



AGENDA

Annual General Meeting

of the

Telecare Services Association of New Zealand Ltd (TSANZ)

This meeting to be held at Rydges Hotel, 75 Featherston Street, Wellington

Monday 2 May 2016

11 a.m

Board Members: Andrew Wilson (Freedom Medical Alarms) (Chair), Nick Coley (St John), Gerhard Venter (ADT Security), James Seton (Chubb)

Secretariat: Jennifer Pelvin & Gary Butler (Butler Pelvin & Associates)

-
- 1. Welcome**
 - 2. Report by Chairman**
 - 3. Acceptance of 2015 Annual General Meeting Minutes**
 - 4. Acceptance of Financial Reports**
 - 5. Appointment of Chairperson**
 - 6. Close**

**Minutes of the
Annual General Meeting
Telecare Services Association of New Zealand Ltd (TSANZ)**

This meeting was held:

Monday 2 May 2016, at Rydges Hotel, 75 Featherston Street, Wellington

Attendees: Members:	Andrew Wilson, Freedom Medical Alarms. Gerhard Venter, ADT. Nick Coley, St John. James Seton, Chubb.
Attendees: Non Member:	Jennifer Pelvin and Gary Butler, Butler Pelvin & Associates - Secretariat

Meeting declared open-- at 12.15 pm

Andrew Wilson, Chairman, declared the meeting open and thanked all the members for attending.

Report by Chairman

Andrew delivered his Report to the 6th annual general meeting of the association. A signed copy of Andrew's tabled report is attached.

Andrew Wilson moved that his Report as tabled be accepted.

Secunder: Nick Coley

There being no discussion, the motion was carried by consensus

Acceptance of Minutes

It was moved by Andrew Wilson that the minutes of the previous Annual General Meeting, held Tuesday 26 August 2014 be accepted as true and correct.

There being no discussion, the motion was carried by consensus.

Acceptance of Financial Reports

Andrew referred to the TSANZ Financial Reports for the year ended 31 March 2016 which had been previously circulated to members. It was moved by Andrew Wilson that the Financial Reports, for the 2016 year as tabled be accepted.

Secunder: Nick Coley

There being no discussion, the motion was carried by consensus.

Appointment of Chairperson

Members thanked Andrew for his work as chairman.

It was moved by Gerhard that Andrew be nominated to continue as Chairperson. Andrew agreed to continue in this role.

Secunder: Nick Coley

There being no discussion, the motion was carried by consensus.

Close– Andrew Wilson

There being no further Business members and guests were thanked for attending and the meeting closed at 12.30pm.



CHAIRMAN'S REPORT

To the Annual General Meeting held on 2nd May 2016

1. Chairman's Expression of Appreciation

I acknowledge the support and active contribution of all members during the past year and their assistance in building the professionalism of the Telecare Services industry.

2. Progress of TSANZ

There has been a consolidation of TSANZ membership to four (4) service providers the outcome of the medical alarm tender conducted by Ministry of Social Development.

The decision by St John's at our 22nd July 2015 meeting, to develop a replacement for AS4607 (Australian Standard: Personal Response Systems), sets a future strategy for TSANZ. I acknowledge and thank St John Ambulance's leadership in commencing this development. I acknowledge the unanimous support of all Board members in supporting an updated specification for New Zealand telecare services.

3. Financial Report

I refer to the financial statements of TSANZ for the year ended 31st March 2016. We thank Members for their financial contributions made late 2015 which have sustained the Associations operations during this year to 31 March 2016. Activity in developing the Medical Alarm Specification (which will be an interim standard until AS4607 is replaced) will require further commitment of financial resources. As the Association develops this specification our Secretariat will monitor this activity and advise when a further financial contribution is required from members.

4. Acceptance of this Report

I recommend that this Report which is tabled at our Annual General Meeting be considered and if so determined, be accepted by this Member Board.

A handwritten signature in black ink, appearing to read 'Andrew Wilson', written over a horizontal line.

ANDREW WILSON

Chairperson

2nd May 2016



FINANCIAL REPORTS

31 March 2016

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Association Directory

Telecare Service Association of New Zealand Incorporated	Registration - Incorporated Societies Act 2540817
IRD Number / GST Number	106-072-051 GST registration cancelled effective 31 March 2016
Bank Account	06-0433-0442592-00 Bank Account closed May 2015
Bankers	National Bank -- Tauranga Bank Account closed May 2015
Postal Address	PO Box 9893, Marion Square Wellington 6141
Phone numbers	04 473 9547
Auditors	n/a The need for an Auditor was removed from the Rules – 19 October 2012
Chairperson	Andrew Wilson Freedom Medical Alarms PO Box 24443 Wellington 6142 04 802 0940 andrew.wilson@freedomalarms.co.nz
Member & Board Member	James Seton Chubb NZ PO Box 6864 Newton, Auckland 0656 09 362 3642 James.Seton@chubb.co.nz
Member & Board Member	Nick Coley St John 63 - 65 Seddon Rd Hamilton 07 846 9974 NickCol@stjohn.org.nz
Member & Board Member	Gerhard Venter PO Box 2439 Shortland St, Auckland 09 580 6434, geventer@tycoint.com
Secretariat Services	Butler Pelvin & Associates PO Box 9893 Marion Square Wellington 6011 04 473 9547 jennifer@butlerpelvin.com

CORPORATE GOVERNANCE

The TSANZ Board is responsible for the overall corporate governance of the Telecare Service Association of New Zealand Incorporated (TSANZ). 'Corporate Governance' is understood as the direction and control of the business by the Board, and the accountability of the Board to the members and others, for the performance of TSANZ and compliance by TSANZ with laws and standards.

ROLE OF THE BOARD

The Board is responsible for the overall direction of TSANZ business and affairs on behalf of the members. The principal objectives of TSANZ are to establish, promote and maintain quality standards for all participants in the Telecare industry within New Zealand.

The Board establishes TSANZ's objectives, approves major strategies for achieving these objectives, sets in place a policy framework within which TSANZ operates and monitors performance.

BOARD MEMBERSHIP

The Board is made up of a representative from each MSD accredited Medical Alarm supplier. The Board consists of a chairperson and three directors. All members of the Board are members of TSANZ and do not receive any remuneration as directors of TSANZ.

Procedures for the operation of the Board, including the election of directors, are governed by TSANZ Rules.

PROFESSIONAL STANDARDS

TSANZ's Board abides by the principles contained in the *Operating Guidelines for Board Members*. TSANZ recognises the need for directors to observe the highest standards of behaviour and business ethics when engaging in corporate activity.

STATEMENT OF COMPREHENSIVE INCOME

For period ended 31 March 2016

	2016	2015
	31-Mar	31-Mar
Revenue from Services	16,000	-
Gross Profit/(Loss)		
Interest Income	-	3
Total Other Income	16,000	3
Administration Expenses	6,766	11,359
Total Expenses	6,766	11,359
Operating Profit/(Loss) before Income Tax	9,234	(11,356)
Income tax expense	-	-
Surplus /(loss) for the period	9,234	(11,356)
Total Comprehensive income for the year-net of tax	9,234	(11,356)
Surplus/(loss) and Total Comprehensive Income/(Loss) attributable to Members	9,234	(11,356)

STATEMENT IN CHANGES OF EQUITY

for period ended 31 March 2016

Statement in changes of equity
for period ended 31 March 2016

	2016	2015
	31-Mar	31-Mar
Net Surplus attributable to Members	9,234	(11,356)
Accumulated funds at 1 April	4,973	16,329
Accumulated funds 31 March	14,207	4,973

STATEMENT OF FINANCIAL POSITION

As at 31 March 2016

	2016	2015
Transitional reporting period (refer Note 1)	31-Mar	31-Mar
Current Assets		
Cash and cash equivalents	-	-
Trade and other receivables	14,207	4,973
Total Current Assets	14,207	4,973
Total Assets:	14,207	4,973
NET ASSETS:	14,207	4,973
Represented by:		
Accumulated funds	14,207	4,973

DIRECTORS DECLARATION

For and on behalf of the Board of Directors:

Andrew Wilson
Chairman

Date

2nd May 2016.



NOTES TO THE FINANCIAL STATEMENTS

1. GENERAL INFORMATION

Telecare Services Association of New Zealand (TSANZ) promotes and maintains quality standards for all participants in the Telecare Services industry. TSANZ registered as a New Zealand incorporated society under the Incorporated Societies Act 1908 and is domiciled in New Zealand.

The registered office is located at Level 6, 7-11 Dixon Street, Te Aro, Wellington. TSANZ was incorporated on 28 September 2010. The TSANZ Board has adopted these financial statements on 27 April 2016.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a. Statement of compliance and basis of preparation

These financial statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand (NZGAAP) and other applicable Financial Reporting Standards, as appropriate for a public benefit entity that qualifies for and applies differential reporting exemptions.

TSANZ is a qualifying entity with the Framework of Differential Reporting, as it has no public accountability and is not a large entity. TSANZ has taken advantage of all differential reporting exemptions available to it. These statements are prepared on the historical cost basis. The functional and presentation currency is New Zealand dollars.

b. Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with financial institutions with original maturities of three months or less that are readily converted to cash and which are subject to an insignificant risk of changes in value. Cash on deposit with financial institutions with maturities greater than three months is classified as cash on deposit within the statement of financial position. During the year Cash at Bank was transferred to the Secretariat's control and is now managed on behalf of the Association by the Secretariat.

c. Goods and services tax

The financial report has been prepared on a goods and services tax exclusive basis, except for accounts receivable and payable that include GST as invoiced. GST registration was cancelled effective 31 March 2016 as these transactions are now managed through the financial records of the Secretariat.

e. Trade and Other Receivable

During the financial year the Secretariat assumed control of Cash at Bank held on behalf of the Association and under the arrangement, this cash holding is disclosed as an Other Receivable.

f. Revenue recognition

Membership subscriptions are recognised in the statement of comprehensive income when received. Membership fees of TSANZ are raised on an as needs basis by a levy of members. Other income is recognised on an accruals basis.

h. Interest income

In the prior financial year Interest income was recognised on a time-proportion basis using the effective interest method..

i. Taxation

Tax is recognised in the statement of comprehensive income is the estimated income tax payable in the current year, adjusted for any differences from prior years.

j. Trade and other accounts payable

These amounts represent liabilities for goods and services provided to TSANZ prior to the year-end that are unpaid. The amounts are unsecured and are generally paid within 30 days.

k. Management of capital

TSANZ's capital consists of accumulated funds. TSANZ's management and Board monitor its capital funding needs on a regular basis.

3. OTHER SIGNIFICANT ITEMS

As reported in last year's financial statements, the Ministry of Social Development renegotiated accreditation processes and on the 27th February 2014 announced the companies who had received MSD-accreditation and would hold contracts from 1 March 2015. Membership of existing members who did not achieve accreditation had their membership terminated. MSD accreditation of existing members has been extended for a further year from March 2016.

4. TRADE AND OTHER RECEIVABLES

The Secretariat holds funds collected from Members net of unbilled disbursements incurred on behalf of the Association and charges for Secretariat time spent on the Associations activities , as determined from time to time. The Secretariat has not billed for its costs since 31 August 2015.

5. TAXATION

Tax is not chargeable on the net income earned by the Association within the 'circle of membership'. Income Tax is due on investment and interest income received during the year, less the \$1000 deduction allowed by Inland Revenue.

6. CONTINGENT LIABILITIES

TSANZ has no contingent liabilities at 31 March 2016.

7. EVENTS AFTER BALANCE

There have been no events subsequent to balance date that impact TSANZ financial statements at 31 March 2016.