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| Meeting name: | Clinical Nurse Specialist Society New Zealand – Committee meeting |
| Location: | Zoom video Link |
| Date: | 11/06/2019 | Time | 1230hours |
| Chaired by: | Maureen Campbell | Minutes by: | Maureen Campbell |

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| Attendees: | Jan Ipenburg, Maureen Campbell, Lara Gleeson, Erica Gleeson, Beverly Hopper, Tracey Kunac, Glynis Cumming  |
| Apologies : | Jacqui Finnigan |
| Invited guests: |  |

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| Item No. | Details | To Follow Item Up  |
| 1. Minutes
 | Minutes from the last meeting accepted by Jan Ipenburg and seconded by ???? |  |
| 1. Membership
 | Jacqui is unable to attend today’s meeting but sent a reportUpdate re membership:1) Email sent to all current members re change in platform to WiX.2) Website updated re membership by Sam.3) Committee members added to WiX except Rachael. 4) I plan to add Rachael and the rest of the members this week.5) 1 member replied to email asking to be removed as role had changed.6) There have been a couple of new members via the new platform.7) I still need to update list on Dropbox.  |  |
| 1. Banking
 |  With Rachael stepping down from the committee there is a need for a third signature on all transactions.Tracey Kunac has agreed to take on the role of Treasurer elect and will be the third signatureThe Debit card is now active and Jan will liaise with Rachael to transfer the Debit card to the Zoom account for payments for its use. |  |
| 1. conference update
 | Lara reported that the planning is going very well.They have 7 abstracts and 6 posters25 registrations so far and the registrations are from all around NZ The focus is to be on the advertising of the conference and all committee members have agreed to promote the conference in their particular DHB’s Advertising of the conference will also include the grants that are available for members of the Society and how to access the application form and where to send it. The amounts available;A total of $1500 per annum with a maximum of $500 per applicant |  |
| 1. Education Grant
 | Glynis has brought to the attention of the committee that the education grant application form requires updating with the new CNSSNZ Logo. Tracey has agreed to update the form. Also noted that the 5 year Strategic Plan needs to be updated.Glynis to edit the 5 year Strategic Plan and circulate to committee before upload onto website |  |
| 1. News letter
 | The upcoming Newsletter will be the last one prior to the conference therefore it was agreed that this one should focus on the CNS Conference with snippets of abstracts, information on the speakers and the grants available to members  |  |
| 1. AGM
 | The AGM will be held during the CNS Conference in Invercargill. The committee will be re-elected at the AGM.Glynis will step down from the President role. Maureen will consider putting her name forward to replace Gylnis.Any other member planning to step down please give advance notice. |  |
| 1. Facebook
 | The CNSSNZ Facebook page is being administered by Beverly ensuring that information that is posted on the page is related to the CNSSNZ and actively encouraging new membership applications to the Society |  |
| 1. Any other business
 | Drop box is a problem for some members to access Tracey and Sam will look at the possibility of a private committee only area on the website to replace Dropbox |  |
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Next meeting will be. 9th July 2019 at 1230 - 1330