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| Meeting name: | Clinical Nurse Specialist Society New Zealand – Committee meeting | | |
| Location: | Video/telephone links | | |
| Date: | 24/11/2015 | Time | 1630hrs |
| Chaired by: | Jan Ipenburg | Minutes by: | Maureen Hayes |

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| Attendees: | **Jan Ipenburg**, **Maureen Hayes**, **Glynis Cummings,** **Jessica** **Irvine,** **Tracy Fenton, Jacqui Finnegan**, J**oanne Baxter** |
| Apologies : | Lara Gleeson Rachel Haldane |
| Invited guests: |  |

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| Item No. | Details | To Follow Item Up |
| 1. minutes | Minutes from the last meeting accepted by Glynis  And seconded by Jan |  |
| 2. | Jan has not heard back anything back yet regarding charity status. Updates have been sent to them. | Jan/Rachel |
| 3. | Jacqui has been liaising with conference group and forms have gone off to lotto and we are now waiting to hear back  When this is complete there will be a final report on monies coming from the conference | Jacqui |
| 4. | There has been a positive response from the co-editor of Kai Tiaki (Trisha O’Connor) Ann Manchester (editor) due back from holidays soon.  Discussion around the articles to put forward for publication and consensus was to include the work already done by some of the speakers at the last conference particularly those with research based articles on how we as CNS can make a difference.    Jessica is meeting a professor Fiona Irvine from the university of Birmingham who is currently visiting NZ. Her main interest is in the scope and role of the CNS. If possible Jessica will Introduce Fiona to our chair Jan. | Glynis |
| 5. website | Is in progress and will be available for viewing to the committee ‘a behind the scenes look’ soon  Jessica wants to put a member only section using passwords. There were no objections to this idea | Jessica |
| 6.  Letter to NZNO/Nursing Council | There was discussion on format these letters should take, the conclusion was that individual letters should be sent out to the different organisations and that the last line of the letter should be removed as we are in effect telling them of the newly formed CNSSNZ and not waiting for their approval | Jan |
| 7.  applications | Jacqui will review any applications from Auckland Nurses. Committee have agreed that nurses from ADHB are known by a different title but are CNS so will be given membership to the society if they apply | Jacqui/  Maureen |
| 8.  2017 conference | I have sent an email to Maureen Morris re conference. She is currently on leave and will contact her on her return  All members to be on the lookout for people who may be interested in running the 2017 conference | Maureen  All |
| 9.  Treaty o Waitangi | Discussion around how we have incorporated the treaty into our organisation and deemed that it is already in our very foundation as nurses in NZ and there will be an acknowledgement of this on the website |  |

Meeting ended 1717hours

**Next meeting 19th January 2016**