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| Meeting name: | Clinical Nurse Specialist Society New Zealand – Committee meeting | | |
| Location: | Zoom video Link | | |
| Date: | 14/05/2019 | Time | 1230hours |
| Chaired by: | Maureen Campbell | Minutes by: | Maureen Campbell |

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| Attendees: | Jan Ipenburg, Maureen Hayes, Jacqui Finnigan, Lara Gleeson, Erica Gleeson, |
| Apologies : | Beverly Hopper, Tracey Kunac, Glynis Cumming |
| Invited guests: | none |

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| Item No. | Details | To Follow Item Up |
| 1. Minutes | Minutes from the last meeting accepted by Maureen Campbell and seconded by Jacqui Finnigan |  |
| 1. Membership | Jacqui reports the membership number as 120 today. There has been a few new members since the conference flyer/programme has gone out.  At the end of May this year’s membership will run out and the 1st of June 2019 will be the yearly date for renewal of all memberships. It was decided that for this year only all those who joined in 2019 will have their membership continued until 1st June 2020.  All other memberships must be renewed by 1st June 2019. Jacqui will send this information out to members  Discussion by all present around changing the format of registration for the Society from Eventbrite to WICS  The Biannual CNS conference committee currently use WICS and find it very useful.  Lara suggested that Jacqui speak with Sam.  Jacqui had a little difficulty getting WICS but will liaise with Sam regarding this matter and draft an email to the committee outlining the outcome of this meeting.  Jan brought up the question of the CNSSNZ committee being exempt from membership fees it was decided that this would be an agenda item for this year’s AGM.  It was agreed that the organising committee for the CNS Conference be exempt from paying conference fees.  The question of getting link CNS’s around the country in the many DHB’s and community area’s was discussed, Lara has had some interest in her area from a person who is happy to be the link person but is neither a member or a CNS.  Jacqui will look at the members to ascertain if we have members in that area who may be interested if this fails then Lara is to go ahead with her person as link.  The discussion again moved to visibility of the Society and how to attract new members.  It was suggested that we perhaps put together a presentation on the Society which we could all do in our respective DHB’s and closer smaller outlets.  Glynis is to give a presentation at the conference and it was also suggested that we approach her to gain her consent to film her presentation and use that as a tool to spread the message far and wide perhaps via webinar |  |
| 1. Banking | We now have a debit card for the Society the next step is to Get Rachael’s card off the zoom and the debit card on.  Banking $20,000 in long term account  $16,000 in short term account  In the last month or two there has been $800 taken from the conference.  The CNSSNZ accounts are in the Black and doing well – reported by Jan Ipenburg Treasurer  There was a question if we may be missing potential members by not clearing the email sites on the website.  Jan to check with Sam about what emails are being used from the website |  |
| 1. conference update | Lara reported that the organising committee held a meeting yesterday and all is on track.  Guest speaker’s flights are arranged.  The conference received $500 in sponsorship from venture Southland  And $3000 sponsorship from Southland community trust.  They also plan to try and sponsor some local nurses in the community to attend the conference.  So far they have 3 abstracts submitted and 3 enquiries about submitting posters  The closing date for abstract is 31st May 2019  There is confidence that costs will be covered, the registration is a little slow at this point but expected to pick up.  There is a need for all to promote the conference where possible |  |
| 1. Any other business | Jacqui enquires about how long can a committee member remain in position  This is laid out clearly in the Constitution (attached below) |  |

Next meeting will be.11th June 2019 1230 hours