

	<p>d) Substantive Governance Arrangements & Initial Membership Subscriptions</p> <p>The Board discussed the updated paper setting out the proposed arrangements for the election of the initial substantive governance board and, the separate feedback from the sub-group tasked with recommending an initial membership subscription framework.</p> <p>The Board noted:</p> <ul style="list-style-type: none"> • The existence of examples (including The World Health Organisation) where members have equal votes yet may be very different sizes and have very different subscription levies. • The proposed election process was for the election of the first substantive board only, following which the substantive board will consider future arrangements and ensure the subsequent processes are fit-for-purpose. • With the adoption of a voting system based on 1 member: 1 vote, there was an expectation that the substantive board would, if required, utilise the ability to co-opt additional members to ensure that both larger and smaller scale member PHO interests are adequately covered on the board. It was agreed that such expectations should be set out in the proposed Board Handbook. • The Primary Health Alliance had received a number of new membership applications. <p>A number of challenges were discussed and the sub-group was requested to develop the governance arrangements and membership subscription framework further for presentation back to the next meeting of the Establishment Board.</p> <p>Dr Angus Chambers agreed to join the sub-group alongside existing members Donovan Clark, Andrew Gaudin, David Harrison, Martin Hefford, Susan Iversen and Hugh Kininmonth with support from Philip Grant.</p>	<p>Sub-group to develop governance arrangements and subscription framework</p>
<p>1.4</p>	<p>Financial Performance Statement</p> <p>The financial performance statement for the period to 18 May 2018 was noted. Mark Vela and Teresa Wall agreed to follow-up the last remaining outstanding establishment levy payments.</p>	<p>Mark Vela and Teresa Wall to follow-up levies</p>
<p>2.0</p>	<p>PROJECT MANAGEMENT</p>	
<p>2.1</p>	<p>Action Plan and Timeline</p> <p>The updated action plan and timelines were noted.</p>	
<p>3.0</p>	<p>INCORPORATION</p>	
<p>3.1</p>	<p>Bank Account</p> <p>The Board:</p> <ul style="list-style-type: none"> • Approved the opening of a dedicated bank account with BNZ. • Agreed the initial authorised signatories to be in line with Primary Health Alliance operating arrangements pending the election of the substantive Federation Board. 	<p>Banking arrangements to be set-up</p>
<p>3.2</p>	<p>Charitable Status</p> <p>The Board:</p> <ul style="list-style-type: none"> • Approved the submission of an application for Charitable Status. 	<p>Application to be submitted.</p>
<p>4.0</p>	<p>FEDERATION DOCUMENTATION</p>	
<p>4.1</p>	<p>Brand/Logo Design</p> <p>The Board:</p> <ul style="list-style-type: none"> • Approved the Design Brief. • Agreed to request initial draft logo/brand designs from 2-3 professional designers. • Noted that designs will be presented to the next meeting of the Board on 17 July 2018 for shortlisting/selection. 	<p>Logo/brand design to be progressed</p>

4.2	<p>Consumer Representative(s) – Call for Expressions of Interest</p> <p>The Board:</p> <ul style="list-style-type: none"> Approved the proposed Expression of Interest (EOI) process for the Consumer Representative(s) for the substantive Federation Board. 	Call for EOIs
5.0	SUMMARY AND NEXT STEPS	
5.1	<p>Immediate Next Steps / Priorities</p> <p>The Board agreed the immediate next steps to include:</p> <ul style="list-style-type: none"> Initial governance arrangements and membership levy framework Prepare and issue membership offering and membership application form Develop and agree Terms of Reference for the substantive governance board Planning for a high profile launch event - it was agreed that a launch 'plan' and template for a stakeholder list would be circulated to members of the board. Development of the criteria for selection of a substantive board chair plus consideration of potential candidates. 	Action plan to be progressed
5.2	<p>Comms messages and handling arrangements</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>Summing-Up and Next Steps</p> <p>Chair's closing remarks</p> <p>Annette King thanked members of the Board for their input and support which again enabled considerable progress to have been made.</p> <p>Date of next meeting</p> <p>The dates of the next meetings were confirmed as:</p> <ul style="list-style-type: none"> Tuesday 17 July 2018 – 9:15am – 12:15pm Monday 20 August 2018 – 12:30pm – 4:00pm 	
Meeting closed 11:30 am		