 **Minutes of the Epilepsy Waikato Charitable Trust**

**AGM held at the Trust Waikato rooms**

**4 Little London Lane, Hamilton on**

**Tuesday 8th September 2020**

**at 6.30 pm**

PRESENT:

TRUST BOARD Chairperson David Lowe

Deputy chairperson Jill Davies

Treasurer Cyril Markham

Trustees Faith Gibbs

EPILEPSY ADVISOR Maria Lowe

ADMINISTRATOR Margaret Paine

PATRON Tim Macindoe

MEMBERS Roma Lane, Jan Markham, Charles Gower, Tom Davies and Ai Ee Tao

1. WELCOME

The chairperson welcomed everyone to the AGM and confirmed there was a quorum.

1. APOLOGIES

Bryce Hopkins

Moved the apologies be accepted

David Lowe/Jill Davies CARRIED

1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The minutes of the Epilepsy Waikato Charitable Trust held on 10th September 2020, having been circulated before the meeting on the EWCT website, were taken as read and open for discussion.

Moved the minutes of the EWCT AGM held on 10th September 2020 be accepted as a true and correct record.

Faith Gibbs/Jill Davies CARRIED

1. MATTERS ARISING

There were no matters arising

1. PATRON’S ADDRESS

Tim Macindoe addressed the meeting and said he was pleased to present his patrons report in person. Although 2020 is a year that challenged us all, Tim spoke of the gratitude for the excellent work Maria Lowe has done through the Covid-19 lockdown in helping and supporting people living with epilepsy especially the frequency, positivity and common sense advise given through her e-circulars. He admired the regular updates on the EWCT Facebook page.

Tim mentioned that EWCT won the Team Excellence Award at the 2019 Volunteering Waikato Awards and was very pleased that Cyril Markham and Faith Gibbs were named as Life Members of EWCT. He thanked the Trust chairperson, David Lowe, Funding Manager, Jill Davies and board members for their service throughout another busy year.

Moved the patron’s report be accepted

David Lowe/Roma Lane CARRIED

1. CHAIRPERSON’S REPORT:

The chairperson’s report was circulated before the meeting on the EWCT website and taken as read.

David gave a summary of his report and opened it to discussion and questions.

In his report, David Lowe, thanked the board and office holders for their commitment and service throughout the year and made special mention to Emma McNeill for her great work in the treasurers role (prior to her resignation). He acknowledged and thanked all those who have donated or sponsored the trust over the past year.

He thanked Maria Lowe, the full time epilepsy advisor for her continuing hard work in helping many people with epilepsy in our community and listed the many aspects of support, advice and education her role encompasses.

David mentioned the petition EWCT presented to parliament requesting a ketogenic dietician be appointed to the Waikato DHB and also the letters written to PHARMAC concerning the change to the funding of lamotrigine to a generic substitute plus the submission made by EWCT concerning the review of the Charities Act

David referred to the new book “Understanding and Managing Epilepsy” EWCT is publishing to help celebrate its 10 year anniversary.

He also mentioned the awards presented last year –Hero awards to John Fayerman and

Ai Ee Tao and Life Membership to Cyril Markham and Faith Gibbs.

Moved the chairperson’s report be received – David Lowe

Cyril Markham spoke on behalf of everyone in thanking David for another “well done” year as chairperson.

Moved the chairperson’s report be accepted

Jill Davies/Tim Macindoe CARRIED

1. FINANCIAL REPORT:

The financial report, performance and independent report from the auditor were circulated before the meeting on the EWCT website, and taken as read

Moved that the financial, performance and independent reports be received

Cyril Markham/Faith Gibbs CARRIED

Tim acknowledged Cyril Markham’s willingness to step into the acting treasurers position

again.

Moved the financial report, performance and independent reports be adopted.

Cyril Markham/Faith Gibbs CARRIED

1. APPOINTMENT OF AUDITORS:

David Lowe moved the motion “That Owen McLeod Co Chartered Accountants and Auditors, or a substitute approved by the trustees, be approved as auditors or reviewers of the financial accounts and service performance of EWCT for the year ending 31st March 2021”

David Markham/Ai Ee Tao CARRIED

1. GENERAL BUSINESS:

There was no general business

1. NEXT AGM:

David advised that the next AGM would be on or around the 14th September 2021

(ie within 6 months of the end of the financial year: 31st March 2021).

1. CLOSE OF MEETING:

The meeting closed at 6.55pm and the chairperson invited those in attendance to stay for some light refreshments.