

FEDERATION OF PRIMARY HEALTH AOTEAROA NEW ZEALAND

Establishment Board Meeting

Monday 7 May 2018

Boardroom, Pharmaceutical Society of New Zealand, Wellington.

MINUTES

1.0	ADMINISTRATIVE	Action
1.1	<p>Chair's Welcome</p> <p>Dame Annette King welcomed everyone to the meeting and encouraged the continuation of an open and transparent process with a willingness to give-and-take in the interests of maintaining momentum with the people of New Zealand at heart.</p> <p>a) Introductions</p> <p><u>Members in attendance:</u> Dame Annette King (Chair), Dr Harley Aish, Donovan Clarke, Andrew Gaudin, Karen Guilliland, David Harrison, Martin Hefford, Susan Iversen, Hugh Kininmonth, Jennifer Pelvin, Richard Townley, Mark Vela, Teresa Wall.</p> <p><u>Apologies:</u> Dr Angus Chambers.</p> <p><u>Also present:</u> Philip Grant; John Ayling, Dr Jeff Lowe (for item 3.1 onwards).</p> <p>b) Register of Interests</p> <p>The Register of Interests was noted.</p>	Register noted
1.2	<p>Minutes of Previous Meeting</p> <p>a) Minutes of meeting held on Tuesday 10 April 2018</p> <p>The minutes were confirmed as a true and accurate record.</p> <p>b) Matters arising</p> <p>Interim Project Manager: Members reviewed the updated advert, Position Description and Person Specification. It was agreed that the vacancy would be advertised on Seek and circulated via Board members with a closing date of 21 May 2018 for applications to be immediately shortlisted. The sub-group comprising Annette King, Richard Townley, Teresa Wall, Dr Jeff Lowe, Martin Hefford and Jennifer Pelvin would then review shortlisted applications with a view to potentially interviewing on Friday 25 May 2018 (coinciding with the next meeting of the Establishment Board).</p>	Minutes confirmed Advert to be placed
1.3	<p>Financial Performance Statement</p> <p>Annette King requested that Board members follow-up outstanding invoices with regards the establishment costs of the Federation where they had not already done so.</p> <p>The financial performance statement for the period to 30 April 2018 was noted.</p>	Board members to follow-up outstanding invoices. Financials noted
2.0	PROJECT MANAGEMENT	
2.1	<p>Action Plan and Timeline</p> <p>Members discussed the action plan and associated timelines and noted a number of risks with regards initial sector buy-in and the agreement of the Constitution.</p> <p>The Action Plan and timelines were approved.</p>	Action plan approved
3.0	INCORPORATION	
3.1	<p>Agreement of Constitution</p> <p>Members discussed the draft Constitution and acknowledged the work of the sub-</p>	

	<p>group. The draft Constitution was discussed in detail clause-by-clause.</p> <p>A number of amendments were discussed and agreed. It was agreed that the amendments would be incorporated into an updated draft and circulated to ensure the comments had been captured correctly. It was noted that this was not an opportunity to re-litigate any of the agreements already made by the Board and there was a need to maintain momentum.</p>	<p>Draft Constitution to be updated and circulated for final sign-off.</p>
3.2	<p>Application for Incorporation</p> <p>Subject to the final sign-off (via e-mail) of the Constitution, the Board agreed to the submission of the application for incorporation.</p>	<p>Application to be submitted.</p>
4.0	FEDERATION DOCUMENTATION	
4.1	<p>Vision and Mission Statement</p> <p><u>Vision Statement:</u> The Board discussed the paper provided (as previously circulated) and the guidelines for the development of a Vision Statement. The suggested Statements were considered and discussed further.</p> <p>Following discussion, the Board agreed the Vision Statement would be “Healthy Aotearoa. Great Primary Health Care.”</p> <p><u>Mission Statement:</u> The Board discussed the paper provided (as previously circulated) and the guidelines for the development of a Mission Statement. The suggested Statements were considered and discussed further. It was agreed that a sub-group be developed to give further consideration to an appropriate Mission Statement. The sub-group to comprise Teresa Wall, Mark Vela, Martin Hefford and Philip Grant.</p>	<p>Vision Statement agreed</p> <p>Sub-group to further develop Mission Statement</p>
4.2	<p>Substantive governance arrangements</p> <p>Members discussed the paper which proposed a process for electing the substantive Board in line with the structure set out in the proposed [updated] Constitution. Subject to minor amendments, the Board:</p> <ul style="list-style-type: none"> • Agreed the skills matrix for Board Nominees/Directors • Agreed that the interim CEO/project manager undertake the formalities for seeking nominations and subsequent votes, ensuring due process is followed. • Agreed to call for nominations from paid-up members. • Approved the voting/election process. • Agreed, in the meantime, that the Establishment Board undertake the Governance of the Federation to ensure continuity and oversight of due process. 	<p>Update proposed election process</p>
4.3	<p>Initial membership planning and subscriptions</p> <p>Members discussed the paper which proposed an initial 12 month budget and a subscription framework for initial membership. The Board:</p> <ul style="list-style-type: none"> • Noted the paper proposed a pragmatic approach to year 1 in order to secure an initial sustainable membership base whilst leaving flexibility for the substantive Board to review the membership proposal and subscription framework • Noted that once fully operational, the annual budget will need to be materially higher to provide for the required capacity and capability • Discussed in great detail the various subscription methodologies and benefits thereof • Requested a sub-group consider the subscription framework further and make recommendations back to the next meeting of the Establishment Board. The sub-group to comprise Donovan Clarke, Martin Hefford, Andrew Gaudin, Hugh Kininmonth, Susan Iverson and David Harrison. 	<p>Sub-group to report to next meeting</p>

5.0	SUMMARY AND NEXT STEPS	
5.1	<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
5.2	<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"> • Friday 25 May 2018 – 9:15am – 12:15pm • Tuesday 17 July 2018 – 9:15am – 12:15pm • Monday 20 August 2018 – 12:30pm – 4:00pm 	
Meeting closed 4:15 pm		

DRAFT