that we are all parents too.</p>
Contractor Role	<p>This finished just before Christmas, and I feel that the time frame was incredibly successful. I was able to meet with many different groups (both parent and professional) and have opened up some great lines of communication with everyone visited. A huge thanks to Andrea for coming with me to some of these meet-ups. Another brain was very much needed. I have continued those with emails and phone calls since, which has also been great.</p> <p>Attached is a rundown of services from the Contracting role as per my contract.</p> <p>I feel that this time was very well spent, but there is so much more to do. I intend to still get up to BOP parents, hopefully Northland (See below) and also the Nelson region. Also following up with the Midwives and Plunket as still nothing. This will need to be done in the weekend, and we will need to work out funds for it. To discuss.</p>
Survey	<p>We have had approximately 70 useful responses to the survey regarding services. I have managed to put all the information into a format that everyone can have a look at and will see if I can get some copies printed. There is A LOT of information here, so we can pull it to bits over time and work out what we want to try and do with the information.</p>
FCEI/ GPODHH	<p>I haven't yet booked flights for the FCEI conference, though I have booked accommodation (cancelled for free if needed) and have forwarded the registration invoice to Justin for payment. We had discussed having another person go to the conference this year and Andrea indicated interest, as did Jill when I was likely to not be able to go.</p>

	<p>Is this something that we still want to look into? Funding another person would have to come out of our own funds as Lotteries have only given us enough for one, but it is something to think about.</p> <p>SKYPE calls have continued around planning for GPODHH set up. It has been agreed that we will all meet the day before the FCEI conference in Bad Ischl and hash out as a small executive committee how we are going to work things. Very positive stuff coming out of GPODHH and there have been some wonderful opportunities to share information. (Much of which I have put up on Facebook)</p>
Northland Parents group	<p>I received a letter from Leah (Northland) outlining some of their worries and problems, which was very helpful and gave a good insight into what we can hopefully do to start mending relationships.</p> <p>Leah assured me that Northland Parents is active and running, and that they are very keen to have any parents from the region sent to them. I assured her that this would continue to happen.</p> <p>Awaiting a reply from Leah as to whether she is willing to meet up with some of the committee to talk through the issues and see if we can make a plan to ensure that Northland Parents are getting what they need.</p>
Auckland Parents	<p>Have spoken to Kirsten from Auckland parents at the end of last year. Will need to get in touch again this year.</p>
ANZCED Conference	<p>I was asked at the end of last year whether we wanted to have a space at the upcoming ANZCED conference in Christchurch (July). I had said we would be interested, but this has come through and I think it's a little steep for what benefit we would get from it.</p> <p><i>A exhibition stand is \$2,250+GST.</i></p> <p><i>The stand includes</i></p> <ul style="list-style-type: none"> • <i>prefabricated black velcro receptive panels 3m x 1.8m stand</i> • <i>registration for two company representatives (includes daily catering and a ticket to the welcome function)</i> • <i>trestle table, 2 chairs and table cloth (if required)</i> • <i>2 x spotlights</i> • <i>1 x 10 amp power supply with 4 pin multi-box power point</i> • <i>corflute sign with company name in black text</i> • <i>listing of company name and contact information in the exhibitor section of the handbook</i> • <i>one delegate bag per exhibition booth</i> • <i>list of delegates who have given permission for name publication (supplied onsite).</i> <p><i>I have attached the floorplan, stands 4, 9-10 have been allocated. Please let me know what stand you would like.</i></p>
Database	<p>Brent has been working his butt off to get our database into some kind of workable format, and has almost completed it. (He can talk to what he has done with it)</p> <p>However, this has highlighted some big gaps in the database, and we are going to need to get in touch with families to start filling them in. Our goal is to have the newsletter go out by email, so we need to have email addresses for families. Also wanting to be able to get information on children/ families in each region, ages, etc to be able to put together a better map of the story.</p>

	<p>To make this manageable, we will need to split the database between us and either email or call the families to update details.</p>
General	<p>After a particularly rough January with some rather major family issues, February has kicked off a little better and I feel that I have been able to focus on Fed stuff a bit more.</p> <p>I have started my new job as a Resource Teacher of the Deaf in Wellington, and had a big conversation with Bernie from Van Asch regarding how to manage conflict of interest situations. It was a good conversation and I feel that as long as everything is kept very open and above board that all will be well. I am a parent first and foremost, and it will be interesting seeing this all from a new perspective.</p>

Signed

Kate Whale

President



N.Z. Federation for Deaf Children Incorporated

EXECUTIVE MEETING REPORT

RESPONSIBILITY: Treasurer	COMPLETED BY: Justin Farquhar
Date: November 21st 2015 to February 23rd 2016	

Item	Comments
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Communications	Type	
	Postal	0
	Email	146
	Telephone	0

Meetings

None

Accounts

Balances:

Cheque account: \$94715.90

Hui account: \$1902.64

DEANZ account: \$14404.45

Beacon account: \$32650.26

NZ Federation for Deaf Children Incorporated
BANK RECONCILIATION REPORT - DETAILED

For the period from 21/11/15 to 23/02/16

Deposits

CREDIT INTEREST \$60.68 30/11/15

MIN OF EDUCATION website development grant tranch two \$10,000.00 10/12/15

*** LATOP SURPLUS see transaction 11/12/15 \$43.02 14/12/15

MIN OF EDUCATION website development grant tranch three 18/12/15 \$10,000.00 18/12/15

CREDIT INTEREST \$57.36 31/12/15

Spark Foundation GIVEALITTLE \$22.00 22/01/16

Independent Liv ILS DIAS \$12,046.25 26/01/16

CREDIT INTEREST \$53.03 29/01/16

Withdrawals

*** Internet Payment \$72.00 23/11/15
*** Internet Payment \$85.61 23/11/15
*** Internet Payment \$115.56 23/11/15
*** Internet Payment \$252.31 23/11/15
CPODC Internet Payment Camp fees \$1,000.00 23/11/15
*** exp Payment \$79.75 24/11/15
*** exp Payment \$144.70 24/11/15
*** exp Payment \$181.40 24/11/15
*** exp Payment \$210.70 24/11/15
Spotless Facility Se Spotless Payment catering Akld meeting \$330.61 24/11/15
*** Interpreter Payment \$360.80 24/11/15
*** Internet Payment \$1,260.00 24/11/15
APODC refund of mileage for AGM attendance 414km. \$318.78 27/11/15
*** expenses claim \$150.60 01/12/15
SPARK NZ TRADING \$118.08 01/12/15
*** Payment \$1,016.24 02/12/15
Webfeat Payment \$5,750.00 02/12/15
*** Makere Mason Trophy \$100.00 02/12/15
*** Margaret Cooper Trophy \$100.00 04/12/15
*** Norma Taylor Memorial Trophy \$500.00 04/12/15
*** and *** equipment grant \$500.00 04/12/15
*** Payment for new laptop \$928.99 07/12/15
*** - Beasley Cup award 08/12/15 \$100.00 08/12/15
Coalition of Deaf Andrea registration Payment for Deaf Mental Health conference \$99.00
11/12/15
*** exp Payment \$178.10 11/12/15
*** Laptop purchase payment \$980.00 11/12/15
*** Payment \$1,800.00 11/12/15
*** tutor fees \$400.00 14/12/15
CPODC Family Camp grant \$1,000.00 15/12/15
Warehouse Stationery Internet Payment \$104.91 17/12/15
*** Internet Payment \$714.50 17/12/15
Air NZ Travelcard \$2,327.00 21/12/15
*** for Zis Lurajud excellence award \$100.00 22/12/15
Warehouse Stationery Internet Payment \$129.95 24/12/15
All Books Internet Payment books for Family Kits \$321.86 24/12/15
*** Internet Payment \$1,440.00 24/12/15
Inland Revenue 49783884 GST for June to December 2015 \$3,615.37 24/12/15
Noel Leeming Payment laptop purchase *** \$1,602.94 29/12/15
SPARK NZ \$121.00 05/01/16
*** Internet Payment expenses for venue search in Chch AGM \$200.50 07/01/16
*** Internet Payment \$83.75 08/01/16
*** Internet Payment Airfare grant \$500.00 12/01/16
Inland Revenue GST \$752.73 18/01/16
AUDITORS CONFIRM REP \$50.00 18/01/16

Other:

Two term deposits maturing:

Westpac term deposit matured on Feb 19th. It is for \$11726.44 + \$209.86 interest. Reinvested on same terms.

Westpac term deposit for \$34451.79 maturing on February 27th. This will have rolled over by the meeting date.

We are now on a GST year that fits with our financial year

Signed Justin Farquhar



N.Z. Federation for Deaf Children Incorporated

EXECUTIVE MEETING REPORT

Responsibilities: Community Liaison	COMPLETED BY: Andrea Craig
Period this report covers: 16 th November 2015 – 23 rd February 2016	Date: 23 rd February 2016

Item	Comments	
Communications	Type	Number of contacts for the period
	Postal out	2
	Email Received	541 xtra 118 Andrea
	Email Sent	218 xtra 59 Andrea
	Telephone	4

Incoming/Outgoing Mail PO Box	See Andrea Craig's Report attached
Incoming via email deafchildren@xtra.co.nz And andrea@deafchildren.org.nz	See Andrea Craig's Report attached We have two email addresses at present due to the switchover from xtra to gmail. Info@deafchildren.org.nz will be the new one coming in March for general enquiries. My andrea address will be for items specifically for me. Meg and I will be sending out emails to those organisations that we hear from on a regular basis to change the address. We hope to place an automated switch which will directly send them on to each person who it is for. E.g. Air NZ Travelcard monthly account will go to Justin's address. Spent a lot of time probably like you all sorting out this switch. But now the pain is over!
Matters Outstanding from previous Minutes:	Nil
Other Business: Email addresses/gmail etc	Have spent quite a considerable time these past few months with Meg sorting out website and email addresses. Ensuring things are getting set up correctly. She has been amazing and is grasping a good understanding on how we work and what we do so she can put in place technology to help us. This hopefully will reduce the workload when all is in place, for this role. Attended the meeting for Kate on Tuesday 23 rd February.

Special Education Dispute Resolution Process	Quite a discussion at the beginning on why it had to be “Special Education” singled out and not for all students. Couple of very vocal people around this however the majority decided that we had to start somewhere and it will disseminate to all areas when fine-tuned. Continued from previous meeting where it was discussed in groups how the process would look from beginning to end and what would be good to have in it ideally – blue sky thinking. Next meeting to critique process to be in June with emails in between.
Meetings	Have attended quite a few extra meetings with Kate in her contracting role. All positive and made some good contacts. Thought this time was well spent and now we need to split up this work into chunks for people to retain contact with these organisations on behalf of NZFDC to further these relationships. Kate – need a list and details to action this.
Post Box	I have been changing some of the mail that is posted to us via the PO Box to come in via email.

**SIGNED
POSITION**

Andrea Craig

Community Liaison

N.Z. Federation for Deaf Children Incorporated



EXECUTIVE MEETING REPORT

Responsibility: Vice President AGM/Conference Coordinator ILS quarterly funding reporter Family/Whanau Liaison	COMPLETED BY: Kelly Davy
Date of meeting: 28 February 2016	Report from: November 23 2015 to February 28 2016

Item	Comments	
Communications	Type	Number of contacts for the period
	Postal	
	Email (in)	
	Email (sent)	
	Telephone	10

Action taken	To Do List from August 2015
To discuss	<ul style="list-style-type: none"> Executive to think about what they think should happen with honorarium.
Complete	<ul style="list-style-type: none"> Kelly to contact Palmerston North regards funds to them when Justin has received minutes and account created.
Complete	<ul style="list-style-type: none"> Kelly to source a venue for conference/agm 2016.
Complete	<ul style="list-style-type: none"> Kelly to draft a registration document for parent groups to register their details with NZFDC.
Ongoing	<ul style="list-style-type: none"> All Executive to ask their parent groups to send in photos of the children, functions they have had, etc for the website/newsletter. All Executive to advise Kate if they have KIT days coming up.
Ongoing	<ul style="list-style-type: none"> All Executive to send any ideas of what to put on our resources page through to Kate.
Partially/Ongoing	<ul style="list-style-type: none"> Historic files from Mrs Cooper, to scan to USB stick.
Ongoing:	Glossary started by Andrea of common deaf terms used. Please let Andrea know of other terms you want added/deleted/changed. <ul style="list-style-type: none"> Email any helpful apps to Andrea or Kate to put on the website. Everyone to please CC andrea@deafchildren.org.nz whenever they reply to anything for NZFDC. <p>ALL COMMITTEE: Any apps or resources you have seen or heard, can you please forward this on to Andrea or Kate.</p>

<p>ILS Contract</p>	<p>The ILS report was submitted on line for the end of December 2015. Treasurer emailed invoice. Next report due end of March 2016.</p>
<p>ILS Survey/review</p>	<p>Received an email 18/02 from ILS with attached survey link as part of the review. Needs to be completed by 04/02.</p> <p>Next ILS meeting Monday 01 March, skype option available.</p>
<p>NZFDC Meetings</p>	<p>Possible next NZFDC meeting April 2016 or next meeting is June 2016. Proposal is a meeting between February and June, as there will be no NZFDC executive meeting the weekend of the conference and AGM.</p> <p>To place on the agenda</p>
<p>Palmerston North</p>	<p>Emailed on 03/09/15 to ***, ***, *** to see how they are getting on with their gatherings/group and an update on the bequest money. *** replied via email outlining if they could organize an activity which I replied yes and that money was available for them to access from the bequest funds.</p>
<p>Registration template for parent groups</p>	<p>Please see attached template for parent groups to register with NZFDC. Emailed to Andrea and Kate 10/12/15.</p>
<p>Feedback from parents regarding National Travel Assistance</p>	<p>NZFDC to seek information/letter from parents who are now required to drive to SCIP under the MOH National travel assistance scheme.</p> <p>Draft parent/s letter attached, to place on the agenda.</p>
<p>NZFDC Conference/AGM 2016</p>	<p>Confirmed:</p> <ul style="list-style-type: none"> • Date to be held in Christchurch Queens Birthday Week-end 04/05/06 June 2016. Tuesday 05 January Kate Jill Brent and myself went to visit the venue to see how it could be utilized for the weekend. • Venue Blue Skies Conference & Training Centre • See attached draft planner for the weekend • First notice emailed out to parent groups • I have finalized the parent group notice, other/professionals notice, the nominations form and remits forms for parent groups. To be emailed out to parent groups at least 60 days prior to the agm. <p>To finalize:</p> <ul style="list-style-type: none"> • Interpreters for the Saturday & Sunday • Speakers for Saturday morning (Program for Saturday) • Activities for Saturday afternoon To meet with the Canterbury Deaf Youth, to discuss obstacle courses/activities, they are willing to supervise/run • Toy Library (toys for preschool children) • Hire of a van for transport for the week-end • Registration form for attendees. Need to finalize costs for registration. See attached draft registration form-to be finalized • Invites for Honorary Vice-Presidents Mrs Cooper (Auckland) & Mr Lurajud (South Canterbury) <ul style="list-style-type: none"> • Abseiling Tower and Climbing Wall For Abseiling Tower and Climbing Wall activities Need to phone Corey Shelton, 022 323 1800, or email coreys@cursar.net.nz, for organised group bookings

	<p>Bookings must be made at least 3 weeks in advance of date required All equipment and instructions provided</p> <ul style="list-style-type: none"> To finalize with Blue Skies the food/catering menu <p>Items needed for the Annual Report Book for AGM</p> <ul style="list-style-type: none"> NZFDC Committee members reports for the annual report Final Financial Audit Report for annual report NZFDC Presidents report for 2015 Parent groups president's reports
NZFDC meeting Wellington 02/16/16	<p>Arranged and confirmed meeting room and catering at Wellington Airport. Arranged and confirmed 2x interpreters for meeting.</p>
Other-yet to be done	<p>To update the Incorporation societies/Charites Commission with NZFDC correct constitution (the same as on our website) I have found the AGM minutes (2010) Brentwood Wellington-2011 to which the quorum numbers were changed and passed. They were within the Annual Report Book for the year.</p> <ul style="list-style-type: none"> To add to Inc & Societies website
Ongoing	<ul style="list-style-type: none"> To scan and file NZFDC old documents to a USB stick. Committee to pass information to Debra, with any information for the next newsletter. If anyone sees a Beacon sign, please take the sign down saying it is not running anymore and give them one of our NZFDC cards. Kelly will continue to follow up with the Manawatu region, to see how things are moving along.

Kelly Davy

POSITION

Vice President

K A Davy

N.Z. Federation for Deaf Children Incorporated



EXECUTIVE COMMITTEE REPORT

POSITION: Services	COMPLETED BY: Kirstin Johnson-Coombs
PERIOD THIS REPORT COVERS: 17 November 2015 – 18 February 2016	DATE: 18 February 2016

Item	Comments	
Communications	<i>Type</i>	<i>Number of contacts for the period</i>
	Emails received	113
	Emails sent	82

Item	y/n	Attention required
UPDATES - ACTIONS	Y	Kirstin to send out certificates to children who missed out on medals.
	Y	Kirstin to send letter to Jasmine Fair's family with cheque of \$500.
	Y	All Executive to ask their parent groups to send in photos of the kids, functions they have had, etc. for the website.
	Y	All Executive to advise Kate if they have KIT days coming up.
	Y	All Executive to send any ideas of what to put on our resources page through to Kate.
	Y	Kirstin to send a letter with \$1,000 cheque to Canterbury Parents Group for their yearly camp.
POINTS OF DISCUSSION FOR EXEC		None

Topic	Summary
Individual Grant	At our last meeting, we approved of a Grant for *** for her CI fundraising. A cheque for \$500.00 was issued along with a letter stating they could apply for more compensation through an assistive device. ***'s mum phoned me and I explained this to her, and to date have not received an Assistive Device application.
Assistive Device	An application from ***'s family was received for an iPhone for ***. This was approved by the Committee and a cheque for \$200 was sent to ***'s family.
Group Grant	An application was received from Canterbury Parents of Deaf Children to help with their costs towards their camp in February. This was approved and a cheque was sent to CPODC for \$1000.

Group Grant	An application was received from Southland Association for Deaf Children to help with their costs towards attending the CPODC camp in February. At the time of writing this report, I hadn't had confirmation back from the committee.
Services Role Video	As requested by Kate and Meg, I downloaded a video regarding my role as services and send to Meg, and she has now put this on our website, and it will also go on our Facebook page.
Tutor Fee	Payment was made to ***'s family for his tutor fees for the second half of 2015.

SIGNED: Kirstin Johnson-Coombs

POSITION: Services

N.Z. Federation for Deaf Children Incorporated



EXECUTIVE COMMITTEE REPORT

POSITION: Family Kit Coordinator	COMPLETED BY: Catherine Trowbridge
Period this report covers: 22 November 2015 to 28 February 2016	Date: 28 February 2016

Contacts						
Emails General			Emails to Families		Phone	Other
In	Out	Total	In	Out	In	Out
271 +	56	= 327				

Destinations the Kits were sent to	Areas
Kits to date: 25 + 11 = 36	Chch 2 Auckland 4 Northland 1 Te Anau 1 Hastings 2 Manawatu 1
Sent to Parent Groups for delivery	APODC Chris 3 HBFDC Dana 2 BOP Kirstin NP Nicola
Change of Details not a registration	1
Acknowledge Receipt forms returned	5

Item	y/n	Attention required
UPDATES - ACTIONS)		
POINTS OF DISCUSSION FOR EXEC		- -

Topic	Summary
Kits	Ordered more Hungry Caterpillar books – soft and hard cover - still on order Ordered more The Family books from Carolyn Grace – not arrived yet Asked Jill to purchase more books for the kits – have received them
General	

**SIGNED
POSITION**

Catherine Trowbridge
Family Kit Co-ordinator

N.Z. Federation for Deaf Children Incorporated



EXECUTIVE COMMITTEE REPORT

Website and Facebook Page Report	COMPLETED BY: Andrea Craig
DATES OF REPORT: 16th November 2015 – 23rd February 2016	Date: 23rd February 2016

Item	Attention required	
Communications	Type	Number of contacts for the period
	Postal	0
	Email	0
	Telephone	
Report on activities		
Website	<p>Relaunched mid-November after a hiccup or two! Kate and I have met with Meg several times since to finalise content and change photos etc. Very pleased with how professional and clean it looks. Easy to navigate about however always room for improvement.</p> <p>Great feedback from parents, and students. Lots of positive feedback with suggestions from Min of Education personnel, and other sister organisations. We are very pleased with how the Facebook feed is coming up – other Parent Group Facebook pages are also showing.</p> <p>Givealittle page for donations has been set up. Justin will comment on this via the Treasurer's Report.</p> <p>A big Thank you to Meg for all her hard work and overcoming a lot of back end obstacles – seem simple issues but in reality took a lot of working out. Video's of Committee Members talking about issues, and or their role on NZFDC would be a good for the site. They are popular and we put up via our U-Tube channel.</p> <p>So a work in progress and will continue to grow and change.</p>	
Facebook Page	<p>Quieter over the December/January period. Great it is feeding into the Website. Will start to put up links to our website pages to use the U-Tube channel items.</p>	

**SIGNED
POSITION**

Andrea Craig

Rundown of Services

Contracted position for the New Zealand Federation for Deaf Children
Kate Whale

Week 1

	Further Action Needed	Ongoing/ Completed?
Drafted and ordered marketing materials from Vista Print		Completed
Re-ordered another 500 pamphlets		Completed
Started accumulating resources and information to put into packs for organizations		Ongoing
Contacted parent groups around the country to set up times for meetings	Chase up those who didn't return calls/ emails	Ongoing
Set up meetings with both Deaf Education Centers to look around their campus and see their services in action	Meeting KDEC – 21.10.15 Meeting VADEC – 02.11.15	Ongoing
Left numerous messages with the college of Midwives (Auckland) and Plunket Head office (Wellington). Still no one called back.	Continue calling until I get a real person on the line	Ongoing
Searching grants options for specific and open projects, including technology and FCEI conference, AGM next year	Continue searching. Apply on behalf of NZFDC for funding for FCEI	Ongoing
Following links for resources for adding to the website.	Keeping links and information off line at the moment in order not to mess with the new website	Ongoing

Total Hours – 24

Week 2

	Further Action Needed	Ongoing/ Completed?
Letter for *** and *** in support of Deaf School initiative	Continuing support	Letter completed. Support ongoing.
Travel to Auckland – Met with The Hearing House, Kelston Deaf Education Center, attended the Hearing Partnership Launch at Auckland University.	Follow up on contacts made at the Hearing Partnership Launch. Follow up with Scott (HH) regarding	Ongoing relationships.

	supporting each other.	
Travel to Martinborough – Attended the Wellington/ Wairarapa KIT day. Spoke to parents and RTD's. Attempted to leave pamphlets at the Hospital but no one willing to take responsibility for where to go. Very frustrating.	Phone call to Wairarapa Hospital	Ongoing

Total hours – 24+

Week 5

	Further Action Needed	Ongoing/ Completed?
Resources for website.		Ongoing
Followed up with all extra information needed for lotteries grant.		Completed. Just waiting on result.
In contact with *** from Canterbury Parents regarding AGM. Ideas of venue, streams etc. Great conversation!	Continue to liaise with CPODC. Talk to Southland when down there and Taranaki when up there in regards to what they would like to see at the AGM	Ongoing
Conversation with GPODHH members regarding improvement of services for families globally.	Share information via google doc to the group	Ongoing
Marketing materials and pamphlets to Van Asch and the Hearing House		Completed
Funding and grants research		Ongoing

Total Hours – 16

Week 6

	Further Action Needed	Ongoing/ Completed?
Attended "Young People with Disabilities – A different kind of discussion" Workshop	Follow up with various groups	Ongoing
Discussion with Ministry of Health regarding funding for families traveling to the new SCIP office. Long winded,	Keep trying.	Ongoing

frustrating and not terribly effective.		
Interview with Helen McKay from CAPTIONIT for article in the newsletter.	Draft Article	Ongoing
Interview with MinEd regarding the new website.		Completed
Deaf Aotearoa AGM issues.	Become a member of DA	Hopefully completed by I doubt it
Resources, grants etc.		Ongoing
Sector Advisory Group meeting and workshop		Ongoing
Follow up with Ken Bowater regarding Educational Interpreters	Ask at parent group gatherings who has applied.	Ongoing

Total hours – 26

Week 7

	Further Action Needed	Ongoing/ Completed?
Southland Parents of Deaf Children meeting	Keep in touch with Vicky	Ongoing
Fundraising planning		Ongoing
General contact of parent groups	Follow up with Leah from Northland	
Gore Family Day Meeting	Follow up with Rebecca Zwis regarding signing access for families. Follow up with Deaf Aotearoa re. First Signs	Ongoing

Total Hours – 31

Week 8

	Further Action Needed	Ongoing/ Completed?
Parents of Deaf Children Taranaki visit	Contact parent regarding workbridge/ uni assistance for son	
Otago Deaf Children's Association visit	Follow up with parent moving to Blenheim re. parent group	

Week 9

	Further Action Needed	Ongoing/ Completed?
Creating survey monkey for services questionnaire	Continue to promote When completed, assess data and collate	Ongoing
Contacting all service providers explaining survey and booking times to meet		Ongoing
Information packaged and posted to Audiology in Dunedin	Follow up with Robyn McNar in the new year. Possible speaker at the AGM	Ongoing
Fundraising and grants for the AGM; dealing with charities commission log in!	Finally done. Apply and apply some more!	Ongoing
Contacting Northland again.	Keep trying to get them to set a time to come.	Ongoing

Total Hours – 24

Week 10

	Further Action Needed	Ongoing/ Completed?
Website resources – meet with Meg to set up	Continue to collect and pass on to meg	Ongoing
Meet with SCIP	Follow up with survey results	Ongoing
Resource in conjunction with Paula (Mother in Nelson) regarding WINZ and how to apply for the CDA	Publish and send to Meg for website	Ongoing
Collateing data from survey so far	Continue to put data together when received	Ongoing
Venue research for AGM with Kelly	Go to Chch to see venues	Ongoing
Addressing database issues.	Burn the damn thing!	Ongoing
Newsletter – Liaising with Debra, creating articles and getting to marketing impact with database	None	Completed

Total hours – 24