

Meeting name:	Clinical Nurse Specialist Society New Zealand – Committee meeting		
Location:	Zoom video Link		
Date:	13/08/2019	Time	1230hours
Chaired by:	Glynis Cumming	Minutes by:	Jan Ipenburg

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

Item No.	Details	To Follow Item Up
1. Minutes	Minutes from the last meeting accepted by Lara Gleeson and seconded by Jan Ipenburg	
2. Membership	<p>Jacqui is unable to attend today's meeting but sent a report</p> <p>Update re membership:</p> <ul style="list-style-type: none"> All members now transferred to WIX 132 current members, 15 new paid members from 01/06/2019 Email circulated to current members with notice of AGM on 10/08/2019 with website information/link to Conference Registration <p>Queries from Jacqui:</p> <ul style="list-style-type: none"> Do we need to do anything about Eventbrite? In all my other roles we send out final documents as pdfs, should CNSSNZ adopt this approach? <p>Committee felt we could now cancel eventbrite.</p> <p>Yes agree all forms should be sent as PDF's, does this need to be writable PDF's if we are wanting forms filled in?</p>	Jacqui
3. Banking	<p>Term deposit and interest has been re-invested for another 12 months</p> <p>Via WIX there is no facility to have two separate bank accounts therefore all conference money has come into the general account. This money has then been transferred to the</p>	Jan

	conference account. This is manageable but not ideal.	
4. conference update	<p>Registrations for conference is now at 62, expecting this to rise to 70.</p> <p>Planning going well</p> <p>Rachael was organising for anything form last conference was to go down to Lara but nothing received, Lara will chase up with Rachael.</p> <p>Jan: CNSSNZ sponsored pens will arrive with Jan end of this month and she will bring them to Invercargill with her. CNSSNZ banner – have requested proof before agreeing and paying, not sure if this will be done in time for conference</p> <p>AGM – Lara to check if have facility to have zoom then Jan to book zoom meeting and Maureen/Jacqui to send out zoom details to members. Need to get nomination forms in to Maureen from committee members who want to stay on.</p>	Lara
5. Education Grant	<p>Agree one education grant and if people are interested in funding for research need to put forward a proposal so committee can decide on relevance to CNSSNZ.</p> <p>Update form to take off postal address as should be either on-line or e-mail. Put in secretary e-mail address to make all contact e-mails generic. Glynis then to update and approve 5 year strategic plan</p>	Glynis
6. Facebook	<p>With NZNO elections, Bev has provided feedback on the need for NZNO to link in with CNSSNZ. Bev – can you add anything to this, maybe what the feedback was exactly?</p>	Bev
7. Any other business	<p>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</p> <p>Glynis would like to establish a memorandum of understanding with the NZNO President. Glynis to contact NZNO regarding this</p>	<p>Carry over to next month</p> <p>Glynis</p>

Next meeting will be. 10th September 2019 at 1230 - 1330