



*Presbyterian Support*  
South Canterbury

### **103<sup>RD</sup> ANNUAL GENERAL MEETING**

**The minutes of the Annual General Meeting of Presbyterian Support Services South Canterbury Incorporated, held at Te Pokapū (The Hub), 20 Queen Street, Timaru, on Wednesday 20<sup>th</sup> October 2021 at 7:00 p.m.**

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#### **PRESENT:**

Mr E Powell (Chair), and some 24 members and 19 staff, volunteers, donors, supporters, and friends.

#### **WELCOME:**

The Chair, Mr E Powell, welcomed all those present to the 103<sup>rd</sup> Annual General Meeting.

#### **CONSTITUTION:**

The meeting was constituted by the Reverend Alan Cummins.

#### **APOLOGIES:**

Apologies were received from 12 members, staff and friends.

**It was moved and carried on the motion of J Crawford, seconded M Turley  
“THAT THE APOLOGIES BE RECEIVED.”**

#### **MINUTES:**

**Annual General Meeting:**

**It was moved and carried on the motion of J Hide, seconded N Mackay  
“THAT THE MINUTES OF THE 102<sup>ND</sup> ANNUAL GENERAL MEETING HELD ON  
THURSDAY 21<sup>ST</sup> OCTOBER 2020 HAVING BEEN DISTRIBUTED WERE ACCEPTED  
AS A TRUE RECORD OF THE MEETING.”**

#### **MATTERS ARISING:**

There were no matters arising.

#### **CHAIRMAN’S REPORT:**

The Board Chair, E Powell, spoke to his report.

The COVID-19 pandemic had continued to impact services and present new challenges. The Board was very appreciative of the way staff, residents, clients and their families had responded to the challenges.

The Refugee Settlement Service had been significantly impacted with only one new family arriving in the year.

We celebrated the official opening of the new 20 bed Lorna Home on 7<sup>th</sup> May 2021.

The new facility enables us to provide hospital level care for people living with dementia, as well as at rest home level and in their own home.

Work was well advanced on the nine new supported living retirement village apartments at The Croft. Their opening was expected in November 2021.

PSSC won both the Supporting Local Award and Community Organisation Award at the 2021 Business Excellence Awards organised by the South Canterbury Chamber of Commerce. These awards recognise the dedicated work of management, staff, volunteers and residents at our facilities.

The operating deficit for the year was better than budget and more than covered by dividend and interest income. Positive valuation gains on investments and property added to this overall surplus.

The Board Chair acknowledged the valued contribution of volunteers as well as Board members support and dedication and thanked all for their work and support.

### **CHIEF EXECUTIVE OFFICER'S REPORT:**

The Chief Executive, Carolyn Cooper, presented her report.

Last year was seen as outstripping all earlier with the level of change. Tenacity was the word seen best to describe the past year. Despite COVID lockdowns PSSC continued to deliver its services: Residential care admissions, new clients, frozen meals, opening of Lorna Home and the new apartments at The Croft almost completed. We grew our team from 420 to 460.

The employment market had been very tight with a lot of competition for staff. There was a serious shortage of social workers not helped by the pay inequity with Oranga Tamariki social workers. We were very appreciative of team at Family Works and grateful they have chosen to stay with us.

Also, there was a shortage of registered nurses in New Zealand as well as a pay gap between DHB's and the Aged Care sector. Our registered nurses had all stepped up during the year to filling roster gaps as needed and ensuring our residents were kept safe and supported.

The Community Services team continued to provide amazing services with Community First now supporting over 80 clients in the community in addition to our home-based services clients.

The Family Works team had performed fantastically under considerable pressure and increasing demand for services. They had even helped with meal deliveries to residents in our Margaret Wilson Cottages during the lockdown.

The CEO concluded by thanking everyone, for the support received from the Board, senior management team, service managers and leaders, staff and volunteers.

**CONSIDERATION AND ADOPTION OF THE FINANCIAL STATEMENTS AND ANNUAL REPORT:**

The Board Chair referred to the 2021 Annual Report and the audited financial statements.

**It was moved and carried on the motion of E Powell seconded J Goodhew  
“THAT THE CONSOLIDATED FINANCIAL STATEMENTS AND ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021 BE ADOPTED.”**

**APPOINTMENT OF AUDITORS:**

The Board Chair noted the Board’s satisfaction with the auditors and the knowledge of PSSC they had built up.

**It was moved and carried on the motion of D McFarlane, seconded J Goodhew  
“THAT KPMG CHRISTCHURCH BE APPOINTED AUDITORS FOR THE FINANCIAL  
YEAR ENDING 30 JUNE 2021 AND THE BOARD BE AUTHORISED TO SET THEIR  
REMUNERATION.”**

**SPECIAL RESOLUTION – LIFE MEMBERSHIP:**

Jim Pearce joined the Board in 2005 and served the next two years as a Board member and the following 10 years as Board chair. Over this term there had been a lot of changes and Mr Pearce had embraced the need for change. He was forward thinking and had provided strong leadership and sound guidance.

**It was moved and carried on the motion of E Powell seconded J Crawford  
“THAT JIM PEARCE BE GRANTED LIFE MEMBERSHIP OF PSSC  
INCORPORATED.”**

**GENERAL BUSINESS:**

There was none.

The meeting closed at 7:20 pm.

**Confirmed:** .....

**Date:** .....

## **AGM SPEAKER: CULTURAL JOURNEY FOR PSSC**

PSSC's Cultural Advisor, Ruth Garvin, presented on the journey for PSSC towards biculturalism.

From national hui, the seven Presbyterian Support regions had agreed a national policy that encourages each region to advance their own cultural engagement and knowledge.

For PSSC this started with the Board and Board members were recognised for developing their own bi-cultural statement.

Following this our Cultural Advisor had developed a Māori Health & Wellbeing Plan with management and staff. This encompassed the four components of Leadership, Staff Development, Client Satisfaction and Te Reo-Tikaka Best Practice. As part of this, actions had been identified to advance equity with each component.

To underpin the plan, our Cultural Advisor had also developed a Cultural Competency Framework including the development of 4 Kete:

Kete 1: provided information and guidance for all staff on Māori Health, Equity and the Treaty.

Kete 2: covered Tikaka best practice for those working with Māori clients.

Kete 3: was a resource book of Karakia, Waiata and Whakatauki.

Kete 4: provided a reflective journal for personal development.

In closing Ms Garvin thanked those present for the opportunity to present our journey and hoped it provided some understanding of what it looked like.

### **PRESENTATION OF LONG SERVICE CERTIFICATES AND BADGES:**

The Chief Executive made long service presentations to staff.

- A long service badge and certificate for 35 years' service was presented to Donna Keen
- A long service badge and certificate for 30 years' service was presented to John Robb and Rowe Collings
- A long service badge and certificate for 25 years' service was presented to Anne-Marie Cummings, Karen McKenzie and Helen McLeod
- A long service badge and certificate for 20 years' service was presented to Colleen Whytock, Adine Goldfinch, Carolyn Cook, Alison Farren and Claire Cronin
- A long service badge and certificate for 15 years' service was presented to Tania Metherell, Sue Thin, Jan Cook and Anne Adams
- A long service badge and certificate for 10 years' service was presented to Shaun Anderson, Radhika Sharma, Kate Wallace, Rosemary Brooks and Russell Standeven

Staff who were also entitled to long service badges and certificates but who were not at the meeting and will be presented at another time were:

20 years' service: Sue Boyce and Heather Darling,

15 years' service: Carol Kinvig, Michelle Higgins and Adrienne Lawn

10 years' service: Megan Sugrue, Sharon Armstrong Lynette Foden, Alana Edgeler

Staff with 5 years' service receive recognition of this at their workplace.

The Chief Executive thanked all for their commitment to the organisation. The evening concluded with supper.