|  |  |  |  |
| --- | --- | --- | --- |
| Meeting name: | Clinical Nurse Specialist Society New Zealand – Committee meeting | | |
| Location: | Video and telephone conference | | |
| Date: | 26th May 2015 | Time: | 1630hrs |
| Chaired by: | Jan Ipenburg | Minutes by: | Maureen Hayes |

|  |  |
| --- | --- |
| Attendees: | Jan Ipenburg, Maureen Hayes, Glynis Cummings, Rachel Haldane, Jessica Irvine, Tracy Fenton, Jacqui Finnigan, |
| Apologies : | Joanne Baxter |
| Invited guests: |  |

|  |  |  |
| --- | --- | --- |
| Item No. | Details | To Follow Item Up |
|  | Minutes from last meeting taken as read by Glynis and seconded by Jan |  |
| 1. Application   Form | Application form has been completed and discussed – there is a need to add Ethnicity and highest educational qualification to the form.  Confirmation of registration will be sent out to each nurse that registers along with a copy of the constitution. Applications will be vetted for Clinical Nurse Specialist title any variation on this and application to be sent to committee for review. | Maureen |
| 1. Who needs to know about us? | A letter will be drafted to the NZNO, Māori section of NZNO, College of Nursing, Ministry, Chief Nurse, Nurse executive of New Zealand  An article will also be drafted to send to Kai Tiaki.  Both of these items will be reviewed and discussed with all committee members at the Conference | Jan  Glynis |
| 1. Information on CNS Conference and website   CNSSNZ Information Desk | The registrations for conference have increased last count was around 122 people  Discussion around CNSSNZ website and what it should contain – it was agreed that it should match the constitution Jacqui to approach Rosalie who was instrumental in setting up the conference site. To be continued next meeting  A website for the CNSSNZ was discussed and agreed that a website is important and that the available information should match the constitution so will need careful consideration. Jacqui is to approach Rosalie (who helped set up conference website) and ask if she can assist again  Jessica to assist with the editing  We agreed we will use the registration desk to set up our CNSSNZ information area.  A poster is to be sourced by Glynis  The committee to man this desk in turns of 2 at a time | Jaqui  Jacqui/Jessica |
| 1. Banking   6. Other Business | A bank account will be set up in Christchurch and will require three (3) names on the account, needing 2 persons to sign for any transactions. Bank still to be decided. Signatories will be Glynis, Jan and Rachel  Charity Status for the Society – it was agreed that the address for the Society will be that of the Secretary who will disseminate information out to the committee via emails.  No IRD number as yet  The end of financial year will be 31st May each year from 2015  All questions regarding finance will go through Rachel  We need to talk about the below sentence again as we did not at this meeting  Monies from the Conference are expected to come to the CNS Society New Zealand as it did from past conferences as this is how we will build our finances  Jan to talk to Jayne about the above sentence  Pre-dinner drinks and meeting for the committee on Saturday evening 20th June 2015.  Items for discussion;  Sue Ward CNS from Hawkes Bay speaking at conference re an ‘Advanced nursing symposium” how does this fit in with the CNSSNZ and can we use any meetings to our advantage  The AGM and announcement about fees next year!  The constitution needs to be signed by us all  There needs to be a supply of copies of the constitution and application forms at conference. | Glynis/Jan/Rachel  Rachel  Rachel  Jan/Rachel  Glynis/Jan  And if anyone gets a chance to speak with her.  Jan  Maureen |
|  | NEXT MEETING AT CONFERENCE |  |
|  |  |  |

Meeting ended: 1745hrs 26th may 2015