

Meeting name:	Clinical Nurse Specialist Society New Zealand – Committee meeting		
Location:	Video/telephone links		
Date:	24/10/2017	Time	1230hrs
Chaired by:	Rachael Haldane	Minutes by:	Jacqui Finnigan

Attendees:	Rachael Haldane, Jan Ipenburg, Glynis Cumming, Lara Gleeson (from 1300), Jacqui Finnigan
Apologies :	Maureen Hayes, Pippa Harpur, Frances Kasmi, Beverley Hopper
Invited guests:	N/A

Item No.	Details	To Follow Item Up
Previous Minutes	Not referred to at this meeting, To be reviewed at next meeting.	All
Meeting Attendance	Dial in conferencing worked smoothly today, all attendees able to join by Videoconferencing.	
Website	<p>Is up and running.</p> <p>Conference part of the website will be closed off but remain in the background ready for the next Conference.</p> <p>Email to go out to all members asking them to go to the members' only section of the website and register.</p> <p>Rachael is administrator for the website. Need to confirm with Sam re ongoing service and agree funding.</p>	<p>Rachael</p> <p>Rachael</p>
Facebook	Bev Hopper is the lead for the CNSSNZ closed Facebook page. Please send anything to Bev for uploading.	Bev
Membership	<p>Members who paid their fees in the first quarter are due to renew their membership fees by the end of November 2017.</p> <p>To aim to use Eventbrite to send reminders and monitor payments of membership fees.</p> <p>Jacqui to liaise with Maureen with the aim of sending out documents via Eventbrite for renewals and also new members.</p>	Jacqui
Committee members' contacts	<p>Discussion had re sharing of personal 'phone numbers to assist communication between members.</p> <p>Jacqui to email the committee members to ask and collate a contact list</p>	Jacqui

Conferences	<p>2017 Conference bills have been paid and everything has been signed off. \$12,500 profit.</p> <p>Rachael is having difficulty putting the PPTs on the website so this is still a work in progress.</p> <p>Discussion had re the need for presentations at future conferences to demonstrate how the CNS role has made a difference. To add this for future calls for abstracts.</p> <p>Feedback received that Nurse Maude had too many presentations, however, there were limited abstracts received from other areas. Rachael and the organising committee are still working their way through the evaluation forms.</p> <p>Positive feedback received re venue and Sponsors were pleased.</p> <p>For the next conference all to encourage CNS's in their workplaces to submit abstracts. Committee to work on criteria for abstracts for next conference.</p> <p>Jacqui informed those present that there is work near completion at Starship re the role of the CNS in Care Coordination, Care Planning and Discharge Planning for children with complex needs. Jacqui could encourage a presentation on this at next conference.</p> <p>Possible options for 2019 Conference: Palmerston North, Wellington, Invercargil. To email the 3 CNS's who expressed an interest. Discussion had re the fact that DON approval is not essential; there would be support from the National Committee & seeding money.</p> <p>Lara has been part of the organising committee for the recent College of Emergency Nurses Conference. Suggested venue of Queenstown discussed, implications for costs also discussed.</p> <p>Prospectus will need reviewing in due course. Needs update of logo and contact details etc.</p> <p>Suggestion made to email members to say thank you for attending the conference.</p>	<p>Rachael</p> <p>Rachael</p> <p>All</p> <p>Jacqui</p> <p>Rachael</p> <p>All to contribute</p> <p>Rachael</p>
Forum 2018	<p>Discussion had re having a Forum in September 2018. To plan a Workshop as part of the Forum. AGM to be part of the Forum. To look into VCR options</p>	Follow up
CNS Review	<p>Review of the CNS role is occurring in various areas of NZ: South Island, Palmerston North, Waikato.</p> <p>Discussion ha re the need to check with nursing council re CNS Review.</p> <p>Glynis reiterated that the voice of the Association of CNSs in USA cemented the CNS role in USA.</p>	Follow up
Increasing the voice of CNSs	<p>Discussion had re the need to raise the role of CNSs through NZNO as well as through the CNSSNZ. Rachael as President to contact NZNO.</p>	Rachael

Strategic Plan	<p><u>1 year plan</u> (2018 – 2019):</p> <ul style="list-style-type: none"> a) strengthening the voice of the CNS b) Embedding new committee members c) Forum in September 2018 d) Completion of the 5 year plan. 	Everyone
	<p><u>5 year plan</u> (2018 –2022):</p> <p>To include a literature search & writing letters to Nursing Council, College of Nurses and NZNO. Sub-committee required – please consider taking the lead.</p>	Pippa
Newsletter	Not discussed but to continue as previously - Lara is the lead. Once drafts are reviewed by committee members Maureen will circulate to all members.	Lara/all/ Maureen

Meeting ended 1330

Next meeting 28/11/2017 1230 (4th Tuesday of the month) – all to check own VCR rooms