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| Meeting name: | Clinical Nurse Specialist Society New Zealand – Committee meeting | | |
| Location: | Video and telephone conference | | |
| Date: | 21st April 2015 | Time: | 1630hrs |
| Chaired by: | Jan Ipenburg | Minutes by: | Maureen Hayes |

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| Attendees: | Jan Ipenburg, Maureen Hayes, Glynis Cummings, Rachel Haldane, Jessica Irvine, Joanne Baxter, Tracy Fenton |
| Apologies : | Jacqui Finnigan, Coral Skipper |
| Invited guests: |  |

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| Item No. | Details | To follow up |
| 1. Update on forming a Society 2. Changes to the constitution | The application was initially declined because of lack of ‘Common seal’  All present in favour of adding this to the constitution document.  The Common Seal has now been added to the constitution and it will have to be resubmitted with the appropriate number of signatures.  The logo and stamp will need changing overall majority in favour of ‘CNS Society New Zealand’ (keeping CNS and spelling the rest in full) | Jan  Glynis (to talk to Daryl) |
| 1. Nomination Form   Question. How are we going to manage this?. | Discussion held around option to self-nominate or to get someone to nominate a person.  All in favour that self- nomination is acceptable at this time.  Much discussion on how to get registration forms to potential members.  As this will be the inaugural AGM at the conference it was decided to keep the committee members as is for at least a year, as registration is required before people can vote  Once society is set up we can them send out nomination forms in 9 months’ time.  The dilemma is how are we going to do it this year?  Some resolutions put forward were;  Glynis –to address conference  To have a stand at the conference with information and registration forms available.  The discussion went on to talk about advertising the Society and all in favour of trying to use the already up and running website for the conference.  The discussion around fees for membership continues and it was generally felt that in order to keep the momentum going that we need to have further discussion re: whether or not there will be a charge for the first year (needs further discussion) | Glynis  All committee Members/Jackie  Glynis/Jan/Jacqui  Committee |
| 1. Information on CNS Conference and website | Jayne has declared 70 registrations and lots more interest, so hopefully more registrations to come.  They got the grant from Lotto ‘well done’  Us to put something on the website i.e. purpose and goals.  We could add a PDF to the website for registration  A piece in the Kai Tiaki (I have no name next to that item any volunteers) | Glynis to write this |
| 1. notice of AGM for conference | Notice to go on website (conference website) to include names of current committee members  Glynis Cummings – Honorary President  Jan Ipenburg – Acting President  Maureen Hayes – Secretary  Jacqui Finnigan – Conference Liaison  Tracy Fenton – Committee Member  Jessica Irvine – Committee member  Rachael Haldane – Committee Member  Joanne Baxter – Committee Member  Jan will forward the 15 names of inaugural members to Maureen | Discuss with Jacqui  Glynis already writing something this may be able to be added |
| 1. Registration Form | Registration form requirements;  Name  FTE  Sub Speciality  Ethic Group  Highest Qualification  Address/phone number/email address (Contact details)  Time in position  Age brackets  Declaration  Confidentiality  Question re; permission to use information as an audit tool  A draft of a registration form will be forthcoming and distributed to you all for consultation | Maureen |
| 1. Banking | CNS Society New Zealand currently holds $19,000.00  It has been discussed and decided that we need three names to be signatories on all monies out of Society. Rachael as Treasurer will be number 1 and two others yet to be named. (needs to be someone who is in same area as treasurer)  Monies from the Conference are expected to come to the CNS Society New Zealand as it did from past conferences as this is how we will build our finances  Jan/Rachael to talk to Jayne about the above sentence | Rachael  Jan/Rachael |
| 1. Other Business | Letterhead contact at the moment is the secretary  Maureen to send her address to Jan  Take a photograph of us at Conference……  Next Meeting 26th May 2015 same time | Maureen |

Meeting ended: 1720hrs 21/4/15