

N.Z. Federation for Deaf Children Incorporated



Minutes of the Executive Committee of the New Zealand Federation for Deaf Children Incorporated	
Date	Saturday 18 February 2017
Venue	Wellington Airport
Meeting opened	10.40am
Present	Kate Whale, Andrea Craig, Debra Bellon, Meg Melvin, Catherine Trowbridge, Kirstin Johnson-Coombs, Justin Farquhar (by Google Hangouts)
Apologies	Brent Burcher, Dana Cook
Previous Minutes	MOTION: That the minutes of the meeting dated Sunday 26 November 2016 be correct. MOVED: Kate W SECONDED: Kirstin J-C CARRIED
Critical General Business	Nil
President's Report (See Report)	
AGM	<p>Set for 13 May in Auckland - venue needs to be decided, suggestions welcome. Robert Baldwin confirmed to be our keynote speaker.</p> <p>Things to consider...</p> <ul style="list-style-type: none"> • Auditor report in the booklet • Fundraising to get parents to the conference • Timing of the meeting to enable those who can fly in and out on the same day • Structure of the day. Other speakers? • Set aside time for discussions. • Resources to provide/find • What will go in the AGM packs • Where will the executive stay? • Notice out to the parent groups as soon as possible <p>Discussed more in General Business.</p>
Newsletter	Discussed in General Business.

NZSL Fund Report	<p>Kate missed the deadline in sending back the accountability report to the NZSL Fund. Thankfully between Justin and Kate they got it back to them after our reminder and all is sorted.</p> <p>Round 3 has opened but I don't think we have a project this year that meets the criteria.</p>
Hearing House Support letter	<p>I have put together a letter of support for the Hearing House's new Hearing House Center that is being built. This is something that we could take advantage of as a place to have meetings/ gatherings etc when in Auckland.</p>
SAG	<p>I have a SAG meeting coming up in March and before the meeting is a workshop with the below specifications.</p> <p><i>"To debate feedback on draft Deaf Campus development process paper.</i></p> <p><i>We want advice on the parameters, processes and success measures for Deaf Campuses. This is to inform the advice the Ministry gives to Ministry staff (Regional Directors, Property Advisors, Advisors on Deaf Children, etc), schools and providers."</i></p> <p>If anyone has anything they think is really important to bring up in this workshop or meeting, please let me know. Perhaps letting the parent groups know that this is coming up would be a good plan and see if they have any feedback. I'll draft an email and get Brent to send it around.</p>
Gisborne Parents	<p>I have emailed again to the Gisborne parents who came to the meeting. I had a call from one family a few weeks ago seeing what was happening, so there is at least one keen person. Hopefully will get a reply from someone soon.</p>
Meetings	<p>To discuss how best to approach meetings in future in General Business.</p>
KDEC Opening	<p>Debra will be attending the opening of the new KDEC buildings as a rep for NZFDC.</p>
	<p>MOTION: That the President's report be received/accepted. MOVED: Kate WSECONDED: Debra CARRIED</p>
Actions from President's report	
Community Liaison's Report (See Report)	

NZ Relay Advisory Group	Brent went to this meeting as a rep for NZFDC. There hadn't been a meeting for 2 years, so more a catch up. 200% growth on internet relay users. TTY users fallen a lot.
Laptop	Brent purchased a new laptop/tablet including Microsoft Office for \$1,400.
MOH Advisory Group	This has been set up to see what advances can be made in Deaf Education. They will videocall fortnightly, first one being Thursday 16 February but they couldn't get an interpreter in time.
	<p>Comment from Andrea:</p> <p>There is no information about correspondence coming in on the CL's Report - wondered if CL has been in contact with parents' groups, emails, etc. Part of the ILS report is that the more contact we have the better. Better for Justin if it is in Brent's report. (See following comment under Application Purchased.)</p> <p>Kate will talk to CL regarding what is to be included in report, and Andrea to email CL regarding expectations of the role.</p>
	Meg and Justin need to talk about reports that Justin needs for ILS - to make your job a lot easier.
Application Purchased	<p>Meg has mentioned an app that she has purchased for her computer to count incoming and outgoing emails - at the moment it is just the info@deafchildren.co.nz email address.</p> <p>Eventually we could include everyone's email addresses. Email exporter app - it would take about 45 minutes to run across all 8 accounts. It would save a lot of effort and energy in counting emails. It would be a great way to get accurate statistics. Meg will run this across all the accounts for the next meeting, and she will let us know how long it takes. It is more a time thing, than a difficult thing.</p> <p>Realistically what ILS is wanting are bulk numbers. The more accurate we are the better.</p> <p>Meg can show us how to do it in future, and we can do the download ourselves.</p>
	<p>MOTION: That the Community Liaison report be received/accepted.</p> <p>MOVED: Kate WSECONDED: Kirstin J-C CARRIED</p>
Actions from Community Liaison's report	<p>Kate to talk to Brent regarding what is included in report.</p> <p>Andrea to email Brent regarding expectations of role.</p> <p>Meg will run new Email exporter app over all 8 email addresses before next meeting and update committee on timing.</p>
Treasurer's Report (See report)	
Account Balances	<p>As at February 15th 2017:</p> <p>Current account: \$38418.63</p> <p>Hui account: \$1902.64</p>

	DEANZ account: \$14490.79 Beacon account: \$30765.58 Manawatu money: \$26385.37 Term Deposits (Westpac): \$61301.47
	<ul style="list-style-type: none"> • Transactions only up to January 10th 2017 as no recent update has been received from Martin Wakefield • ILS payment has come through on statement since (27/01/2017) • Six months GST paid • Getting accounts prepared for auditor
	<p>MOTION: All accounts up to today's meeting, as detailed in Justin's report be accepted and ratified.</p> <p>MOVED: Justin F SECONDED: Kate W CARRIED</p>
	<p>MOTION: That the Treasurer's report be received/accepted.</p> <p>MOVED: Justin F SECONDED: Andrea CARRIED</p>
Actions from Treasurer's report	Nil

Vice President's Report (See Report)	
February Meeting	The Skyhawk meeting room booked and catering ordered.
NZFDC AGM 2017	To discuss at Saturday's meeting - what needs to be organised, etc.
Charities Commission	I have updated Charities Commission website to include all new executive members with their contact details.
Note	Awaiting reply to my emails to past VP for contact details so I can contact new parents groups, etc.
	<p>MOTION: That the Vice President's report be received/accepted.</p> <p>MOVED: Kirstin J-C SECONDED: Andrea C CARRIED</p>
Actions from Vice President's report	Nil
Services Report (See Report)	
John & Betty Rose Scholarship	<p>Received applications from 3 people - discussion around whether we feel it is appropriate to give out three full \$1000 scholarships if all the applicants are really impressive. Decision made was that we stick with the 'up to two' rule on the website etc but we take it on a case by case basis, similar to how we run the other assistance. Applicants can apply the following year if they don't get it.</p> <p>Meg to change website under the scholarships, to include the committee has a discretionary right to increase the scholarships in one particular year.</p> <p>Andrea - there are a lot of scholarships out there for deaf kids, but they all have pretty strict criteria around level of hearing. We are one of the few organisations that doesn't use that as a qualification for assistance.</p> <p>Justin - maybe on the application form, list more options. Finding out the information is difficult, but to have it right there, it may encourage them to use those sources as well, i.e. have you considered applying for, etc.</p> <p>We can potentially ask some organisations if they are willing to change their criteria in order to ensure that these kids stay with their organisations.</p> <p>Note that the successful applicants will need to send a report, photo, etc back to NZFDC with what they used the scholarship money for, and we can potentially put the stories on the website to encourage others to apply.</p> <p>Kate to get back to Dana today re scholarships.</p>

	We need to start utilising website as a tool. Time is now for us to put in a plan for next step. What do we want to see this time next year?
	MOTION: That the Services Report be accepted. MOVED: Dana C SECONDED: Kate W CARRIED
Actions from Services Report	Meg to update working under scholarships on website. Meg to change application form to include what successful applicants needs to do once they have received the money.
Kit Report (See Report)	
Kits	Did the parent group contact list get looked at by anybody? Is it Catherine's job to look at each parent's group. Catherine to tell parents to keep in contact with us if there is no parents group set up.
	MOTION: That the Kit report be received/accepted. MOVED: Catherine SECONDED: Andrea CARRIED
Actions from Kit Report	Nil
Newsletter Report	Under General Business.
Actions from Newsletter Report	
Website and Facebook Report (See Report)	
Website	Apologies - report incomplete. Talk more about communication in General Business. End of Term 1 this is when families have their first IEP - can we put a note on the facebook page about hints and tips, refer to our website. Things to tell your new teacher about IEPs. Conversation with BOT and DEC's re having livestream sessions for teachers/teacher aides, etc that can't make it, or haven't got the funding for the one day course at the beginning of the year.
Actions from Website Report	Andrea to put a note on our FB page referring parents to the IEP document on our website.
	MOTION: That the Website and Facebook report be received/accepted. MOVED: Andrea C SECONDED: Kate W CARRIED
NFD	

Actions from NFD AGM and Updates	Nil
Fundraising / Grants Report	Nothing to report.

General Business	
AGM Planning	<p>Actively seek funding to get parents to the event.</p> <p>We have a speaker.</p> <p>We need to find a venue.</p> <p>Rest of process for AGM set out.</p> <p>Parents getting to and from the AGM.</p> <p>Kate would prefer for 1 parent per family to attend.</p> <p>Attendees to book their own flights and be reimbursed?</p> <p>Livestream the conference speakers through a browser?</p> <p>Predominantly Auckland families will be attending but we really want others to access the information.</p> <p>No kids this time.</p> <p>Use funding for audio visual system.</p> <p>That recording can be edited into modules that can be live streamed. Talk to Dr Baldwin to see if he is comfortable with this.</p> <p>In terms of funding, we nominate a set amount that we will subsidise airfares by.</p> <p>We can potentially ask the parents groups to arrange to have a room where their interested members could meet and then Skype into session, ask their questions, bounce ideas off each other etc. Best bang for our buck when it comes to getting info out there.</p> <p>We need to up the numbers of reps from parent groups. More parents will get on board, if they can come face to face.</p> <p>Maybe we can find x amount of parents from parents groups, and others we will assist in helping set up a room for a livestream near you.</p> <p>Kirstin & Kate to look at basic organisation.</p>

General Business	
	<p>Meg to look at funding and live streaming. Kate to contact Dr Baldwin.</p>
Committee Contacts for Other Organisations	<p>Have on the google drive, we need to be updating contacts. Kate has most of the information - NFD, Deaf Aotearoa, Ministry of Education, Ministry of Health, Relay, SAG - we need to put that information in. Please update with what information you have.</p> <p>Google drive / secretary - all committee to go in and update their information.</p>
Calendar for 2017	<p>Kate shared the google calendar with all of the committee.</p> <p>Meg to change calendar over to info@deafchildren address instead of Kate. All Committee Members to add events coming up. Add reminders for upcoming meetings, when reports are due, etc.</p> <p>Reps of parents groups put in events that are coming up.</p> <p>Kate and Meg to work together and tidy calendar up.</p>
KIT Portfolio	<p>Questions</p> <ol style="list-style-type: none"> 1. Due to newsletter being done by email now, who is responsible for emailing the new family the newsletter? 2. Acknowledge receipt forms – who is responsible for dealing with any queries on these? 3. Application form <p>Who is responsible for answering the questions? They come into the mailbox, Brent collects them and Kate would like them to go to her. A lot of requests for information already come through to Kate direct via the 0800 number. Andrea used to do it, but they are now just being sent straight to Catherine. Brent will now pass them on to Kate as she thinks it comes under her specification. Catherine just to file the forms when she receives them.</p> <p>3 - application forms go straight to Meg.</p> <p>Big one for Catherine is do the parents get the right to choose whether they get the kit sent</p>

General Business	
	<p>direct to them, or the parents group have it sent to them and they personally deliver them.</p> <p>Decided that if we wait for even the best run parents groups to deliver kits, there is a time frame lag, and then we are letting families down, so it was decided that all kits will be sent direct to families. Then if the family have indicated that they wish to be put in contact with the parent group then the group will be notified.</p> <p>Brent to send an email to all parents groups saying all kits will be delivered to families direct.</p> <p>Catherine was decided it was becoming too complicated, so was thinking of standing down.</p> <p>Kate mentioned that family first and foremost. If this is the 1 thing to many for you to cope with, then again, family comes first, health, work, etc.</p> <p>Trial the new way, that the information comes through and the address gets forwarded to Catherine and all she does is send the kit out. Other channels will deal with queries, issues, etc. If before AGM you think it is too much, then step down with the full support of us all.</p>
<p>Meg KIT</p>	<p>Meg showed us a process map. It talks about what happens to the www and how many people are involved with the process.</p> <p>Can we streamline this process?</p> <p>The website; gathering info off the website is a 2 minute job. We will use this to see where parents are going to seek information and what they are searching for.</p> <p>Meg will give us all permission to access the membership database, but not to change anything. eg. we can add in information that is our role, but not change anything else. Eventually the database will be a members portfolio all in itself.</p> <p>Discussion around constitution and who our 'membership' is. Our constitution states that our membership are local parent groups, but this leaves a heck of a lot of families essentially unrepresented if we purely go by our constitution. Ideally we are an umbrella</p>

General Business	
	<p>organisation representing regional parent groups, in reality that does not work as not everybody has a parents group and not everybody wants to be a part of the parents group that is there. To support all families of Deaf and hard of hearing kids, we need to support and advocate for parent groups, but we also need to support and advocate for individual families as well.</p> <p>Proposal here is a communication role - the membership database will alert the members portfolio. They would read the database, ring the appropriate people (family), and query blanks, i.e. ethnicity, etc. And being able to explain why we need the information, due to funding, etc.</p> <p>Kate feels that she is already doing a lot of this type of work with the 0800 number, and this is where she feels she can make a difference and where all the tough and frustrating work actually becomes the reason we are all doing this. She would be more than happy to include this new role in her own.</p>
<p>Funding Plan (Meg)</p>	<p>We made an application to Lottery for \$110k based on a project called Parent Education and Advocacy Workshops. The application is to pay a project manager to work for NZFDC for 2-3 days a week for a 15 month period to create a series of advocacy workshops for parents, deliver those throughout NZ via parents groups and also work actively on all the features and facets of running this organisation. Application was in on time but they came back asking for additional information, which does feel positive. We should hear by the end of March as to whether the application is successful and the role won't start until July. Meg feels 50/50 success rate. The funding plan has to wait until we hear about that.</p> <p>Meg is building a database as to where we can access funding and what we can apply for.</p> <p>Can we link through to our calendar for application dates, etc. Meg will do this.</p> <p>If this money comes through, a portion will be for Meg to work on some of the online stuff around</p>

General Business	
	<p>parent education, what that would do would keep Meg doing the job she is doing now and around Parent Advocacy Workshop.</p> <p>Looking at funds for website yearly.</p> <p>Meg also looking at funding for the AGM for flights for parents.</p>
National Deaf Youth Partnership	<p>Brent forwarded Kate a contact from Philip King, co-ordinator of Deaf Youth - Looking at applying for funding for their camp and needing to be in partnership with various organisations. They don't want money, they just want support. To put information on our channels, facebook, website, etc. To be linked with NZFDC. All approve.</p> <p>Kate to get back to him, yes would love to support you, please pass information through and we will send it out.</p>
Carbon Offset	<p>Every time we book a flight, they say do you want to add \$5 for carbon offset fee? It goes into a charity, Air New Zealand Environmental Funds to plant trees.</p> <p>Committee have decided no for now.</p>
Honorarium/ Reimbursement	<p>Coming up around AGM. Same issues as last year around personal tax. Last year we abandoned the honorarium and stuck to reimbursing committee members for things such as childcare while we are all at meetings. We allow up to \$500 per base committee member for miscellaneous expenses, child care, etc. One thing we can't claim for is our hours as we are a voluntary organisation. As a note however, the combined board of trustees pay an amount per meeting attended to their board.</p> <p>We have decided to stick with this reimbursement for now to the value of \$500 per committee member and \$1000 for the president to reflect the additional meetings attended.</p>
Communications Plan	<p>For us to be effective as an organisation we need to really nut out what our communication plan is for the next year. Communications plan sets out the goals you wish to achieve between 1 to 3 to 5 years and sets a goal such as we want to make contact with each and everyone of our 800</p>

General Business	
	<p>members at least once this year. It means a personalised email, a phone call, asking about their child, updating information, more information. By the end of this year, we can confirm who our members are and how many we have. Whether we have to send a letter, email or make a phone call, we have contacted every member. Have more concrete information around ethnicity types and hearing types/levels. Strengthen our abilities to increase funding and with the deaf sector about who we represent. for example, 'we have 800 members, 49% of which are..., 4% of which do..., ' etc.</p> <p>We need to change how we communicate with members now that we are looking to be individual member based and the wording on our website will change as well. We are talking to families, not groups, and the way we contact them needs to reflect this.</p> <p>Meg is looking to put up an ad on "do good jobs" to ask a communications expert to work with her to put that comms plan together. Put a volunteer position up to work with Meg and present back to the Committee for ratification and acceptance. Committee agrees it is a brilliant idea.</p> <p>Meg to get the ball rolling.</p> <p>Meg to email Committee the ad for a Comms Volunteer.</p> <p>Andrea - changing to a membership based organisation, that changes the NZFDC Constitution. Now is a great time to change our name. Almost like a re-branding exercise and a complete change in organisation structure to reflect the changing systems we are working in and how we wish to help our families.</p> <p>Constitution dated back to 2010 and is very outdated.</p> <p>Andrea and Meg to look into seeking legal advice to word changes to the constitution so that we can put the changes in as a remit before the AGM.</p>

General Business	
Newsletter	<p>Kate believes we should be emailing out newsletters. It costs thousands of dollars and man hours and a lot come back.</p> <p>Put a link on facebook page to update their email addresses so we can send newsletters out.</p> <p>Or type in your email address and you subscribe. Some people don't want newsletters in their email addresses.</p> <p>Justin suggested sending up a sub-committee to work on the newsletter.</p> <p>Andrea and Meg to be involved, the rest of the Committee to feed into it.</p> <p>Kate to talk to Andrea and Meg about getting in touch with parents groups.</p>
New People	<p>Andrea is leaving us come the AGM, so we need to be recruiting. Had issues getting people in the past. We would like to get someone from the South Island with Brent moving to Wellington. We have no-one from Canterbury, and are aware they have a big population around culturally deaf and families that move to Christchurch with small children to access education there.</p> <p>We will put it out to parents groups saying "awesome opportunity to represent your region".</p> <p>Kate will put some information out to encourage new people on the Committee.</p> <p>Kate to put up a video on our Facebook page.</p>
Survey Monkey	<p>Meg thinks it is worth asking for a discount from survey monkey as it is \$480 per year, very useful to have but not at that price for membership database, etc. Kate to forward email to Meg, and she will follow up with getting a discount or next years free.</p>
Meeting Closed	3.30pm
Next Meeting	Saturday 13 May 2017 AGM in Auckland

General Business	
<hr/> Chairperson's signature	<hr/> Date