

Establishment Board Meeting

Tuesday 17 July 2018: Boardroom, Pharmaceutical Society of New Zealand, Wellington.

DRAFT MINUTES

1.0	ADMINISTRATIVE	Action
1.1	<p>Chair's Welcome</p> <p>a) Introductions <u>Members in attendance:</u> Dame Annette King (Chair), Dr Harley Aish, Dr Angus Chambers, Donovan Clarke, Andrew Gaudin, Karen Guilliland, David Harrison, Hugh Kininmonth, Jennifer Pelvin, Richard Townley, Mark Vela, Teresa Wall. <u>Apologies:</u> Martin Hefford, Susan Iversen. <u>Also present:</u> Philip Grant; John Ayling, Dr Jeff Lowe.</p> <p>Annette King opened the meeting by welcoming members of the Establishment Board and acknowledging the significant progress which was being made as a result of the work of the Board and the prompt input of all members.</p> <p>b) Register of Interests The Register of Interests was noted.</p>	Register noted
1.2	<p>Minutes of Previous Meeting</p> <p>a) Minutes of meeting held on Friday 25 May 2018 The minutes were confirmed as a true and accurate record. Moved: Mark Vela Seconded: Andrew Gaudin</p>	Minutes confirmed
1.3	<p>Matters Arising</p> <p>a) Corporate Issues Update The update paper was discussed and the Establishment Board noted the progress made and ratified the electronic decisions with regards the logo/branding and the Maori translation. Moved: Dr Harley Aish Seconded: Teresa Wall</p> <p>b) Feedback from Membership Levies and Governance sub-group Members discussed the paper and noted the underpinning principles and updates which had been made to the levy proposals. During the discussion the following key points were made:</p> <ul style="list-style-type: none"> • The initial levy arrangements will cover the 2018/19 financial year only and will not set any precedent or agreement for future years • Fairness and equity between members is important, including between PHO members and non-PHO members • Future arrangements may be more appropriately based on membership income rather than total income of membership bodies • The Federation is already receiving recognition and gaining national credibility. Those organisations who do not join the Federation will not be part of, or able to influence what will be a significant voice for the sector • The collective voice of the Federation will likely have a significant role in future contractual and funding negotiations across the sector • The fixed levy component for PHOs was noted as being the base component of the levy only and subject to an additional 'per ESU' component 	Electronic decisions ratified

	<p>The Establishment Board:</p> <ul style="list-style-type: none"> • Noted the proposal covered initial 2018/19 membership only. The substantive governance board will be responsible for agreeing the framework for 2019/2020 and beyond • Agreed the principles of the updated proposal • Agreed the membership subscription framework for 2018/19 • Noted the potential initial membership and associated subscriptions <p>Moved: Dr Harley Aish Seconded: Donovan Clarke</p> <p>In addition the Board also:</p> <ul style="list-style-type: none"> • Recommended that the substantive governance board design a future membership levy framework which is fair and equitable and which seeks to pragmatically encompass a membership base which is as inclusive as possible <p>Moved: Dr Angus Chambers Seconded: Karen Guilliland</p>	<p>Recommendations agreed and membership levy framework approved</p>
1.4	<p>Financial Performance Statement</p> <p>The financial performance statement for the period to 30 June 2018 was noted. The two outstanding establishment levy payments were discussed and it was agreed that these would be followed up by the Establishment Project Manager.</p>	<p>Philip Grant to follow-up levies</p>
2.0	PROJECT MANAGEMENT	
2.1	<p>Action Plan and Timeline</p> <p>The updated action plan and timelines were discussed. In order to maintain momentum and achieve the overall timescales, it was agreed that:</p> <ul style="list-style-type: none"> • Initial membership applications could be agreed electronically by the Establishment Board in order that the timeline for “collecting levies and building the membership register” could be brought forward. • Any membership application matters which required further discussion could be addressed by way of a teleconference <p>Election of substantive governance board</p> <p>The Board discussed the timeline and due process for seeking nominations for, and the subsequent election of the substantive board. It requested that a paper be prepared for the next meeting of the Establishment Board setting out the proposed process.</p>	<p>Updated action plan noted</p> <p>Paper to be prepared for next meeting</p>
3.0	FEDERATION DOCUMENTATION	
3.1	<p>Consumer Representative(s) – Call for Expressions of Interest</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted the expressions of interest received. • Approved the proposed reply to be sent to each applicant. • Agreed that the Expressions of Interest be collectively presented to the first meeting of the substantive Board. • Noted that the term of the appointment of the Consumer Representative(s) needed clarifying 	<p>Recommendations agreed</p>
3.2	<p>Marketing / membership Brochure and Membership Application Form</p> <p>The Board:</p> <ul style="list-style-type: none"> • Approved the content and the preferred marketing brochure • Approved the membership Application Form subject to minor amendments • Agreed to call for initial membership applications. <p>In addition the Board agreed to prepare a covering letter to invite membership applications which re-states the principles and value proposition and emphasises the opportunity the Federation will provide.</p>	<p>Recommendations agreed</p> <p>Philip and Annette to prepare letter</p>

5.2	<p>Communication Messages</p> <p>The Board discussed the draft media statement and, subject to minor amendments, agreed that it reflected the progress the meeting had made and that it was suitable for distribution.</p>	Circulate media statement
5.3	<p>Date of next meeting</p> <p>The date of the next meeting was confirmed as Monday 20 August 2018 – 12:30pm – 4:00pm</p>	
Meeting closed 12:20pm		

DRAFT