

N.Z. Federation for Deaf Children Incorporated



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

Date	Sunday 8 May 2016
Venue	Christchurch Airport, Antarctic Centre
Meeting opened	10.45am

Present	Kate Whale, Kirstin Johnson-Coombs, Catherine Trowbridge, Kelly Davy, Justin Farquhar, Jill Taylor, Brent Burcher, Andrea Craig, Debra Bellon, Liz Kay and Nicola Robertson (Interpreters)
Apologies	Nil
Previous Minutes	MOTION: That the minutes of the meeting dated 28 February 2016 be correct. MOVED: KELLY D SECONDED: CATHERINE T CARRIED
Critical General Business	Nil
President's Report (See Report)	
Google Drive	Hope we have all had a chance to go through shared documents on Google Drive. Kate has been updating information every day, for example putting up planning, registrations, etc for AGM. Please have a look at them as they go up. Any issues, please let Kate know so we can make sure info is getting out appropriately.
Website	Kate has been talking with a mum from Auckland about updating our info on Unilateral Deafness – hopefully we will get that page looking more up to date asap. Any information you have to add to the “After Diagnosis” page would be appreciated as this is the first page parents come to when they go to our website. Info around services would be great.
AGM	See General Business.
WINZ	Kelly and Kate will work on a WINZ check sheet for families applying for CDA to take to WINZ with them.
NZSL Tutor Funding	Kate mocked up a form based on our old NZSL form. Essentially it has the same sort of concept, i.e. member groups, two intakes. Should be the same amount as tutor fees being \$400 per half year. If families can't find that money upfront, we can always pay the Tutor direct. Is there any way a Parent Groups can tap into it, i.e. Justin's area. In the past people have used one off Grants for sign language classes. Let Parent's Group know they can apply but there is now one for individual families. MOTION: That we will pay for NZSL tutor support with the same criteria as

	<p>the standard tutor support to individuals</p> <p>MOVED: KATE W SECONDED: JUSTIN F CARRIED</p>
Visit to BOP Parents Group	<p>Lovely visit to the Bay (despite the weather)! Kate met with BOP families. Was great to see them, talked about the new NZFDC website, conference in June – hopefully we see some families apply from the Beacon fund to attend. Kate knows it's tough going for many parent's groups to keep going – but stick at it!</p>
FCEI	In General Business.
Plunket	<p>Thanks to Kirstin's wonderful Plunket contact Lisa, we have had great success collaborating with Plunket. Spoken to various people and they are going to put links to our website on their Plunket sites and giving the Plunket Line Nurses our 0800 number.</p> <p>Kate will do a skype meeting with them about some hints and tips for information to give to families and where to find resources.</p>
Grants and Fundraising	In General Business.
NZSL Week	Coming up this week, 9-15 May 2016. Kate has a meeting with SAG this Tuesday meeting with the World Federation for the Deaf – we look forward to hearing all about the meeting.
ANZCED	In General Business.
	<p>MOTION: That the President's report be received/accepted.</p> <p>MOVED: KATE W SECONDED: JILL T CARRIED</p>
Actions from President's report	<ul style="list-style-type: none"> - Let Kate know ASAP if you are having issues with Google Docs. Meg will be at AGM in Christchurch so you can have time with her to iron issues out. - All to think of information to add to "After Diagnosis" page on our website – please send through to Kate. - Kelly and Kate to work on a WINZ check sheet. - All to let your parents groups know about the new criteria around NZSL Funding and where to apply for a grant. - Kate to produce a short video for Plunket.
Community Liaison's Report (See Report)	
Emails	<p>Extra work checking 3 email addresses, but no emails lost which is great. Please be careful when setting up documents to use the new info@deafchildren.org.nz email address.</p>
CPODC	<p>Had a great discussion with Ellena regarding how Children of Deaf Adults fit in to their membership. Andrea suggesting contacting Hawkes Bay and BOP Parent Groups to see what is in their Constitution. It is up to their group how they incorporate it into their Constitution, they just need to pass it by a solicitor to make sure it is within the Charity Commission guidelines.</p>
Meg – Web Administrator	<p>Andrea mentioned to Meg she was having some issues with Google Drive – Meg is coming to AGM in June, so has time throughout the weekend to meet with Committee Members and iron out issues we have. Please let Andrea know if you would like to see Meg and what day/time suits.</p>
Adam B***, Julia D*** and Meaghan C***	<p>Received a lovely letter and video clip of their trip to America. Andrea has passed on to Meg to put in a format to put up on our website. Andrea asked Kirstin to send a thank you letter on the Federations behalf.</p>

Family Services Directory	Andrea has updated this.
Auckland Parents of Deaf Children	Chris (current Administrator) has advised that they have a replacement Administrator for APODC starting this week. Her name is Catriona and she has a Social worker background with some NZSL, experienced in sourcing grants and was a founding member of the Deaf Mental Health forum. So they are very pleased that she is working with them. Chris will remain on their Committee.
Charities Commission	Andrea has emailed them with updated email address for NZFDC.
	MOTION: That the Secretary's report be received/accepted. MOVED: ANDREA C SECONDED: KIRSTIN J-C CARRIED
Actions from Community Liaison's report	<ul style="list-style-type: none"> - All Committee please ensure when setting up new documents to be sure you put in the new info@deafchildren.org.nz email address. - All Committee to let Andrea know if you would like to have a meeting with Meg over AGM weekend to iron out issues you may have with Google Drive. - Kirstin to send a thank you letter to Adam, Julia and Meaghan for their letter and video.
Treasurer's Report (See report)	
General	<p>Westpac accounts still to be opened.</p> <p>Need to verify the creation of following accounts:</p> <ul style="list-style-type: none"> - Transaction account for website. - Transaction account for Manawatu money. - Term Depositions for TD amounts belonging to NZFDC which were domiciled at other banks. <p>The accounts need to be verified in minutes as Westpac will not accept minutes over 3 months old.</p> <p>Low number of transactions due to monthly turnaround of Martin Wakefield accounts.</p>
	Justin suggested that we wait until after the AGM to open accounts. Money is coming in and out and it will be difficult to work out balances until after all of the AGM bills have been paid. The committee agreed with this suggestion and the accounts will be revisited in July.
	MOTION: All accounts up to today's meeting, as detailed be accepted and ratified. MOVED: JUSTIN F SECONDED: KATE W CARRIED
	MOTION: That the Treasurer's report be received/accepted. MOVED: JUSTIN F SECONDED: KATE W CARRIED
Actions from Treasurer's report	
Vice President's Report (See Report)	
ILS Contract	<p>Next report due end of June 2016.</p> <p>Review online was completed by Kelly and Kate.</p>
ILS Meeting Dates	<p>Wednesday 1 June 2016</p> <p>Wednesday 31 June 2016</p>

	Wednesday 30 November 2016
NZFDC Meetings	We need to set a date for next Committee meeting after AGM. See next meeting date at the end of the minutes.
Feedback from Parents Regarding National Travel Assistance	NZFDC to seek information / letter from parents who are now required to drive to SCIP under the MOH National Travel Assistance Scheme. Kelly has contacted Hawkes Bay Parents Group and at this point they have no concerns. PODC Taranaki have received 2 letters to date but will follow up at next meeting.
Palmerston North	How much support do you think they are needing? Lots – who Kelly has been contacting is not responding so Kelly has been contacting another couple of parents. They are having a gathering at Ohakea Air Base in May - Kelly to contact PN families and see if they want a NZFDC rep to attend gathering and if they need financial assistance. Kelly to forward contact details of families in Palmerston North to Kate.
AGM	In General Business.
Resignation	Kelly presented her official letter of resignation from NZFDC to committee.
	MOTION: That the Vice President's report be received/accepted. MOVED: KELLY D SECONDED: ANDREA C CARRIED
Actions from Vice President's report	Kelly to forward PN family contact details to Kate. All to send through Committee Member reports to Kelly for Annual Report book.
Services Report (See Report)	
Individual Grants	1 to the Palmerston North region.
Assistive Devices	Nil
Scholarships	2 recipients were awarded the John & Betty Rose Scholarship. 1 in Whitianga and 1 in Auckland.
Tutor Fees	1 to the Auckland region.
	MOTION: All payments for Tutor Fees, Scholarships and Individual Grants from previous meeting be approved as per my report. MOVED: KIRSTIN J-C SECONDED: KATE W 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	Catherine has sent out 10 kits since last meeting. Jill will work with Catherine around purchasing books for the kits since Jill will be leaving after AGM. Kate bought 3 games, opposites, rhyming words, what goes together – great for signed or oral. Great for language development. This is the kind of thing that kids like to do and it has got some solid language based skills. Purchase through Whitcoulls, may be able to get a discount if we buy in bulk. Talk to older kids at AGM about what they would like to see in the Kits, instead of the younger books.

	<p>MOTION: That the Kit report be received/accepted. MOVED: CATHERINE T SECONDED: KATE W CARRIED</p>
Actions from Kit Report	<ul style="list-style-type: none"> - Jill to work with Catherine regarding process of purchasing books for kits. - Committee to talk to older kids at AGM about what they would find helpful in the kits for their age group.
Newsletter Report	No report
Actions from Newsletter Report	Nil
Website and Facebook Report (See Report)	
NZFDC Website	<p>Andrea just put up the videos from Auckland group saying thank you. Lots of information and updates are going on the website as they come to hand. The two scholarship winners will be added shortly.</p>
NZFDC Facebook Page	Lots of articles put up as they come to hand. Kate has been busy listing items over the holidays.
Actions from Website & Facebook Report	Nil
	<p>MOTION: That the Website and Facebook report be received/accepted. MOVED: ANDREA C SECONDED: KELLY D CARRIED</p>
NFD AGM and Updates	
NFD AGM and Updates	In General Business.
Actions from NFD AGM and Updates	
Fundraising / Grants Report	Nothing to report.
General Business	
AGM	<p>36 families registered. 162 people. A few more professionals/speakers coming in. It has been so awesome having such a great response. Huge thanks to Brent who has been putting up with Kate's repeated emails for flights, working out ages of children, timeframes, places they are coming from.</p> <p>Getting registration forms coming in was full on. Kate thinks we have it all sorted. We have a number of families coming out from Canterbury who aren't staying, and a couple of Canterbury families who are staying. Parents from Northland and up from Southland and pretty much everywhere in between.</p> <p>Jill said a huge thank you to Brent and Kate on the Executives behalf for all their hard work.</p> <p>Great that we received the NZSL funding. We have it in paperwork, just waiting for funds to come through.</p> <p>The decision was made to take the \$1500 maximum for flights on a case by case basis. We didn't want to penalize families who are larger or coming from more isolated areas, so we paid the extra and above \$1,500 per family.</p> <p>Kate to contact audiologist in Christchurch. Ellena has given Kate a great</p>

	<p>audiologist to contact.</p> <p>Get an advisor to talk about Transition to School – Sue Rind. Jill will get her contact details and Kate to contact her. Brent is seeing her tomorrow so will pass his card on to her and get her to phone Kate.</p> <p>Primary to Secondary – Kate can help run that one as she has worked in both. We need one other person to do that – what the schools need before kids head to secondary.</p> <p>Lauren Taylor will be a great resource for kids to talk to – having Lauren on the flipside to talk through them. Kate will email Lauren to ask if she is prepared to do this. Andrea can help with hints and tips for secondary school. Difference between primary and secondary – some of them set up different, some have brilliant SENCO's, etc. Jill recommended Pam H***, Lauren's SENCO at St Margaret's?</p> <p>The plan for the afternoon will be more relaxed, family games, talent quests, etc.</p> <p>Evening – dinner, Allan, Ziz, Margaret etc coming to dinner. Flowers to past presidents. Gifts for our patrons.</p> <p>The Governor General needs to be invited – it is a long drawn out process to apply on internet. Andrea and Kate will look into it.</p> <p>Liane Dalzell, Nicky Wagner, Local Minister – should we be inviting them?</p> <p>Good spread of kids ages – lots of 5-7 year olds. 3 around 1'ish. 2 brand new babies.</p> <p>Kelly and Kate had a look at Blue Skies yesterday, and the only issue we could see was a 5 metre gap that needs to be blocked off/fenced off.</p> <p>Brent and a couple of other people are going to look after younger kids in a crèche in the mornings and so some NZSL activities while parents are in the workshop.</p> <p>Jill to go back to Toy Library with number of children and ages to get relevant toys. They have asked for a donation – what do people think? \$200. Jill will also bring her box of children's books with her.</p> <p>Kelly and Jill driving the two vans.</p> <p>Kate found accommodation for everyone – a lot of juggling.</p> <p>Youth Lodge – u shaped, so younger families get to go in there so parents can socialize and not be stuck in the room with toddlers sleeping.</p> <p>Laminated signs on the door saying what families are in each room.</p>
Google Docs	<p>If you decide to make a new folder in Google docs can you please make sure you have info@deafchildren.org.nz as the owner.</p> <p>New equipment should be added to Asset Register.</p> <p>Portfolio folders – please add your information into there.</p> <p>Meg is happy to help out anyone having issues – she is coming to AGM. She is happy to spend ½ hour to 1 hour with each of us.</p> <p>As we are writing our reports, please put your reports in the minutes' drive.</p>
Yellow Pages	<p>Cancel all Yellow Page advertising – most people are using google.</p>
NZSL Gala	<p>Kate and Brent are going which is next weekend. Andrea and Kate went last year – it was a lovely awards evening.</p>
Wellington Association – Clarity	<p>Kate met with Helen M*** on Friday – Wellington Association for Deaf kids were looking at putting in some remits about NZFDC to support getting MOE and MOH for clarity in the service specs. They are not going to put it in as a remit now but have asked if we could look into it. We need to talk to each of our parents groups about. We need PG to put in their requests, so we can compile the requests so we can take it further. We have great contacts in MOE and MOH now.</p>

Sector Advisory Group for Sign Language in Schools	Ministry of Education have been asking NZFDC to do something like the Parents Hui every other year. SAG meeting is coming up on Tuesday. The WFD are going to be at the SAG meeting, so it will be very interesting. Kate will put a summary up on the website from the meeting.
Contacts from Contractor Role	Andrea to make a list of who to contact for certain things.
Award Dates	Look into as part of strategic planning for the next few years. Kirstin to draft up a template and add to services portfolio with Awards dates, Tutor Fee dates, etc.
Fundraising/ Grants	Awesome work Brent with regards to NZSL video for the NZSL Fund application – thank you. Kate has shared a document on Google Drive for Committee to add to regarding funding cycles and when we need to apply for things. Some of them are bi-annually, some two years, etc. There is a document there about conferences, what conferences there are coming up – what is happening around the world, when it is and whether we want to apply for funding for Exec to go to these things. Anything Exec know about re conferences or funding, please put in on this page.
NFD	As Jill is moving away from the NFD (and NZFDC) Brent has indicated he will do it. We need to work out between Jill and Brent dates coming up for meetings. Jill happy to go on 21 st May, this is the AGM. Jill happy to go as person still there, Brent comes as a voting representative. Andrea to let NFD know. We need 2 representatives on NFD. Andrea to ask if we can have 3 representatives as 1 will be on maternity leave.
Honorarium	<p>We all need to make a decision whether we want to accept the Honorarium and pay tax. If a reimbursement you have to have something to show you are reimbursed for. I.e. Kate would like reimbursement for the week as annual leave and without pay when she goes to FCEI.</p> <p>Tracy from tax department which states what a volunteer is classed as and reimbursement and honorarium.</p> <p>MOTION: That we reimburse up to the amount of \$1,000 for NZFDC President and Secretary roles, and \$500 each for all other Executive Members.</p> <p>MOVED: KATE W SECONDED: CATHERINE T CARRIED</p> <p>MOTION: That Kate be reimbursed for loss of wages as she represents NZFDC at the FCEI Conference to the amount of \$1,000.</p> <p>MOVED: JILL T SECONDED: ANDREA C CARRIED</p>
Open Learning Environment	Andrea and Kate went up to Auckland and had discussions with a group about the OLE, and there is an entire group that is putting a lot of research and information to put to the MOE, that this is what needs to be put in place. This is not just for deaf/hard of hearing kids; it is for a wide range of kids. There are a number of different classes in one area. The idea is that they all have different places that they can go and learn in different ways. The way that it does work in Christchurch is you can open the rooms up and close them and it is acoustically lined. Technology available in the classrooms, i.e. hearing loop, hearing systems, etc. What are the teacher's union doing about it? Geraldine primary closed it up. Kate is in conversation with Teachers Union, Auckland University.
FCEI	Kate leaving Friday after the conference. She will be away from the Friday until the Monday week after that. ANZCED (Australia New Zealand Conference for Educators of the Deaf) Conference is on Thursday 7 – Sunday 10 July in Christchurch. Kate is going for work so can't as a NZFDC rep. 3 full days – 4 different streams, that becomes a real conflict of interest.

	<p>It needs to be someone else so Kate can step away.</p> <p>Brent and Andrea have indicated they would be interested in going. Kate suggests sending both of them. Kate to send registration forms to Andrea and Brent.</p>
Kelly's Resignation	Sucks!
Nominations	<p>Google documents – nominations are up. We have to have three positions set before the AGM. Secretary, Vice President and President.</p> <p>Vice President - Kirstin</p> <p>Secretary - Brent</p> <p>President - Kate</p> <p>Andrea will stay on as a mentoring role. Kelly will be leaving the Committee after the AGM.</p> <p>Got a pretty good spread from most of the areas for Committee members.</p>
Upcoming NZFDC Meeting	<p>Sunday 14 August 2016 – Auckland</p> <p>Sunday 20 November 2016 – Auckland</p> <p>Sunday 12 February 2017 – Auckland</p> <p>Sunday 9 April 2017 – Meeting and AGM – Location TBA</p> <p>Every second year AGM and Conference, every year just the AGM on a Sunday. We can do better conferences if it is every other year. AGMs are held normally middle-end June.</p>

Actions from General Business	<ul style="list-style-type: none"> - Kate to contact audiologist in Christchurch re speaking at Conference. - Brent to pass Sue Rind's details on to Kate to see if she will speak re Transition to School. - Kate to email Lauren Taylor to see if she is happy to talk to kids now that she is at the other end of schooling. - Jill to contact Lauren's SENCO at St Margaret's school to talk at Conference. - Kate to invite Liane Dalzell, Nicky Wagner. - Jill to go back to Toy Library with numbers and ages of children. - Committee to update all new equipment to the asset register on Google Drive. - Committee put your reports directly into your portfolio in Google Drive. - When Yellow Pages invoices come in, Justin to cancel all advertising we have with them. - Kate will put a summary up on the website from the SAG meeting. - Andrea to make a list of who to contact for certain things. - Kirstin to draft up a template and add to her portfolio that has Awards Dates, Tutor Fee Dates, etc. - Committee to add to Grants/Fundraising document in Google Drive about conferences/funding dates that are coming up so we don't miss out on anything. - Jill to email Brent preferred flights for next NFD meeting. - Andrea to ask NFD is we can have 3 representatives (not 2) as 1 will be on maternity leave. - Kate to send registration forms to Andrea and Brent to attend the ANZCED Conference.

Meeting Closed	2.05pm
Next Meeting	Sunday 14 August 2016 – Auckland
<hr/> Chairperson's signature	<hr/> Date



EXECUTIVE COMMITTEE REPORT

POSITION: President	COMPLETED BY: Kate Whale
Period this report covers: February – May 2016	Date:

Contacts			
Email	Phone	Face to Face	Other

Item	y/n	Attention required
UPDATES - ACTIONS (Cut and paste from 'To-do' list)	Y	<ul style="list-style-type: none"> • Can everyone change all email addresses on their templates to the new email address from this date.
	Y	<ul style="list-style-type: none"> • Executive to think about whether they want to stay on in their current roles, and if there are other roles that need to be filled they may be interested in.
	Y	<ul style="list-style-type: none"> • Everyone to ask contacts if they would like to sponsor items for goodie bags, chocolate, pens, papers for the conference/AGM.
	Y	<ul style="list-style-type: none"> • Executive committee need to be thinking about other means of money to help assist the costs of the AGM.
	Y	<ul style="list-style-type: none"> • All committee to think about the Parent Rep role on the Combined Board of Trustees.
	Y	<ul style="list-style-type: none"> • All committee to decide whether you wish to accept the honorarium by next meeting.
	Y	<ul style="list-style-type: none"> • Kate to ask MOE and Ministry of Social Development for funding/support.
	N	<ul style="list-style-type: none"> • Kate to make a phone call to Kirsten from Auckland Parents Group.
	N	<ul style="list-style-type: none"> • Kate to talk to Andrea about whether Air NZ, etc. gets filtered, or this is now being sent direct to Justin.
N	<ul style="list-style-type: none"> • Kate to email all executive committee a brief for a video to be placed on to the NZFDC website regarding their roles. 	
POINTS OF DISCUSSION FOR EXEC		

Topic	Summary
Google Drive	<p>I really hope you all have had a chance to go through all the shared documents and files on the google Drive.</p> <p>I have been updating all information every day, and putting up the registrations, information for planning, flight details etc on the drive. I would really like you all to have a look at them as they go up.</p> <p>It is really important if you are having a few issues that you bring them up now so that we can make sure all info is getting out appropriately.</p>

Website	<p>I have been talking with a mum from Auckland about updating our information on single sided deafness, and will hopefully be able to get that up and running asap. (That page is very sad looking at the moment).</p> <p>Also wanting to get some major stuff up for the “after diagnosis” page, as this is the page that many parents will hit when they first come to the website. I would love to have information from you all around services etc. I will be liaising with the Advisor service, with First Signs and with the MoE to get some proper details. Suggestions would be appreciated.</p>
AGM	Will no doubt come up in general business.
WINZ	Hopefully Kelly and I will be able to work on a WINZ check sheet for families applying for the child disability allowance for kids with CI's (there seems to be a huge discrepancy regarding CI kids getting this,) and it would be great if we had a go-to sheet for families to take.
NZSL Tutor funding	We need to work out the rules and regulations around this new grant application. I have mocked up the application form for everyone to see, but we need to work out the maximums and the rules.
Visit to BOP parent group	<p>I had a lovely trip up to Tauranga, though it rained (what's with that? Bay of Plenty is supposed to be tropical! Was better in Welly when I left!) and met with the BOP parents group at their first AGM.</p> <p>Great to see them, and hopefully things keep rolling for them as they get more families on board. It's tough going for many parent groups, so stick at it! I mentioned the new website, and talked about the conference in June. Some interest from their families and hopefully an application for Beacon.</p>
FCEI/ GPODHH	Flights are booked. Accommodation is booked. Leave (unpaid, damn it!) is booked from work. Good to go!
Plunket	<p>Thanks to Kirstin's wonderful Plunket contact, we have had great success with collaborating with Plunket. I have spoken to their National Advisor; Well child and Parenting (Karen M****) and she is putting links to our website on the Plunket site, and will be giving their Plunket-Line nurses our 0800 number.</p> <p>I will also be doing a short seminar with them via the internet to give them some hints and tips for information to give parents, and where to find resources for their families.</p> <p>Yay!</p>
Grants and Fundraising	<p>We have had some great success with the NZSL Fund application for our Family Conference. A huge thanks to Brent for doing the NZSL Video for the application.</p> <p>I have shared a document on Google Drive for us to add to regarding funding cycles and when we need to apply for things. I think it is important to keep track of information so that we can plan ahead better for events etc.</p>

Conferences and dates	<p>Yet another google doc (in case you haven't noticed, I've been trying to get all our information up on the google drive in order to have it all available.) with information on conferences and meetings coming up.</p> <p>Again, with understanding of Grants cycles, we should be able to plan ahead for various conferences and hopefully be able to send a few people to most relevant things without hitting our own accounts.</p>
NZSL Week	<p>Coming up this week. I am going to be at a SAG meeting with the World Federation for the Deaf this Tuesday, which will be awesome. Also have booked tickets to the NZSL Awards Gala this Saturday, so another awesome experience.</p>
ANZCED	<p>The Australia/ NZ Conference for Educators of the Deaf is being held in Christchurch in the last week of this term.</p> <p>We have turned down a table as the cost was just mad, but I think it would be good if we had a rep or two sifting around in our sexy new uniform. I am going to be there, but I have to be there for work so I can't be a parent rep as well. (Though I can guide people in the general direction)</p> <p>I will find out a bit more about the timetable, but it goes from Thursday to Sunday.</p>

**SIGNED
POSITION**



N.Z. Federation for Deaf Children Incorporated

EXECUTIVE MEETING REPORT

Responsibilities: Community Liaison	COMPLETED BY: Andrea Craig
Period this report covers: 23 rd February 2016 – 2 nd May 2016	Date: 2 nd May 2016

Item	Comments	
Communications	Type	Number of contacts for the period
	Postal out	0
	Email Received	410
	Email Sent	119
	Telephone	3

Incoming/Outgoing Mail PO Box	See Andrea Craig's Report attached
Incoming via email info@deafchildren.org.nz	See Andrea Craig's Report attached The email address switch over has gone quite smoothly. Extra work with the 3 addresses for me to check however no problems with losing any so I am to believe.
Matters Outstanding from previous Minutes:	Nil
Other Business: Email addresses/gmail etc	With new Google docs and drive in place we are not having to use email documents around and appears to be going OK so far. Spent a lot of time with two emails addresses. Please be careful when setting up an email that you choose the new info address as still getting some emails included to the old xtra address.
CPODC	Had a good discussion with Ellena on the Canterbury Parents Constitution and possible different thinking of their new Committee from the past about how CODA's (Children of Deaf Adults) fit into their membership. She asked about what NZFDC's thoughts were and what other Parent Group's do. Recommended that she talk to Hawkes' Bay or Bay of Plenty with them recently doing new Constitution's, how they and if they, have addressed this issue within their membership base. Also said it was up to them as a group to

<p>Web Administrator – Meg Melvin</p>	<p>decide what changes they want to make and to pass it by a Solicitor to ensure it is with the Charity Commissions guidelines on what needs to be in a Constitution.</p> <p>Spoke to Meg about the Google doc's and Drive as I have been having a few issues with uploading some documents. She is coming to our Conference/AGM weekend, arriving on Thursday, and is available on the Friday and over the Weekend for a half hour to an hour one on one session with all keen to ask questions and get any help with anything. She is happy to put tutorials together for us if we all need to learn a specific skill. Please let me know what time and day would work for each of you.</p>
<p>Adam B, Julia D and Meaghan C Sponsorship</p>	<p>Have received a lovely letter of thanks from this trio that we helped sponsor recently to America. They also provided a PowerPoint presentation of photos of their trip and a couple of u-tube links of the movies that they made whilst at camp. I have discussed with Meg and she will put the PowerPoint presentation into a suitable format for our website and links up to the two u-tube movie items.</p>
<p>Family Services Directory</p> <p>Auckland Parents of Deaf Children</p>	<p>Have updated the details for NZFDC</p> <p>Chris (current Administrator) has advised that they have a replacement Administrator for APODC starting this week. Her name is Catriona and she has a Social worker background with some NZSL, experienced in sourcing grants and was a founding member of the Deaf Mental Health forum. So they are very pleased that she is working with them. Chris will remain on their Committee. Change of email address advice sent.</p>
<p>Charities Commission Linkage NFD Spark Labour Party NZORD Disability Connect Air New Zealand NHC & various others</p>	

**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: Sunday 08 May 2016	Report from: February 28 to May 08 2016

Item	Comments	
Communications	Type	Number of contacts for the period
	Postal	0
	Email (in)	110
	Email (sent)	60
	Telephone	08

Action taken	To Do List from February Meeting 2016
Complete	<ul style="list-style-type: none"> Can everyone change all email addresses on their templates to the new email address from this date. Executive to think about whether they want to stay on in their current roles, and if there are other roles that need to be filled they may be interested in. Everyone to have a think about the database role, get back to Kate if you are interested. Everyone to ask contacts if they would like to sponsor items for goodie bags, chocolate, pens, papers for the conference/AGM. Executive committee need to be thinking about other means of money to help assist the costs of the AGM. All committee to think about the Parent Rep role on the Combined Board of Trustees. All committee to decide whether you wish to accept the honorarium by next meeting. 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. 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. Kelly to privately invite Past Presidents via the local Parents Groups. Executive to think about what they think should happen with honorarium. 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 send any ideas of what to put on our resources page through to Kate. All committee to ensure reports are completed a week before meeting
Complete	

Ongoing	
Ongoing	

Complete	
Complete	
Complete	
Complete	
Complete	
Ongoing	

	<p>and submit to google docs, and outline the facts and to the point.</p> <ul style="list-style-type: none"> • Historic files from Mrs Cooper/and scan to USB stick. • Glossary started by Andrea of common deaf terms used. Please let Andrea know of other terms you want added/deleted/changed. • 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>ILS Contract</p> <p>ILS Survey/review</p>	<p>The ILS report was submitted on line for the end of March 2016. Treasurer emailed invoice to me to submit via email. Next report due end of June 2016. Review via online was completed by myself and president.</p> <p>Next ILS meeting dates: Wednesday 01 June 2016 Wednesday 31 June 2016 Wednesday 30 November 2016</p>
NZFDC Meeting	To set a date for the next meeting following the conference/aggm.
Palmerston North	<p>I contacted Angela T*** to see how they are getting on with their gatherings/group and to say there is funds available should they need financial support, from the bequest money. Angela outlined that she is organising a gathering at Ohakea Air Base in May and it would be relatively low costs.</p>
Feedback from parents regarding National Travel Assistance	<p>NZFDC to seek information/letter from parents who are now required to drive to SCIP under the MOH National travel assistance scheme. I contact Hawks Bay Parent Group and at this point they have no concerns with travel assistance via MOH/DHB's. PODC Taranaki have received 2 letters to date but will follow-up at the next PODC Taranaki meeting.</p>
NZFDC Conference/AGM 2016	<p>Confirmed:</p> <ul style="list-style-type: none"> • Date to be held in Christchurch Queens Birthday Week-end at Blue Skies Conference & Training Centre, 04/05/06 June 2016. • Saturday 07 May 2016, Kate Jill Brent to meet with local parent group representatives to discuss conference weekend of events. • Honorary Vice-Presidents Mrs Cooper (Auckland) & Mr Lurajud (South Canterbury) will be attending Saturday & Sunday, accommodation booked at Kaiapoi on Williams Motel next to Blue Skies. <p>To finalise:</p> <ul style="list-style-type: none"> • Draft Programme: • Activities for Saturday afternoon obstacle courses/activities • Toy Library (toys for preschool children) • Hire of a van (x2 ?) for transport for the week-end • Abseiling Tower and Climbing Wall, I have emailed 01/05/16 • To finalize with Blue Skies, the food/catering menu and numbers two weeks before weekend. <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
Resignation from NZ Federation for Deaf Children	Official Letter of my resignation from NZ Federation for Deaf Children Inc to be brought to meeting. (Have emailed executive committee)
Other-yet to be done	<p>To update the Incorporation societies/Charites Commission with NZFDC correct constitution (the same as on our website)</p> <p>I have found the AGM minutes (2010) Brentwood Wellington-2011 to which the quorum numbers were changed and passed. They were within the Annual</p>

Ongoing	<p>Report Book for the year.</p> <ul style="list-style-type: none"> • To add to Inc & Societies website • 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 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: 18 February 2016 – 3 May 2016	DATE: 3 May 2016

Item	Comments	
Communications	<i>Type</i>	<i>Number of contacts for the period</i>
	Emails received	122
	Emails sent	94

Item	y/n	Attention required
UPDATES - ACTIONS	Y	Can everyone change all email addresses on their templates to the new email address from this date?
	Y	Executive to think about whether they want to stay on in their current roles, and if there are other roles that need to be filled they may be interested in.
	Y	Everyone to have a think about the database role, get back to Kate if you are interested.
	Y	Everyone to ask contacts if they would like to sponsor items for goodie bags, chocolate, pens, papers for the conference/AGM.
	Y	Executive committee need to be thinking about other means of money to help assist the costs of the AGM.
	Y	All committee to think about the Parent Rep role on the Combined Board of Trustees.
	Y	All committee to decide whether you wish to accept the honorarium by next meeting.
	Y	All committee to ensure reports are completed a week before meeting and submit to google docs, and outline the facts and to the point.
POINTS OF DISCUSSION FOR EXEC		None
Topic	Summary	
Individual Grant	An individual grant was approved for ***** for help in purchasing a soundfield system for her classroom. ***** has unilateral hearing loss and has no classroom help. They do not belong to a parents group in the area, as there isn't one, so a unanimous decision was made by the Executive to approve the application.	
John & Betty Rose	Awarded to ***** and *****. 8 applicants and these two really stood out –	

Scholarship	congratulations girls. Details on our website.
Tutor Fee	Approval was given for ***** tutor assistance for Period 1 2016. The reimbursement has just been sent out as they did all the tuition in May.

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: 28 February 2016 to 8 May 2016	Date: 8 May 2016

Contacts								
Emails General			Emails to Families		Emails to		Phone	Other
In	Out	Total	In	Out	In	Out		
328	+ 82	= 410						

Destinations the Kits were sent to	Areas
Kits to date: 36 + 10 = 46	Lower Hutt 1 Kaitiaia 1 Wellington 1 Auckland 1 Taranaki 1 Napier 1 Tauranga 1 Christchurch 3
Sent to Parent Groups for delivery	APODC Chris BOP Kirstin 1 HBFDC Dana 1 NP Nicola
Change of Details not a registration	2
Acknowledge Receipt forms returned	

Item	y/n	Attention required
UPDATES - ACTIONS)		Updated template letters for Kits with new email address
POINTS OF DISCUSSION FOR EXEC		<ul style="list-style-type: none"> Am happy for Jill to continue to source books for the kits if rest of committee are ok with it. Not sure how reimbursement will work.

Topic	Summary
Kits	<ul style="list-style-type: none"> Ordered Story Time in Sign DVD's The Family Book is now being ordered direct from Stocklink now as Carolyn Grace has changed duties. Completed Family Kit role and sent to Kate

**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: 23rd February – 2nd May 2016	Date: 2 May 2016

Item	Attention required	
Communications	Type	Number of contacts for the period
	Postal	0
	Email	0
	Telephone	
Report on activities		
Website	<p>Lots of updates and information articles going up as received.</p> <p>Will have the two 2016 Scholarship winners with photos and blurbs put up shortly. Also through our Sponsorship of *****, ***** and ***** to camp in America where they made movies, copies of their links and PowerPoint presentation to put up when ready for website.</p> <p>Met with Meg and Kate twice and various emails to review and change items as necessary.</p>	
Facebook Page	<p>Lots of articles put up as they come to hand. Kate has been busy listing items over the holidays</p>	

**SIGNED
POSITION**

Andrea Craig