

NELSON BAYS PRIMARY HEALTH
Minutes - Open Board Meeting held on 26 August 2010
20 New Street, Nelson – Commencing at 6:05 p.m.

PRESENT: Jan Morgan (Chair); Maria Briggs; Sue Stevenson; Judene Edgar; Philip Chapman; Lisa Lawrence; James Chisnall

IN ATTENDANCE: Andrew Swanson-Dobbs (Chief Executive Officer – NBPH); Jane Kinsey (Programme Development Manager – NBPH); Tanya White (NBPH -Minute Secretary)

PUBLIC IN ATTENDANCE: Gilbert Robertson (RCAL) and Mark Bewley (Partner – BDO Wellington)

APOLOGIES: Mere Wetere; Lisa Lawrence (for lateness)

Item	Decision / Discussion		
1.	<p>Welcome / Karakia – (No Karakia, as it was Mere's turn, but she was not present) Jan Morgan opened the meeting at 6.05 p.m. and welcomed everyone, especially Mark Bewley, Auditor. As initially there was not a quorum, the meeting proceeded with agenda items that did not require a resolution and returned later to those requiring resolution.</p>		
2.	<p>Apologies <u>Resolution</u> <i>That the apologies from Mere Wetere and Lisa Lawrence are accepted.</i> Moved: Judene Edgar / Sue Stevenson CARRIED (6:19 p.m.)</p>		
3.	<p>Register of Interests Update the Register of Interests as follows:</p> <ul style="list-style-type: none"> • Philip Chapman – The Male Room receives money from the Primary Mental Health Initiative – Do all Board members need to update the register with respect to Golden Bay? • Andrew Swanson-Dobbs – Name change – No longer director of BEDM • Deirdre Magee – No longer a Board member • James Chisnall – Partner Greenwood Health Centre, multiple contracts with NBPH – Rural GP, receives dedicated rural funding from NBPH 		
4.	<p>Confirmation of Agenda Confirmed as notified.</p>		
5.	<p>Confirmation of Minutes <u>Resolution</u> <i>That the minutes of 29 July 2010 be accepted as a true and correct record</i> Moved: Judene Edgar / Maria Briggs CARRIED (6:18 p.m.)</p>		
	<p>5.1 Matters Arising</p> <ul style="list-style-type: none"> • Jan noted that notes from the Alliancing workshop are in the closed section • Philip reported that the Te Rito conference was very successful; Golden Bay people came over and Judge Peter Boshier spoke very well, as did the other speakers. 		
	5.2 Action Points		
	a) Develop an Environmental Sustainability Policy for NBPH	Andrew	Complete
	• Policy written and first draft included for consideration		
	b) Healthy Workplace policy ver.3 July 2010	Andrew	Ongoing
	• Needs some more work, so will be brought back to the next meeting		
	c) Practice manager/Administrator Study Funding policy ver.1 April 2010	Andrew	Complete
	• Changes made		

Item	Decision / Discussion		
	<p>d) Primary Health Care Nurse Study Scholarship Policy ver.3 Mar 2010</p> <ul style="list-style-type: none"> • Changes made 	Andrew	Complete
6.	<p>Correspondence of Significant Interest</p> <p>a) <u>Iwi Maori representative for NBPH Board – 17-08-2010, p.15</u> Andrew reported that Olivia Hall has been confirmed as Iwi Maori representative and will be invited to attend the next Board meeting.</p> <p>b) <u>Funding for Community Nutrition Service – 03-08-2010, p.17</u> Originally, NBPH was guaranteed funding only until February 2011, but it has now been confirmed for two more years. Andrew will try to get media coverage for funding secured in an environment where funding cuts are the order of the day.</p> <p>c) <u>GST Increase and Patient Fees for 2010/2011 – 05-08-2010, p.18</u> NBPH received this information from various sources making the point that fees can be put up by GST. NBPH is communicating with General Practices in this regard.</p>		
7.	<p>Report Chair</p> <p>Jan reported the following activities:</p> <ul style="list-style-type: none"> • Ann James' farewell • Andrew and Jan have commenced meetings with Iwi; have spoken to Waihaere Mason from Ngati Kuia and to Harvey Ruru and will continue to meet with others. • Attended a South Island PHO Forum for Chairs and CEOs in Christchurch; in future CEOs will meet regularly for collegial support and the Chairs will meet only if there is something to meet about, such as when there is overlap between CEO issues and governance role. Forum will be evaluated after 12 months. Presentation by Dr Jim Primrose from the Ministry – his powerpoint presentation is on the website (members only) • Board-to-Board meeting: due process was followed. • Meeting with Judene and Mere regarding Board evaluation – paper is in the closed section 		
8.	<p>Report Board Members</p> <ul style="list-style-type: none"> • Sue reported on the Tap into Tapawera Expo, which was hosted by Wakefield Health Centre with NBPH support and was very successful – attended by 35 providers, schools and around 300 people – and Wakefield Health Centre's 20th Anniversary <p style="text-align: right;">Maria Briggs arrived 6:15 p.m.</p> • Maria mentioned the Big Brother Big Sister Community auction on 01.09.2010 <p style="text-align: right;">Lisa Lawrence arrived 6:21 p.m.</p> 		
9.	<p>CEO Report</p> <ul style="list-style-type: none"> • As reported, NBPH no longer has any contracts with South Link Health, and all IT, forms development etc., have moved in house. • Dr Joanna Howard has started work this week; feedback is good and Dr Jocelyn Tracey has signed up as of beginning of January. • Judene enquired about the process for Murchison going forward. Andrew explained that Murchison was designated a "special area" previously, which meant that all GP services were free. The DHB is doing a review and looking at Murchison as a general practice. For the time being, the DHB is continuing the service, but would like to have discussions with NBPH about its role. • Judene queried whether tobacco control (p.35) is different from existing smoking cessation programmes. Andrew believes they are all the same, tied in to MoH's tobacco control initiatives. Judene also questioned whether NBPH is part of the NZ Smokefree 2020 initiative in terms of a measurable deadline. Andrew responded that Margaret Gibbs leads all tobacco control activity, but NBPH has not committed to a deadline. Judene finds the campaign commendable. Lisa suggested we check on the links Margaret Gibbs has already made with various smokefree initiatives. • Rural after hours (p.34) – Judene questioned what was 'ongoing'. Andrew clarified that this is funding that 		

Actions - Open Meeting 26 August 2010

	Action	Who	When
a)	<p>Healthy Workplace policy Ver 3 Complete reworking of the breastfeeding section and bring back to the Board.</p>	Andrew	30.09.2010
b)	<p>Funding for Community Nutrition Service Try to get media coverage for funding secured in an environment where funding cuts are the order of the day.</p>	Andrew	ASAP
c)	<p>Tobacco Control Check on links Margaret has made with various smokefree initiatives.</p>	Andrew	ASAP
d)	<p>Environmental Sustainability Policy Ver 1 Add phrase 'where financially viable and practicable' in paragraph 2 of policy statement no. 5</p>	Andrew	ASAP
e)	<p>Delegations Policy Ver 5</p> <ul style="list-style-type: none"> • Remove Audit and Finance column in no. 4 • Change amount under Board for 4.1, 4.3, 4.4 and 4.5 to \$15,000 • Change amount under Board Chair for 4.3 to \$15,000 	Andrew	ASAP