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| Meeting name: | Clinical Nurse Specialist Society New Zealand – Committee meeting | | |
| Location: | Video/telephone links | | |
| Date: | 20/10/2015 | Time: | 1630hrs |
| Chaired by: | Jan Ipenburg | Minutes by: | **Maureen Hayes** |

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

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| Item No. | Details | To Follow Item Up |
| Minutes from last meeting | Accepted by Jan Ipenburg  Seconded by Jacqui Finnigan |  |
| 1. Charity status update | An application has been made and we are still awaiting the reply – next step bank,  We need clarification around limits of funds allowed – Rachael will look into this and report back  There is no financial statement at this time  Jan – discussion re; email that was sent around re application. A brief description is required of society activities. (see email 19/10/2015)  Jan – conference made an application to lottery we may be able to add this into application.  Rachael to collate information  Jacqui – to look at information from lotto and send on to Rachael  .  Brief Gylnis – defining role developing links, networking for CNS education  Rachael and Glynis believe the reply we received from internal affairs was standard reply and we can put something together –Rachael will respond. | Rachael  Jan  Rachael  Jacqui  Glynis  Rachael |
| 2.  Affiliate Membership | Glynis will look at our constitution to clarify/define what a CNS is.  Glynis has no objection to a Nurse Specialist being given membership but a  Clinical Specialty Nurse is different  Jacqui – in constitution it states that they could become affiliate members – members without voting rights etc  Jan agrees with Jacqui we possible cannot turn them away. We need to take the question back to AGM members vote to take out affiliate membership or define it more clearly  Auckland appears to have dropped the word ‘clinical’ from the titles Jacqui to bring it up in the next CNS meeting at Auckland  Jacqui – to take to CNS group paediatrics at Auckland DHB. But there are a lot of adult nurses need to know if similar/same  Glynis would they pay a subscription – needs further discussion  Jan and Glynis discussed the affiliate membership  Glynis states that the original intent was to be employed as a CNS  Glynis pointed out that when website is up and running affiliate members wouldn’t be able to gain access. Again needs further discussion how would this work  Jan – asked if I have copies of applicants, I do and can produce them. Maureen will go through applicants we are not sure about. And send them out for consultation of the committee  Under the current rules we cannot accept even If from Auckland the title ‘nurse specialist’ Jacqui to clarify;  Grade 2 specialty  Grade 3  Grade 4 CNS  Grade 5 CNS  Plan: Next AGM need to move to remove affiliate membership – giving impression this is a stepping stone to NP and it is not.  Glynis – ‘Working as a CNS is the most important consideration’ It is the aim of the society to highlight the role of the CNS.  Role needs to be clearly defined.  Rachael – suggested that if the application is from Auckland DHB then it should be considered, if not then the nurse ought to take it up with their employer  Glynis suggested that the website (once up and running) would be a good place to make it clear what is acceptable to the society | Glynis  ALL  Jacqui  Maureen  Jacqui |
| 1. Update on Website | There is no website at the moment – can  Jessica give us access to website for  a preview before going live  Glynis suggested that the website (once up and running) would be a good place to make it clear what is acceptable to the society | Jessica |
| 3.  Letters to Kaitiaki  and council | Jan did a letter to the above and sent out  All were in agreement    I will help Jan get the message out to  council  Kaitiaki – Glynis no reply at this stage – sent on to other relevant persons  Jan – Glynis intends to put conference etc in | Jan  Glynis |
| 1. 2017 Conference | Lara – sent emails out to south island – lots of reply but no conference takers.  Glynis - Maureen Morris Whangarei is putting her hand up. Some concerns around  Cost of getting to Whangarei is high,  Jacqui  Email to all members asking how Whangarei Would suit  Email to Maureen Morris | Maureen |
|  | Fees for membership  Need a bank account setup  Internet bank |  |
|  | Mission statement treaty o Waitangi  Going to add this to the website |  |
|  | Any other items  **Next meeting 24th November 2015 1630**  Jacqui to send out meeting invite | Jacqui |

Meeting Closed at: 1730hrs 20/10/15