

Meeting name:	Clinical Nurse Specialist Society New Zealand – Committee meeting		
Location:	Zoom video Link		
Date:	8/10/2019	Time	1230hours
Chaired by:	Glynis Cumming	Minutes by:	Jan Ipenburg

Attendees:	Jan Ipenburg, Beverly Hopper, Glynis Cumming, Maureen Campbell, Tracey Kunac, Jacqui Finnigan, Sarah-Jane Reweti, Madeleine Fiddes,
Apologies :	Barry Kennedy, Lara Gleeson
Invited guests:	

Item No.	Details	Raised by / Presenting:
	Minutes from last meeting Sept 2019 – not available	
1.	Committee – welcome new members and agreement on positions within committee Secretary elect – Sarah-Jane Reweti Madeleine – considering treasurer elect. Have sent information to Barry	Maureen
2.	Education /grant form Is everybody happy with it, changes have been made, may need reformatting, could send to Sam to make it writable and put on website. One liner to edit on website.	Everyone to look at it to approve Glynis to collate feedback
3.	Forum 2020 Who will take on job of organising this: agreed Sept next year in Wellington. Tracey, Madeleine and Maureen to organise.	Jan to provide venue details on last forum Tracey, Maureen and Medeleine
4.	The definitions for discussion – need to agree first as committee of the 2 definitions, we need to make sure is good before sent out,	Committee to agree Glynis to collate and send out to members for feedback
5.	NZNO – Advanced Nursing Practice document: Wendy Blair replied last week, latest one being re-edited and is in final draft, we don't have latest version	Glynis
6.	Conference update and newsletter: No offers from conference group. Waitemata offered to do next conference – Sarah-Jane and Bev to see what available in the area.	Sarah-Jane and Bev to look into it over next couple of months and let us know outcome

	Or Waikato may do it.	
7.	<p>Website update – Moving data from Dropbox to the committee section on website</p> <p>Google drive or WIX – prefer WIX for ease and access. Will take direction from Sam. To set up new committee area.</p> <p>Confirm committee details – area of speciality Need to sort passwords to get access to the gmail accounts – Tracey to follow-up</p>	<p>Tracey – to put on website re next conference 2021.</p> <p>Tracey to look at dropbox and decide on which documents to transfer across to website</p> <p>Jan/Tracey to look into e-mail address transfer</p>
8.	<p>Membership update – 138 members</p> <ul style="list-style-type: none"> • Constitution - should we update logo? – Yes. Suggest Sam updates all documents with new logo • Under Membership part of the Website - should the use of "association" be changed to "Society"? – Yes should change • Final documents to be pdf'd - Agreement to change to pdf and some need to be writable PDF 	<p>Jacqui</p> <p>Tracey to update with Sam</p>
9.	<p>Facebook update:</p> <p>Linking to NZNO and Nurses Society of NZ - new union and college – all need to be involved</p> <p>Currently have 67 members. Not updated for a while. Bev will do blurb to start further discussion.</p>	<p>Bev</p>
10.	<p>Financials – Charities report due end Nov, Banking banner and pens useful</p>	<p>Jan</p>
11.	<p>Monthly snippets – to start ?Maureen to do or should we ask Lara as she is doing newsletter</p>	<p>Maureen</p>
12.	<p>Committee roles: need person to take on strategic plan for Society. Jan suggested Lara as president elect.</p> <p>Newsletter - ?Lara wants to continue or give to another committee member</p> <p>Monthly snippets – to start ?Maureen to do or same person as newsletter</p>	<p>Maureen to send Lara an e-mail regarding what she would like to do</p>