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| Meeting name: | Clinical Nurse Specialist Society New Zealand – Committee meeting | | |
| Location: | Video/telephone links | | |
| Date: | 15/09/2015 | 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,** **Tracy Fenton, Jacqui Finnegan**, **Lara Gleeson** |
| Apologies : | Joanne Baxter |
| Invited guests: |  |

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| Item No. | Details | To Follow Item Up |
| Minutes from last meeting | Minutes from last meeting taken as read by Glynis and seconded by Jan |  |
| 1. Letters to NZNO and Kaitiaki | An approach was discussed re; a special edition of Kai Tiaki on CNS to include the society and the conference  Glynis has sent out version 2 of a draft article for Kai Tiaki out to all for review. Ann Manchester has been emailed and asked if we can have an issue dedicated to Clinical Nurse Specialist  .  Nursing review will be sent a reply in response to article re NP and CNS. Jessica to draft and Glynis to edit and send. Time frame for reply two weeks for feedback and final draft.  Draft letter to Jane O’Malley, NZNO, College of Nursing, Nurse Executives, Nurse Educators, Jonathon Coleman, Primary Health outlining the Society and our aims. Jan to complete draft and send out for feedback – 2 week timeframe  As Secretary Maureen holds the address and the common seal stamp, suggest send final document to Maureen to be sent out.  Names to be included in the mailing box | Jan/Glynis |
| 1. Charity Status | Charity and IRD application almost ready to be sent | Rachael |
| 1. Bank account | No bank account at the moment, the society currently has no funds.    Carry over item – discuss how we are going to inform members of fee from July 2016 | Rachael  Jacqui |
| 1. Website | The bones of a website is constructed and waiting to go live charity status of society needs to be finalised before going live.  No domain name has yet been decided, we may be able to pay for a name at a nominal i.e. cns.org.nz  Also the society committee will have access to site to add things/make changes. Any changes or items added must be shared with the committee before changes etc.  Names for web site discussed need more thought and discussion all suggestion for the next meeting | Jessica  Everyone |
| 1. Waitemata DHB | We have been asked by the North Shore to present at their next CNS forum. Their CNS Achievement forum and is on Wed 9th Dec 1230 to 1630pm with guest speaker time 1430 to 1500hrs.  Jacqui to go me to send link | Maureen |
| 1. Membership | Update, personal membership numbers  We now have 110member on my file  The matter of job description particularly at Auckland hospital is a concern as there is misunderstanding around the clinical nurse specialist and nurse specialist title, also coming into the mix is SCN specialty clinical nurses  CNS clinical nurse specialist  Jacqui will formulate a letter to the DON at Auckland asking for clarification of these titles.  Again as secretary and holding the address and seal should this be sent via Maureen | Maureen  Jacqui |
| 1. Treaty o Waitangi | The societies relationship with the treaty o Waitangi  Need to include the treaty in our mission statement recognising our commitment to the Treaty  Possible need to change /consider statement next AGM or put on the website | Jan  Glynis |
| 1. 2017 conference | Any news on interested parties volunteers for next CNS Conference  At the AGM Andrea Vouse from the Hutt Valley and Jess Browne from Whangarei both suggested they may be interested, has anyone heard from either of them.  There has been and approach from Maureen Morris she is the Colorectal CNS for Whangarei she is Keen to run it  Jacqui to collate feedback from last conference  Lara to put request out in the lower south island for next conference  Contact Andrea Vouse and feed back to committee | Glynis  Jacqui  Lara  Maureen |

Closed 1742hrs 15/09/2015

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