



**Minutes of the Epilepsy Waikato Charitable Trust
AGM held at St Peter's Cathedral Hall,
51 Victoria Street, Hamilton on
Tuesday 11th September 2018
at 6.30 pm**

PRESENT :

Trust Board : Chairperson – David Lowe; Deputy Chairperson – Jill Davies;
Treasurer – Emma McNeil; Trustees- Cyril Markham, Faith Gibbs,
Bryce Hopkins

Epilepsy Advisor: Maria Lowe

Administrator: Margaret Paine

Members: Roma Lane, Jan Markham, AiEe Teo, Lewis Bird, Tom Davies

1. WELCOME:

The Chairperson welcomed everyone to the AGM and introduced the board members, advisor and administrator. He confirmed there was a quorum.

2. APOLOGIES:

Tim Macindoe, Stephanie Hetaraka, Lorna Bird, Des Hill

Moved the apologies be accepted

David Lowe/Faith Gibbs

CARRIED

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING:

The minutes of the Epilepsy Waikato Charitable Trust AGM held on 13th September 2017, having been circulated before the meeting, were taken as read and open for discussion

Moved that the minutes of the EWCT AGM held on 13th September 2017 be accepted as a true and correct record.

AiEe Teo/Jill Davies

CARRIED

4. MATTERS ARISING:

There were no matters arising

5. PATRON'S ADDRESS:

Patron, Tim Macindoe gave his apologies to the meeting. His address was circulated on the website before the meeting. David Lowe read out his address.

Tim Macindoe conveyed his gratitude to the EWCT chair and board members for their service throughout the demanding year and made special mention to Maria Lowe, the indefatigable advisor. He thanked Ai-Ee Teo, Faith Gibbs and Cyril Markham for their years of service to EWCT and continues to feel pride in the service EWCT gives to the community.

Moved that the patron's address be accepted
Cyril Markham/Jan Markham

CARRIED

6. CHAIRPERSON'S REPORT:

The Chairperson's report was circulated before the meeting and taken as read

Moved the chairperson's annual report be received
David Lowe/Jill Davies

David Lowe gave a summary of his report and opened it to discussion and questions. In his report as chairman, David Lowe thanked the board and office holders for their commitment and service to EWCT throughout the year and acknowledged all the sponsors and donors EWCT has had over the past year. He thanked Maria Lowe for her hard work and mentioned many of the activities she has initiated and been involved in. Also mentioned the "EWCT Hero Award", the annual trip and reprinting of the two EWCT children's books. He was pleased EWCT is in good heart and honoured to chair the Trust.

Moved the annual 2018 report from the EWCT chairperson be adopted
David Lowe/Jill Davies

CARRIED

7. FINANCIAL REPORT:

The financial report and service performance report were circulated before the meeting and taken as read.

Moved that the financial report and performance report be received
Emma McNeil/Cyril Markham

In her report Emma thanked Cyril for his years of service as treasurer and his support to her as she takes over this role. This year the financial records were audited where as previously years they had been reviewed.

Moved that the financial report and performance report be adopted
Tom Davies/AiEe Teo

CARRIED

8. RE-ELECTION OF TRUSTEES:

Board of Trustees positions are elected on a three year rotation, appointment and voting is done by the board. Cyril Markham and Stephanie Hetaraka positions were up for renewal and at the board meeting on 11th September 2018, the board has voted them on for a further three years.

Note that the chair, deputy chair, treasurer, secretary (office holders) and signatories will be determined at the next trust board meeting on 9th October 2018

9. APPOINTMENT OF AUDITORS:

David Lowe moved the motion

“That Owen McLeod and Co. Chartered Accountants and Auditors, or a substitute approved by all trustees, be approved as auditors or reviewers of the financial accounts and service performance of EWCT for the year ending 31st March 2019”

David Lowe/AiEe Teo

CARRIED

10. GENERAL BUSINESS:

- (i) Cyril Markham wanted it recorded at the meeting that he thanked David Lowe for all his efforts and enthusiasm as chairperson of EWCT. Everyone agreed and showed by a round of applause.

11. NEXT AGM:

David advised that the next AGM would be on or around 11 September 2019 (ie within 6 months of the end of the financial year -31st March 2019).

12. CLOSE OF MEETING:

The meeting closed at 7pm and the chairman invited those in attendance to stay for some light refreshments.