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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 IpenburgSeconded 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 backThere is no financial statement at this timeJan – 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 educationRachael and Glynis believe the reply we received from internal affairs was standard reply and we can put something together –Rachael will respond. | RachaelJanRachaelJacquiGlynisRachael |
| 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 differentJacqui – in constitution it states that they could become affiliate members – members without voting rights etcJan 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 clearlyAuckland appears to have dropped the word ‘clinical’ from the titles Jacqui to bring it up in the next CNS meeting at AucklandJacqui – to take to CNS group paediatrics at Auckland DHB. But there are a lot of adult nurses need to know if similar/sameGlynis would they pay a subscription – needs further discussionJan 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 workJan – 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 committeeUnder the current rules we cannot accept even If from Auckland the title ‘nurse specialist’ Jacqui to clarify;Grade 2 specialtyGrade 3 Grade 4 CNSGrade 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 employerGlynis suggested that the website (once up and running) would be a good place to make it clear what is acceptable to the society | GlynisALLJacquiMaureenJacqui |
| 1. Update on Website
 |  There is no website at the moment – can Jessica give us access to website for a preview before going liveGlynis 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 Kaitiakiand 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 personsJan – Glynis intends to put conference etc in | JanGlynis |
| 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 aroundCost of getting to Whangarei is high, JacquiEmail to all members asking how Whangarei Would suitEmail to Maureen Morris | Maureen |
|  | Fees for membershipNeed a bank account setupInternet bank  |  |
|  | Mission statement treaty o WaitangiGoing 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