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| Meeting name: | Clinical Nurse Specialist Society New Zealand – Committee meeting |
| Location: | Quality Hotel Lincoln Green venue of 2015 CNS Conference |
| Date: | 20/06/2015 | Time: | 1 hour pre dinner |
| 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, Joanne Baxter |
| Apologies : |  Joanne Baxter |
| Invited guests: |  |

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| Item No. | Details | To Follow Item Up  |
| .Minutes from last meeting | Minutes accepted by Jan Ipenburg and seconded by Glynis Cumming  |  |
| 1. Application

 Form  | Sent out to as many people as I had email addresses for. Response was good a steady flow. I have 31 applications all accepted. One waiting to see what the fees are going to be.There was a bit of a debacle at the beginning with the overlap on the form but it is sorted now Discussion around members having a personal membership number it was decided to wait until the website is set up and then move forward with this idea | Maureen |
| 1. Banking
 | No update at this time. conference funds to be donated to cnssnz when charity status obtained  | Rachael |
| 1. Conference monies
 | constitution to be signed  | Rachael/Jan |
| 1. charity status
 | Not yet in place | Rachael |
| 5.website and newsletter | Word press was used by conference it was free There will be funds available for this from CNSSNZ accountOwn domain name at a cost through word pressMaybe a link through NZNO and or CollegeTwitter as well plus Facebook were discussed will be forwarded to next agendaJessica to finalise what to put on the website  | JanJessica |
| 6.division of workload committee | Wrong number of committee people only two should be on the committeeImmediate and past president Glynis and Jan, Jessica electSecretary Maureen and Jacqui electTreasurer Rachael elect Tracy We need to look at the relationship to the treaty o Waitangi – agenda for next meetingCommittee members jo and Jessica IrvineBring one other committee member tomorrow at the AGMSecretarial work for members to be taken up by JacquiMaureen to complete minutes from AGM and share all members details with Jacqui.Maureen away overseas until 17th August 2015  | Jan |
| 7. letters to NC & Kaitiaki | Letters started but not yet complete Jan would like some advice and or suggestions on what to put in to the letters ‘Glynis offered advice i.e. aim of the group is that we are aiming for more visibility and should be seen to define the role etc.Kaitiaki letter startedAsk Kaitiaki for a special edition on CNS to include the society and the conference | Jan/Glynis  |
| 8. 2017 conference  | Jan spoke to Sue Ward about the symposium that is next year and told her that they did not know about this conference at the time of organising the symposium. Sue will keep in contact with us and hopefully become a memberThe announcement will be made tomorrow asking for the next conference venue | jan |
| 9. AGM Fees etc  | First AGM tomorrow no real reports so none to document Ask can we leave the working committee as it is for the first year.To look at voting on the fees at AGM cost guide $30 per annum | Jan/Maureen  |

Meeting ended: 1800hrs