

KUMARA VINE

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COMMUNITY
WAIKATO

"Thriving Communities"

Hapori Mauriora



Review of the Charities Act

The Charities Act 2005 sought to improve the trust the public has in charities, create a process for registration (and deregistration) and establish robust reporting obligations. In 2007 the Charities Register was introduced and this provided the details of the purposes, activities and reporting requirements for all registered charities. A review of the Act was initially proposed in around 2010 but (for various reasons) did not progress. The government has determined now is the right time to evaluate the Act to determine if it is effective and fit for purpose.

The 4 core areas for consideration are:

1. The overall purpose of the Act, including if any additional purposes not currently included under the Act are necessary
2. The regulatory framework, including the power and accountability of the charities regulator, the purpose and content of publically available information about charities, mechanisms to appeal the regulators decisions and the regulation of third party fundraisers.
3. Registration and deregistration matters, including backdating a registration, the extent to which charities can advocate for their purpose and the extent to which a fundraising business, whose sole role is to raise funds for registered charities, can register under the Act'.

4. Obligations under the Act including individual and governance board obligations and governance standards for registered charities.

The terms of reference have made it clear that there are a number of matters that are not up for consideration. These include

- Operational issues
- The definition of a charitable purpose
- Tax exemption status that result from registration (the Tax Working Group may consider the tax treatment of charities and the interim findings of that would be considered a part of this review)
- Broader regulation of the sector
- Contracting arrangements between the sector and governance.

The outcome of this review could have significant implications for those operating (or considering registering) as a registered charity. The Department of Internal Affairs will be undertaking a consultation process around the country and have booked a session to be facilitated by Community Waikato in Hamilton on March 26th at The Link.

To register for this session, go to <https://www.dia.govt.nz/Charities-Review---Community-meetings>

For more detail of the structure and scope of the review, visit the DIA website at [https://www.dia.govt.nz/vwluResources/CharitiesReviewTOR/\\$file/CharitiesReviewTOR.pdf](https://www.dia.govt.nz/vwluResources/CharitiesReviewTOR/$file/CharitiesReviewTOR.pdf)



CE UPDATE



Community Waikato have reinitiated the Managers Forum and we have had an overwhelming response from those keen to attend. These forums discuss key issues impacting managers in the NFP sector and seek to find solutions to some of those issues. If you are the manager of a Māori, community or social service organisation and would like to attend one of our quarterly managers forums, then please contact us to be added to our contact list.

Community Waikato has been invited to join a governance working party consisting of consultants, capacity builders and specialists in the not-for-profit sector. We are very keen to raise the profile of governance in our sector, have people recognise the value of effective NFP governance and to ensure access to the range of excellent governance resources and tools that are available for community use. We will keep you updated with how this project progresses.

Charities Services are currently reviewing the Charities Act and are inviting people to attend a consultation session. Please read the article on the front page of this Kumara Vine for a summary of the review and check out their website (<https://www.dia.govt.nz/Charities-Review---Community-meetings>) for a full schedule of consultation sessions. We would encourage you all to make a submission to this as more representation from the community sector will result in a more informed decision-making process.

Holly Snape

Strengthening through stories

13-14 NOVEMBER 2019

DISTINCTION HOTEL
100 Garnett Ave, Te Rapa, Hamilton

www.communitywaikato.org.nz

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CALLING FOR EXPRESSIONS OF INTEREST – CONFERENCE SPEAKERS

In November 2019 Community Waikato will be hosting its third regional conference in the Waikato. This conference is for people working in Māori Development and the Community and Social Service Sector.

2015 saw our inaugural conference, 'Rising to the Challenge' highlight the challenges confronting our sector and the creative and effective ways organisations were working to face and overcome the many trials they encountered.

In 2017 we focused our attention on 'Thriving in the 21st Century'. Building on the momentum generated through the first event, this conference created a platform for exploring how we could continue to achieve positive outcomes for those we serve while remaining viable and true to our values.

Our focus in 2019 is 'Strengthening through Stories'.

"When it comes to inspiring people to embrace a vision or change a behaviour, storytelling isn't just better than other tools it's the only tool that works" Steve Denning, Head of Talent, The World Bank

The intention this year is to create an environment that will inspire and connect like-minded people and organisations through participant-driven activities and opportunities to engage with others on similar journeys.

The conference will provide opportunities to share tools and experiences around a range of ways to strengthen our organisations by examining what has worked and what hasn't. The focus being on real experiences rather than just theory or ideas on their own. We want participants to go away with practical examples and the confidence to take action.

Community Waikato are seeking expressions of interest to deliver a 30-40 minute workshop or key-note presentation.

We are looking for contributors who can share something around;

- Why we should tell our stories
- How we can tell our stories
- Who we can tell our stories to
- What stories we tell

We are particularly interested in hearing from people who can contribute in the following areas;

- Strengthening vulnerable people in our communities
- Strengthening marae and hapū development initiatives
- Strengthening rural communities
- Strengthening through collaboration and connection

Contact Anne@communitywaikato.org.nz, phone 07-2820697
Expressions of Interest need to be submitted by 31 March 2019

#blackout for Brain Injury



“Brain Injury Waikato, not only understand, they will also help you”
says Patricia



‘BLACK OUT FOR BRAIN INJURY’ AWARENESS WEEK

A brain injury could change your life and prevent you from doing the things you love.

Ella Scheepers, Manager at Brain Injury Waikato says that a simple bump or blow to the head can disrupt a person’s normal brain function.

“Are you aware that 37.7% of all traumatic brain injuries in New Zealand happen due to a fall? Not everyone fully recover, some people could have long term consequences of a fall that shouldn’t be a big deal” says Ella.

Symptoms of a brain injury may not appear until days or weeks following the injury. It is imperative that you seek immediate medical attention. Early diagnosis and treatment improves your chances of recovering from this type of injury. Brain injuries are considered to be an invisible injury. Every person responds differently, even a mild brain injury can have devastating impact on a person’s life.

Brain Injury Waikato is a charitable organisation that provides advocacy, support and education to people who have sustained a brain injury, their families/whānau and carers throughout Waikato.

The focus for this year’s Black out for Brain Injury Awareness Week is ‘falls’.

Brain Injury Waikato are raising awareness of brain injury causes and prevention. Brain Injury can have long term consequences which impact the person’s quality of life. Brain Injury does not discriminate, it can happen to anyone – anytime – anywhere, a new brain injury occurs every 15 minutes in New Zealand.

Patricia (not her real name) had a fall at age 63, when she fainted and clipped her head on the corner of a dressing table. She went to work the following day, and then went to see her GP two days later.

“I experienced extreme ongoing migraines. On top of that I had to deal with fatigue, a foggy head, and acute noise sensitivity. Things got progressively worse when I experienced vertigo, tinnitus and became irrational and periods of crying, to name a few of the numerous symptoms. The GP told me not to worry, I would get better soon. Unfortunately that wasn’t the case for me” says Patricia.

Patricia found the brain injury she had sustained from the fall very difficult to deal with.

“Previously I was a strong, capable working person, very social, belonging to clubs, babysitting, and gardening. This ‘new me’ was very difficult to deal with. The brain injury totally changed my life. I couldn’t work, drive or continue my very active social life. Due to my ongoing symptoms, I was forced to retire at 65, something I hadn’t planned. In my family life I had to deal with a reversal of roles, with my adult children. At my very worst times, I thought dying could be easier, however, I reminded myself I had people relying on me” says Patricia.

Patricia had to learn to cope with her new reality. The symptoms started easing after 2 years, helped by medication, physiotherapy, psychology, and the love and support from friends and family.

“The total lack of awareness of the long term consequences of brain injury, make it difficult for others to understand what I am going through on a daily basis, largely because it is invisible. Unless people live with you, they cannot see, or understand, how a brain injury can impact on everyday functioning years later” says Patricia.

“Brain Injury Waikato has been amazing, just their openness and total acceptance, knowing I can ring anytime and receive help. I appreciate their expertise and warmth, making me feel validated and coming to the office is so comfortable. They have also attended medical appointments with me” says Patricia.

“Brain Injury Waikato, not only understand, they will also help you” says Patricia.

Black out for Brain Injury Awareness Week is 18-22 March

Brain Injury Waikato have an open invitation to clients, whānau, carers, members and community organisations to attend a morning tea at 10.30am on Wednesday, 20 March at the office. Come and listen to Stephanie McLennan, Project Manager Falls Prevention talking about improving your strength and balance to prevent falls. Wear black to this event. For a gold coin donation you will be able to pick up a black wrist band.

Businesses, workplaces, Service and Health Professionals along with schools and community services are encouraged to wear black on the day, and have an event at their office for a gold coin donation. Post photos on your Facebook and share to www.facebook.com/BrainInjuryWaikato

For more information contact Ella on 07 8391191 or email admin@braininjurywaikato.org.nz



WHEN GOOD BOARDS GO BAD

By Karen Stockmann, Community Advisor

It's not uncommon, you may have seen it more than once. The board seems to be tracking along nicely, no worries, meetings are straightforward, decisions are made and actions are taken then suddenly the wheels 'fall off'.

Perhaps there has been a new person come onto the governance group or you employ a new manager. It may be that the organisation is faced with a crisis or challenge outside of its control and suddenly it blows up into conflict. People resign, complaints are laid and threats are made. Feelings are hurt, confidence is lost and energy and attention is taken away from the core mission of the organisation.

How do we deal with these sorts of situations? Often the conflict is unanticipated and we can be left feeling overwhelmed and ill-equipped to deal with the fall out.

In the words of Captain James T Kirk of the Starship Enterprise



“ The first step in avoiding a trap is knowing of its existence ”

The best intervention is prevention. It can be difficult to find the time to work on policies and procedures and other documentation to support the work of the board. There are so many other things we need to do. People have busy lives and turning up to a meeting once a month feels like a big enough commitment. As the old saying goes “you have to spend time to save time”.



So how do we build an effective resilient board?

Build a system that works for your board

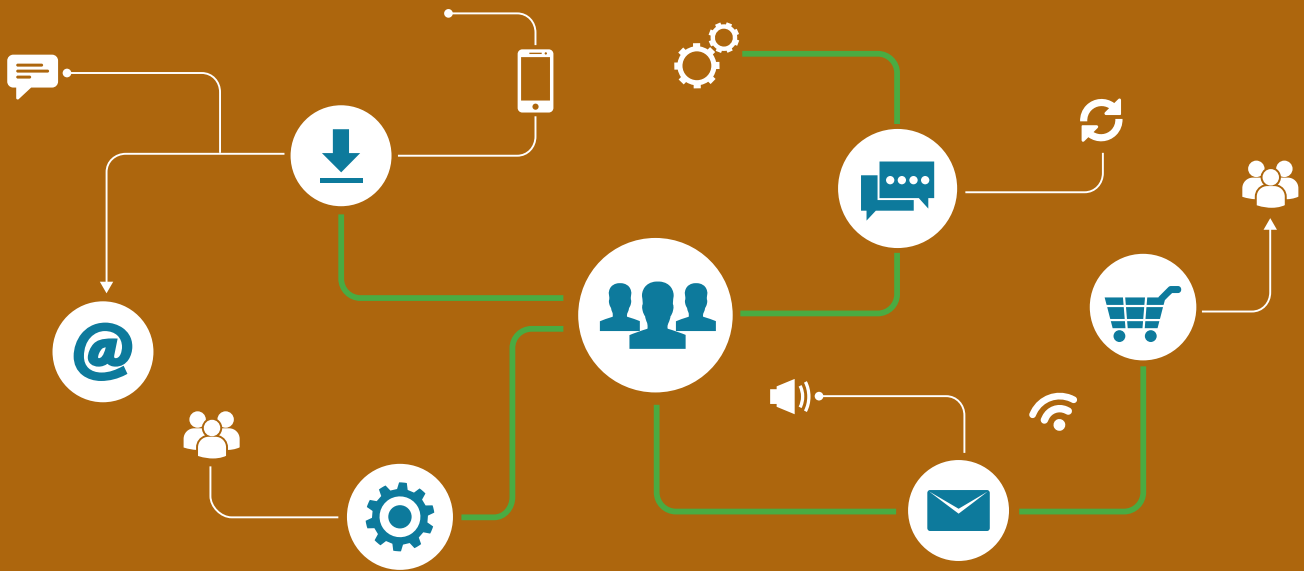
People go where systems take them. So create structures that will work for your unique organisation.

Take personalities out of the conversation and focus on roles. Imagine that the person who is currently doing certain tasks wins lotto and decides to leave immediately and travel the world. Are you able to provide a completely new person with all the information and tools necessary to pick up those tasks? How much institutional knowledge is held in the heads of board members? Make sure there are clear role descriptions for all board members and the key roles on the board.

Be clear about the expectations of yourselves and each other. Make sure those expectations are recorded and that you hold yourselves, individually and collectively, accountable for acting accordingly. Check often that you are acting in the ways you say you will. Even if a person has served on many other governance boards or committees in the past, they have never served on yours. They are not experts in your experience. Show them, tell them, and support them. Check that they understand the expectations and the way 'we do things around here'. That is not to say that someone with 'fresh eyes and other experiences' may not see opportunities to improve your practice. However you want changes in the system to be proactive and the result of an intentional decision rather than the outcome of a strong personality asserting their views on the group.

Does the 80/20 rule apply to your board? Is 80% of the work being completed by 20% of the board? Is that how you want to operate? If not, then address it.

Engage everyone. There is no room for passengers. If all board members are not engaged then there is something wrong with your system. People typically don't set out to do a poor job. If they are not doing the things you want, nine times out of ten there will be something in your system that isn't working. Perhaps there are assumptions being made about what people know or don't know. Make sure that you have a good induction process in place for all new board members, and where



possible buddy them with experienced members for support and mentoring. If the expectations are clear at the beginning, new board members know what is expected of them, they are able to make that commitment and be accountable.

Use the time you do have wisely. How much of your precious time together is spent looking backwards, discussing things that have already happened, and revisiting decisions that have already been made? Create an agenda structure that allows greater time for forward-focused future conversations and manages the time spent on checks and balances. A lot of monitoring tasks can be completed outside of the meeting room. Having an expectation that board members will have received reports with sufficient time to read them and identify any areas for clarity will cut down significantly on the time spent on these items in the meeting.

To help keep meetings on track and moving forward allocate specific amounts of time for each agenda item and identify the outcome you want from that discussion e.g. a decision made or information shared. If actions are identified make sure they are recorded including the timeframe and who is responsible. Check that previous actions have been completed within the allocated timeframe. If not, why not?

If we have a proactive meeting structure and process that consistently identifies and checks on actions and commitments we will build a culture where people do what they say they will and if they can't, it is recognised early and an alternative action or additional support can be identified. This will avoid the conflict that can arise if people don't do what they say they will.

You know what work the board needs to do in order to provide good governance to the organisation. You know when the budget needs to be finalised, when the AGM is to be held and when the strategy needs to be revisited. Having an annual board plan that identifies when specific tasks will be completed will help spread the workload over the year and minimise the chances of unhelpful surprises. Being organised reduces the chances of important work being overshadowed by the urgent work.

Invest in relationships

A good system is supported by respectful relationships and constructive working relationships don't happen by accident.

Create opportunities for people to get to know one-another. Be hospitable and make the board table a welcoming place for people to be. Listen to one-another and check understanding. Communication is a two-way process in which the listener understands the message in the way that the speaker intended it to be. It is an active process and it is not easy – be intentional about ensuring that everyone is really heard. Just because someone is quiet it doesn't mean they have nothing to say. Invite people to contribute their thoughts.

It is common for boards to seek diversity in their membership. With this diversity comes a greater need to build mechanisms that enable board members to authentically engage with one-another.

Build systems that enable full engagement and contribution from every one.

Where to start?

Consider

- A written role description for all board members
- A written role description for the Chairperson and any other specific roles e.g. Treasurer, Secretary, Staff Liaison
- A documented agenda structure including timeframes and outcomes for each discussion topic
- A format for minutes that records decisions made, actions required, person(s) responsible and timeframes
- A process for making decisions
- An annual board plan that outlines when the board will meet, what work will happen and when throughout the year
- A process for evaluating the boards performance in areas of good governance
- A process for individual board members to reflect on their own performance
- A process for raising concerns or complaints and resolving conflict
- An induction and support process for new board members
- Opportunities for board members to get to know one-another
- Ways to invite contribution from all board members
- Recognition and celebration of success

“The WaterBoy set the foundation for helping me be a better self. I was very awkward in social settings, and being part of The WaterBoy has helped my confidence” says Tu.



THE WATERBOY

Stronger People.
Stronger Communities



THE WATERBOY BUILDS STRONG COMMUNITIES

Today the gap between the haves and have nots is growing in New Zealand. Thomas Nabbs, Founder of The WaterBoy sees the benefits that sports brings, as an opportunity to build stronger communities and make New Zealand a better place to live.

The WaterBoy is a Hamilton based charity that is breaking down barriers for New Zealanders to participate in sports. They have been registered as a charity for just over a year, but have been providing services for longer than that. Since they started, The WaterBoy has worked with more than 50 kids, and impacted close to half a million lives.

The WaterBoy partners kids with business sponsors who through corporate social responsibility can give back, and help build stronger communities. Thomas says he himself wouldn't be where he is today if it weren't for sport.

“Everyone deserves opportunities to participate. And coming from a sports background myself, I know that through sports, kids can gain increased self confidence, respect, and pride. Sport cuts through cultures and backgrounds, and puts everyone on a level playing field. Playing sport is part of being kiwi,” says Thomas.

“Some of the same kids who would have had the opportunity to play sport 20 years ago are struggling to find a way. Instead, they're hanging out with friends after school and they're looking for the adrenaline rush of that first tackle, just in the wrong places” says Thomas.

The WaterBoy also run speaker series tackling homophobia in sports. Most kids who come to The WaterBoy are referred by schools, agencies, or other charities. Currently they offer services to the Waikato, but have plans to expand their services into the Bay of Plenty.

Tuwhirinui Falwasser (Tu) has been part of WaterBoy since it's early days. Now a student at Hamilton Boys High, Tu met Thomas when he was 11 years old. Tu says that when he met Thomas, he found it hard in social situations, and could have easily gone down the wrong path in life.

“I struggled financially, and was in lots of fights when I was little,” says Tu.

Tu says that The WaterBoy has had a huge positive impact on his life.

“The WaterBoy set the foundation for helping me be a better self. I was very awkward in social settings, and being part of The WaterBoy has helped my confidence” says Tu.

Tu is grateful to his sponsors, Blue Wallace Surveyors Ltd. His sponsors gifted him and his brother with bikes, which was a huge help, because transport to sports games was a big barrier to participation. Through The WaterBoy, Tu became involved in rugby, hip hop, and Muay Thai.

Tu now tries to give back to The WaterBoy. Tu is at the WaterBoy offices where many of the kids who are part of the WaterBoy programme are busy making Christmas cards to give to sponsors.

“I try to make my way by paying back. So I come and help Thomas when he needs me. Today I helped with set up. I like to be like him, and see Thomas as a mentor.”

Penny Boyce is the videographer for The WaterBoy, and says that The WaterBoy is a great place to work because it offers the most rewarding work.

“I love the work, the kids are awesome, and it is so much more rewarding telling a story when the work you do really matters” says Penny.

The WaterBoy realises that it is not just sports that can help people become well rounded, happy individuals. They have also provided opportunities for kids to participate in other areas, including in the performing arts, and assistance finding work.

To find out more about The WaterBoy, visit www.theWaterBoy.org.nz



PROFESSIONAL LEARNING WORKSHOPS

MARCH - MAY 2019

Funding Workshops

Come to **FREE** workshops by local community funders. Topics include: funding tips, planning and preparation, what makes a successful application, budgeting, accountability, and alternative income sources.

FUNDING WORKSHOPS 2019

Coaching and Mentoring

6 March, 10am to 1.30pm, Community Waikato, \$70 community

Participants will leave the workshop knowing: themselves as coaches and/or mentors and how to work better with others; why and when to coach/ mentor – formal and informal; good coaching and mentoring practice; their personalised coaching/ mentoring 'tool box'



Waikato Community Funding Expo

12 March, 10am to 5.30pm, Free

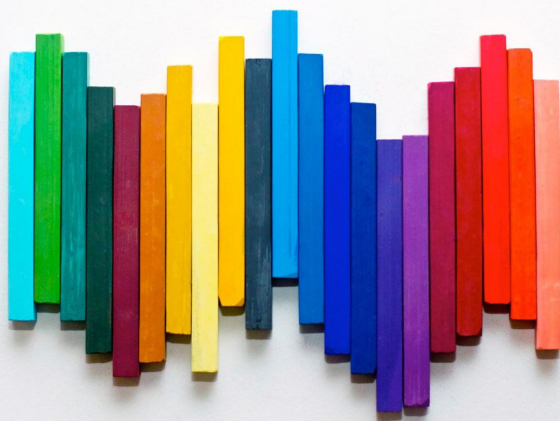
The Waikato Community Funding Expo is a great opportunity to talk to a range of funders and capacity builders all under the same roof. Come along and check out the stalls and attend one or more of the workshops. There's lots of practical advice, information and strategies to assist your community group or project.



Building your Brand

13 March, 9.30am to 12.30pm, \$70 community

A brand is important to any organisation, and not just those with the big marketing bucks. Because it can be seen as taking time and money away from helping people, non-profits often devote little or no time to developing their own brands – but in fact you should do the opposite. A strong brand can transform your organisation because it will enable you to build trust, gain resources, and establish partnerships. Non-profits in general deal with causes that are close to people's hearts. They have a head-start on the ingredients needed to develop a great brand. It's time to embrace your brand and give your organisation a competitive advantage.



Creating Great Teams

21 March, 10am to 1.30pm, Community Waikato, \$70 community

It's in our human DNA - cooperative teamwork out-performs individualism every time! But in our highly individualistic world of today we have forgotten how best to work with others. However, the recent extraordinary rescue of the boys out of the Tham Luang cave in Thailand clearly shows us what still can be achieved by highly cooperative teamwork. The same elements that ensured the success for this rescue team can be present in our work-places but this takes know-how and application. High performing teamwork won't happen automatically or accidentally. Hence, this seminar will outline the role of the leader in fostering the essential elements that create high performing teams.



Xero Accounting System Workshop

10 April, 10am to 12noon, Free

Xero is an online accounting system that provides financial confidence and clarity for small to medium sized business owners and not for profit organisations. The key features of Xero are: Automatic bank account imports, GST at the click of a button, Invoicing, fixed assets, Stock support, Standard business reporting and Management reporting. Xero also enables you and your accountant to have access to up-to-date financial information simultaneously, enabling this relationship to work as efficiently as possible.



Dealing with Challenging Situations

17 April, 9.30am to 2pm, \$70 community

The aim of this workshop is to support participants to appreciate the impact that their behaviour has on others and to recognise their ability to influence the behaviour of other's at any point in time, and to provide them with some constructive strategies for dealing with agitated individuals and challenging interactions



Introduction to Governance

30 April, 9am to 4pm, \$90 community

What is good governance? Many people take their place on boards and committees to support their organisation and realise they need to know more about their roles. This workshop has been designed around the four functions of governance... Strategic Direction; Stewardship, including Fiduciary Responsibilities; Stakeholder Relations and; Self-Maintenance; with the intent of giving trustees and board or committee members a general feel for the role of governance and a framework for what they need to know to be effective as board members.



Running a Community Organisation

May 8 & 22, and June 5 & 19, 9.30am to 12.30pm, \$75 community for the series

This four session series is designed to cover the practical basics of running a community organisation be it a Charitable Trust or Incorporated Society. The series will be facilitated by Community Waikato Advisors.



**COMMUNITY
WAIKATO**

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Hapori Mauriora

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Find out
more and register at
communitywaikato.org.nz/training