

NELSON BAYS PRIMARY HEALTH
Minutes - Open Board Meeting held on 24 March 2011
14 New Street, Nelson – Commencing at 6:00 p.m.

PRESENT: Jan Morgan (Chair); Philip Chapman; James Chisnall; Jo Mickleson; Olivia Hall; Judene Edgar; Sue Stevenson; Lisa Lawrence

IN ATTENDANCE: Andrew Swanson-Dobbs (Chief Executive Officer – NBPH); Jane Kinsey (Primary Care Services Manager – NBPH); Tanya White (Minute Secretary – NBPH); Margaret Gibbs (Manager: General Practice Services and Quality – NBPH); Wolfgang Klöpfer (Accountant – NBPH)

PUBLIC IN ATTENDANCE: John Moore; John Hunter

APOLOGIES: Mere Wetere

Item	Decision / Discussion		
1.	Welcome / Karakia Jan Morgan opened the meeting at 6.03 p.m. and welcomed everyone. She followed with a poem, <i>When If Meets Must</i> – Author unknown		
2.	Apologies <u>Resolution</u> <i>That the apology from Mere Wetere is accepted.</i> Moved: Jo Mickleson / Sue Stevenson CARRIED		
3.	Register of Interests Noted		
4.	Confirmation of Agenda <u>Confirmed</u> as notified with one additional item under General Business: • Farewell for Jan Morgan		
5.	Confirmation of Minutes <u>Resolution</u> <i>That the minutes of 24 February 2011 be accepted as a true and correct record.</i> Moved: Judene Edgar / Olivia Hall CARRIED		
	5.1 Matters Arising		
	• Representation on the Board will be discussed together with Board composition at the Strategic Planning session.		
	5.2 Action Points	Who	When
	a) Clinical Governance Group (CGG) Board members would like an invitation to attend a CGG meeting. An open invitation from Margaret Gibbs was distributed to Board members.	Andrew	Complete
	b) Alliance Governance Group (AGG) Terms of Reference are in the pack to be approved.	Andrew	Complete
6.	Correspondence of Significant Interest None		
7.	Report Chair The Chair's written report was received by the Board.		
8.	Report Board Members		
	• Jo got married.		
	• Lisa has located all whanau in Christchurch and some are relocating to Nelson.		
	• James is busy, has been seeing quite a few refugees from Christchurch at his general practice.		
	• Judene: Tasman District Council has been busy; working on the DAP in particular and affected, to some		

Actions - Open Meeting 24 March 2011

Action	Who	When
a) Make the following changes to the Complaints Policy: <ul style="list-style-type: none"><li data-bbox="248 331 887 353">• p.21.– Practices/Providers/Staff <i>will remain confidential</i><li data-bbox="248 376 1038 432">• p.22 – 4.2.2 Complaint concerning the Board Chair should rather be raised with <i>Deputy Chair</i><li data-bbox="248 454 1038 510">• p.23 – delete 'from us'; delete 'whether or not we feel the complaint is justified'; should rather read: '<i>contact you within ten working days</i>'	Andrew	ASAP