



Notice is hereby given that the
**39th Annual General Meeting of
Methven Aged Person Welfare Association Inc.**
will be held at
St John's Presbyterian Church
on Tuesday 28th May 2013 at 1.30 p.m.

Note: Members only (Foundation, Honorary Life and Subscribing) are entitled to vote.

Members of the Committee 2012-2013

Chairperson: Mr C Lill
Vice-Chairperson: Mrs S Jackson
Secretary: Mrs C Connew
Treasurer: Mrs C Connew
Committee: Mesdames: J McKay, E Heybrook, K Ross,
S Bell, S Lucas
Messers: R Lilley, D Glass, M Molloy, M Connew

Business: To receive and consider -

- Chairperson's Report
- Nurse Manager's Report
- Activities Report
- Annual Accounts and Treasurer's Report
- Strategic Planning Sub Committee Report
- Friends of Methven House Report
- Methven Friendship Club Report
- Election of Committee members
- Election of Auditors
- Constitution amendment
- Honorary Life Member
- Review of subscriptions
- Any other relevant business
- Open forum discussion of the work of the Strategic Planning Committee.

C Connew (Secretary)

CHAIRMAN'S REPORT 2012/2013

It is with pleasure that I present my first Chairperson's Annual Report to the 39th AGM of Methven Aged Persons Welfare Association Inc.

This past year has been another successful one with Methven House fulfilling the expectations of this association and community by providing quality rest home care, meals on wheels, day care and respite care when possible. These services have been provided with professionalism and compassion.

Community owned facilities, such as Methven House, are now a rarity especially in a community of our size. The continued success of Methven House is something we can all be proud of. Special thanks goes to Elizabeth Heybrook and her staff who often go the extra mile for our residents. I wish to make special mention of Mary McGettigan who retired during the year. Mary's efforts often went unnoticed and way beyond the call of duty. She was respected by fellow staff and residents alike.

The committee have had a busy year with the constant challenge to keep finances on the right side of the ledger. The continuing need for maintenance, much of which can be attributed to the age of our facility, can be a huge drain on financial resources. One example of this year was the unexpected need to replace the fire sprinklers to maintain our building's Warrant of Fitness.

The strategic planning sub-committee have continued to concentrate on looking at the long term future of our facilities. During the year we have received an Architects Feasibility Study and stage one of a Business Analysis for future operations.

The committee has reviewed and updated our Constitution in consultation with John Goodwin. Formalising this revised constitution will be part of the AGM's business.

As a result of this year's operational audit, the procedural policies associated with running Methven House are being extensively reviewed. This is giving members of the committee a lot of homework.

During the year we registered the "www.MethvenHouse.co.nz" domain name with a view to having our own website in the future. Included in this process was the replacement of email addresses for key personnel which are now all tagged to this domain name.

We have received many grants and donations throughout the year, both in money and kind. I don't wish to itemise them all, but I would like to recognise some major supporters: the Lochhead Charitable Trust provided the substantial grants to fund our feasibility studies; Sir Graeme and Lady Harrison, funds for a new flat screen TV; the Presbyterian Church for the use of their facilities and Methven Lions Club for their donations of money, manpower and support.

As Chairman I wish to thank all the committee for their work throughout the year, I have to make special mention of two key people, Cathie Connew, our secretary/treasurer, and Judy Dixon, our administrator, they are thorough, efficient and professional, and make a great team.

Finally I wish to pay tribute to a committee member who passed away in August. Mark Moodie was the Catholic Church representative on our committee for many years. He was a quiet achiever and it was through his encouragement that I offered to serve on this committee. We welcome Myles Connew to the committee as his successor.

Colin Lill
Chairman

NURSE MANAGER'S REPORT

Another year has passed and I am happy to present my report to you.

STAFFING:

There have been a few changes to the staff this year. We farewelled Mary McGettigan after 10 years of service. Mary has given much to the residents, staff and the organisation. She works from the heart and has a good knowledge base. We hope she will enjoy her retirement and keep in touch with the residents and staff.

It hasn't been easy to replace Mary, but after a difficult search with a few false starts, Jennifer Gilchrist was appointed and has started work in April. Jenny has lived in Methven for many years and is well known in the community. She comes to us from Christchurch hospital.

Barbara Pomana, who did night shifts, left to have another baby. She is enjoying her new baby boy. Eveline Muldoon from Mt. Somers has taken over the job for the 2 nights and is getting on very well.

Sara Manning, a new arrival from Ireland, has worked with us for the last 2 months as a casual caregiver. She is a very capable, caring young woman.

Judy in the office as an administrator has made a difference for me. She helps with the paper work and renewing of policies and procedures.

Up to Christmas Mary and Hilary Turnbull were part of "On Call" roster for the weekends.

With Mary's retirement and Hilary being unavailable for this roster has been difficult to share the weekends around, however with Jenny's appointment this pressure eases. Thank you to both Mary and Hilary for their years of support on this roster.

Again, I thank all my staff for their dedication, skill, humour, positive attitude and the love they bring to their work. When we work as a team it makes the work lighter.

Sue Lumsden will speak about the activities, which she organises for the residents.

STAFF EDUCATION:

During the year we had in house education sessions on infection control, restraint and enablers, and hydration. We had speakers about "Elder abuse and neglect" and "How do we handle distress and anxiety in the elderly". Sheryl Revelly, from the Fire service in Ashburton talked about fire evacuation. This was followed up by an exercise with Methven Fire Service, who carried out a full evacuation exercise one night, This was a good learning curve for all involved. Thanks to the boys!

Currently staff are involved in renewing first aid/CPR knowledge with St. John.

Staff working in the kitchen have a food safety training. Melva had attended a food safety refresher and she passed with a star.

I attended study day around dementia care. At present I am doing a computer course to learn how to use Interrai assessment and care planning online software. This is a very lengthy tool, which the government has made compulsory.

RESIDENTS:

I would like to remember Mr. Jim McNaughton, who died this year. Jim lived with us for 5 months; a real gentleman. He died peaceful at Methven House.

We were very sorry that Mrs. Dot den Baars couldn't return to Methven House, we haven't forgotten Dot.

We welcomed 2 well known Methven identities: Mr. Tom Harrison and Mr. Ivan Lyttle. Mrs. Maddy Ross moved from the flat into the house. We have had a few empty beds during the last year, but the house has been full so far this year! When we had vacancies, we had several men coming in for respite care. We enjoy to having them for their short stays.

Mr. Patrick Sullivan moved into the empty flat; Pat came from Mt. Somers, where he lived with his daughter.

We provide day care/respice to give the family or spouse a break in the day to day care of a loved one. This is usually available from 10.00am till about 4.00pm. The service includes the opportunity to participate in activities, a cooked meal at noon, and morning and afternoon tea. For this we charge \$20 for more information please contact me.

MEALS ON WHEELS:

Five days a week we cook for about 14 people in the community. The volunteer drivers deliver the meals around town. Mary McGettigan has organised the drivers for many years and we are very pleased she is continuing in this role. Some drivers have regular days which contributes making the job easier for Mary, however all help is appreciated. Our thanks to Mary and the drivers. If you would like to join the driver roster please contact Methven House or Mary directly.

MAINTENANCE:

The sprinkler system has been refurbished due to the need to replace sprinkler heads which were the subject of a historical recall. The funds raised by the Lions Club – Mt Hutt Open Day were put towards this cost.

There were numerous routine repairs and additions to electrical equipment. The washing machine was replaced having causing many headaches with numerous unsuccessful repairs. A few minor refurbishments and other equipment upgrades were completed. However there was not as many as originally planned due to low occupancy causing concern with the budget.

Many thanks to Methven Lions, who provided funds and labour to lay down paving stones from the office to the backdoor, near the clothesline and the rubbish bins.

The Methven Lions also provided funds for the new sun shade blinds in the lounge.

Methven House Goes Green! - We now participate in a new service to recycle incontinence supplies to compost. A very good initiative to reduce the huge amount of waste we produce.

OUTDOORS:

Huntley Gray continues to cut the lawn faithfully and does some of the garden. Some trees have been pruned and some cut down around the office entrance. Two rhododendrons have been planted in memory of Miss Jean Wightman.

The gutters have caused trouble with blocking and overflowing. Some of the downpipes have been cut a little shorter so they empty out better. Also many thanks to Dave McLeod for helping to identify and repairing a long standing problem with water entering a resident's room in wet weather.

DONATIONS:

A flat screen TV. has been donated. We were already digital, but now we have a bigger picture. We were very pleased to accept a beautiful leather lazyboy chair. We received monetary gifts from Rev. David Vaughan's wedding and proceeds from a dance at the Presbyterian church.

During the year we receive vegetables, fruit and eggs from the community. Other major food donations have included a large ham and a large salmon. It is great that people are aware that Methven House is happy to share the crops from their gardens. A sincere thank you for this support.

I like to conclude my report to thank the staff of Methven House for their ongoing good work and making Methven House a nice place to live for the residents. My thanks to the committee for their ongoing support and forward thinking about the future of Methven House.

And last but not least, a sincere thank you to you here present that support Methven House in many ways.

Please accept my report for the year 2012 -2013.

Elisabeth Heybrook, Nurse Manager

ANNUAL ACCOUNTS AND TREASURER'S REPORT

It has been a financially difficult year for the association as the annual accounts show. However in some ways the result was not quite as bad as the \$10 840 deficit might indicate. When the costs and donations associated with the work investigating the future of Methven House are removed, the difference between this year and last year is far less dramatic. Last year after taking into account the one off insurance adjustment, the association had a deficit of \$5523, this year after adjustment for the "New Methven House" investigations the deficit was \$4460.

The most important contributor to these deficits has the problems finding residents for shared rooms. Last year the effect of this was estimated to be one empty bed for 36 weeks, this year this increased to one empty bed for 52 weeks. One bed in a male share room was vacant for 10 months and a bed in a female share room was vacant for a number of weeks. Offering respite care has utilised some of this spare capacity but the overall there has been less income from our core income area by \$1324. This issue highlights the long term need to upgrade our facilities to meet the changing needs of potential residents. The good news is that currently the house is fully occupied and has been for the last few months.

Meals on Wheels income has grown this financial year but is a volatile source of income as the demand for this service fluctuates depending on the need in the community. Income from the flats was stable with only 10 weeks vacant across the four flats in the whole year.

I would like to complement Elisabeth on keeping the operating expenses under a strict control which is evidenced by little variation in most of these costs. The wages category has seen the largest increase in dollar value but this only represents an increase of 2.8%. Luckily this increase has been balanced by much lower costs of repairs and maintenance; otherwise a much larger deficit would have been possible. The committee was very aware that the low

occupancy would result in a deficit so all discretionary spending was postponed unless an external funding source was available. We are very grateful for the considerable support from the Methven Lions and other donors which has enabled the upgrades to the house which have been completed this year. More details of these are in the Nurse Manager's report. I would also like to thank the Lochhead Trust for the assistance with covering the costs of the reports investigating the options for the future of Methven House.

Another issue for the treasurer this year has been changes to financial reporting legislation. Over the next two years, there will be some changes to the legislation surrounding the reporting requirements for charities. The first is that medium and large charities will be required to undergo compulsory annual accounting assurance of their accounts. The committee was not comfortable with the draft proposals for this new legislation which would have categorised MAPWAI as a large charity requiring the more complex and more expensive form of assurance – an audit. A submission was made, and was one of many questioning the cut off points for the categories. The revised proposed legislation will have no effect on the operation of the society as MAPWAI will be a “medium” charity and have the choice between an accounting review or an audit depending on the requirements of our association.

The second change is a set of accounting standards for the presentation of annual accounts for charities. Until now there has been no standard for the presentation of these accounts so it can be difficult to compare the accounts of one charity with another. These standards will give accountants and charity administrators clear guidelines on the presentation of this information and will provide consistency across all charities. Members may see the result of these changes in the next annual report, but it will definitely be evident by the following year when this reporting becomes compulsory.

In summary the biggest concern for the upcoming year is maintaining occupancy as there is such a fine line between surplus and deficit. The committee will also be implementing a superior room charge to increase the income from these more desirable rooms and to help stabilise the short term security of the services provided by Methven House. However the long term will require a much more radical change to the operations of Methven House, but this is the work of the Strategic Planning sub-committee and will be covered later in the meeting.

Special thanks to Judy Dixon who is my right hand in the accounts and administration area. Her work in the past year has been fantastic and I couldn't do this job without her support.

STRATEGIC PLANNING SUB COMMITTEE REPORT

The Strategic Planning sub-committee's role is to focus on the long term options for the association and Methven House. The sub-committee has mainly focused on two areas this year.

First area of focus is the financial viability of Methven House for the next 2 to 3 years. The work in this area has focused on increasing income through reviewing charges and increasing occupancy. As part of this work the committee recommended the implementation of an activities charge for those residents who take part in outings. This is a cost recovery based charge and is a small part of an overall plan to increase income. The committee has recommended the implementation of a superior room charge and this will be

introduced this financial year. In addition to adjusting income related charges the committee has also been investigating marketing options and as part of this work, the association now “owns” www.methvenhouse.co.nz for the home of a future website. The expected outcome of this work will to increase awareness of all our services and increase occupancy where possible.

The second area of work for the sub-committee is the 4- 10 year plans for the association and Methven House. Below is a summary of the work that has been done in this area over the last few years.

In 2009, the Lochhead Charitable Trust approached the association with an offer to donate a sizable plot of land adjacent to Grace Ireland Drive. The offer was only available should the land be used for the construction of a new aged care facility. This generous offer was a catalyst for the committee to start an investigation into the future of Methven House on its current site.

This investigation was also important to consider a number of other issues related to the current building which had been causing concern with regards to the long term viability of the current service. These included:

- * the age of the building and associated costs of maintenance and operations particularly heating
- * the demand for a different type of accommodation from potential residents (lack of en-suite bathrooms and increasing preferences for single rather than shared rooms)
- * the increasing age and frailty of residents meaning that new and often larger equipment is required to assist with care e.g. hospital style beds and hoists.
- * whether the overall size of 12 residents would meet the needs of the growing population of the Methven area.*
- * the long term demand for the small rental flats which were designed for a single resident

At this point there was a variety of opinions amongst the committee as to the options for the future, however the Canterbury Earthquake of September 2010 provided a new perspective and an impetus to the need for the association to increase the speed of the investigations. Though the Methven House itself received only minor damage, it was recognised that the double brick construction of the building would need to be strengthened if it was going to continue to be an aged care facility in the long term.

The committee identified two possible directions for the future. The first being to renovate, strengthen and extend the current building on its current site. The second option was to build a new building on the land offered by the Lochhead Charitable Trust. After consulting with a number of business advisors, the first action point to address was identified. This was an architectural feasibility study to assess these two options from an architectural perspective including estimated costs for the two options. The Lochhead Charitable Trust kindly agreed to fund this work and Novak and Middleton was commissioned to undertake this study which was completed in July 2012. The overall recommendation from this report was that the new building on the new site was the best option for a number of reasons (summary pages of this report have been provided in this report). After considering the full report the committee agreed that this was the best option but with an estimated build cost of over \$6 million, this raised a whole new raft of questions which need to be investigated. The most important of these were:

1. What is the long term financial viability of a new facility?
2. What is the best mixture of services (hospital, dementia and/or rest home care) to provide for our community and financial reasons?

It was decided that to answer these questions, a business feasibility study was needed. This course of action was supported by the trustees of the Lochhead Charitable Trust. It was identified that Grant Thornton New Zealand as authors of the Aged Residential Care Service Review (2010) (co-sponsored by New Zealand Aged Care Association and the 20 District Health Boards of New Zealand) would be the most suitable organisation to undertake this next report due to the considerable experience and background in this industry. In Dec 2012 Martin Gray (Head of Lead Advisory) provided a proposal for a two stage investigation into the options for the new Methven House. The Lochhead Trust indicated that they would be able to provide funding to cover the cost of stage one of this study but due to their many other commitments in the Mid Canterbury community it would be unlikely they could provide financial assistance past that point. Stage One of the report was therefore commissioned and was received on 23 April 2013.

Stage Two of this report has been recently commissioned. The sub-committee has applied for assistance with the funding cost of this report. It is hoped that this application will be successful, however it was the belief of the full committee that this report was critical to decision making and if the funding application was unsuccessful, reserve funds would be used to cover this expense.

We hope to be able to present the results of this work to the members and wider community within three months.

ADDITIONAL INFORMATION:

Election of Committee Members

Kathy Ross is resigning from the Committee this year and we would like to thank her for her work over the last few years.

We have Colin Lill, Richard Lilley and Morris Molloy retiring by rotation and all are available for re-election this year. To maintain the roster of two community committee members retiring each year, it is suggested that one term of three years, plus two terms of two years be elected at this AGM.

Election of Auditors

The committee recommends keeping Byron Pearson of Veritas Accounting & Auditing Limited as assurance provider.

Constitution Amendment

Please see attached revised Constitution; this has been updated to realign with changes in the Charities Act and other general modernisations. We have added clause 3e which will be discussed further at the meeting.

Honorary Life Member

As per our constitution notice is given that Derek Glass has been nominated for Honorary Life Membership of Methven Aged Peoples Welfare Association Incorporated.

Nominator: Morris Molloy Second: Cathie Connew

Subscriptions

We propose keeping the annual subscription at \$10.00.

ASSOCIATION MEMBERSHIP

Financial / Subscribing Members 2012/2013

Anne Ridge	Madge Peach	Mrs J Jessep
Audrey Lilley	Mr & Mrs E Coppard	Mrs J McKay
B Anderson & R Maxwell	Methven Friendship Club	Mrs S Robertson
B McCloy	Mr & Mrs C Lill	Mrs V Wilson
Catherine Mangin	Mr & Mrs M Molloy	N Grant
Claire McKenzie	Mr D & Mrs R Glass	Mr P & Mrs B Kemp
Mr I & Mrs D Lyttle	Mr G & Mrs H Santy	Mr P & Mrs E McCaw
David Vaughan	Mr H & Mrs A Gray	Mrs Pat Inch
Fiona Martin	Mr J & Mrs L Chapman	Shirley Lucas
Mr J & Mrs A Marshall	Mr M & Mrs G Rudge	Sue Jackson
J Dolan	Mr M & Mrs S Moodie	Mr GB & Mrs CE Henderson
Jeanette Paul	Mr W & Mrs S Bell	SW & GE Goodwin
Joyce Grieve	Methven Catholic Women's League	Methven Garden Club
Mrs M Barrett	Mrs C Gorman	Mr W & Mrs M den Baars
M Holmes	Mr N & Mrs K Costello	Methven Red Cross
Mr I & Mrs N Hydes		

Membership Subscription 2013/2014

Please find enclosed my/our Subscription \$ _____
[Subscription is \$10.00 per person]

Plus Donation \$ _____
[Donations over \$5 are deductible for tax purposes.]

Total Enclosed \$ _____
Charities Commission Registration No CC28159

Internet Payment Welcome: BNZ Account 020868 0026598 00 please include Subs & name as reference

NAME(S) _____

ADDRESS _____

EMAIL _____ (for 2014 AGM Report)

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