



Committee Meeting

Date:	31 May 2023
Time:	7.15 - 8.00 pm
Place:	Zoom
Attendees:	Lara, Tracey, Nora & Bev, Elly
Apologies:	Matt, Michelle, Amanda

Item No.		Raised by / Presenting:
a.	<p>Programme – all slots filled. Elly emailing speakers re booking flights -Main contact person for all speakers. Check what their topic is Elly to request Bio and photo from speakers for Programme – forward to Tracey for website Elly to provide receipts to Tracey for reimbursement. Travel Expenses – Elly to advise and provide receipts to Elly. (We cover hotel cost – no-one at this stage)</p> <p>Free registration for Speakers</p>	Elly

	<p>9:00 Registration 10.15: Welcome 10.30: President Welcome 10.45: First speaker.</p> <p>Cost of Registration: \$300 members - \$350 non-members. Cost of Annual Membership: \$45 Abstracts:</p> <p>Day 1 (4) & 2 (3): abstract slots (20 mins – 15mins – 5mins Q) Tracey to start advertising – provide Lara / Tracey (work email) – Website and email to membership. To be submitted by September 1st.</p> <p>Annual Membership renewal June 1st</p> <p>Sam to format to similar style for conference documents. Improve font Bringing padlock to the fore</p>	<p>Tracey</p> <p>Lara</p>
<p>b.</p>	<p>Theme:</p> <p>Unlocking Potential – Finding way forward.</p> <p>On flyer: Key words: networking, clinical leadership, education, self-care.</p>	
<p>c.</p>	<p>Audio Visual requirements provided by hotel. Discuss overseas visitors streaming</p> <p>Recorded session for later access</p> <p>Slides to introduce each person. – Create a PP closer the time – Give to Sam/ Tracey</p>	<p>Tracey</p>

<p>d.</p>	<p>Costing</p> <p>Copthorne \$59pp (held reduced price for our group)</p> <p>\$14.5K excl cocktail drinks (Room / food basic AV) for 100</p> <p>\$4K – AV and printing (Discuss printing to Sam first)</p> <p>\$ 6-8 K for invited speakers and expenses.</p> <p>Programme to be emailed out for access on devise / Phone</p>	
<p>e.</p>	<p>Confirmation of Presenters – Dates of Conference on 9th and 10th Novemebr</p> <p>Cathy Holloway – Confirmed (Welly) – Opening Speaker. To check what her topic is</p> <p>Anne Daniels – Confirmed (Dunedin) (Topic to be confirmed)</p> <p>Lorraine Hetaraka –Confirmed (Welly) (Topic to be confirmed)</p> <p>Liz Manning – Confirmed (Auckland)</p> <p>Jane Hinds – Confirmed - Self Care and Grief (Auck)</p> <p>Shauna Stevens – Confirmed – Rural CNS (Invercargil) 9th Nov</p> <p>Morgan Spittal – Confirmed – Self Care and Wellbeing (Nelson)</p> <p>Myra Patu (GP) – Confirmed – Maori Health (ChCh)</p> <p>Zoe Anderson – Supervision (Hamilton)</p>	
<p>f.</p>	<p>Conference Planning</p> <p>Kaumatua to open: Elly. Backup Tracey to liaise with hotel – Elly to advice.</p> <p>Programme Scheduling: Sam</p> <p>Advertising: Sam / Tracey</p> <p>Registration: WIX – Sam (name tags – printed through WICKS)/ Tracey to discuss with Sam. Lara email to Sam.</p>	<p>Tracey / Lara</p>

	Sponsorship: BEV will follow up with Baxter. Amanda – discussing with drug company.	
g.	<p>Committee Members</p> <p>Check society rules re costs covered for committee members.</p> <p>Individually book into the hotel (Cophthorne) (Arrive Wed night)</p> <p>Book own flights</p>	Bev
h.	<p>College of Nurses NZ (Professional College) – providing “back office” assistance. Getting our name and society moving forward. Our members would have membership with the college.</p> <p>Bev will discuss with Liz and postpone for later (after conference)</p>	Bev
i.	Aim for next two week to get all into to Tracey / Sam for website / registration process.	
	Next meeting to be scheduled for Wed 28 th June @ 7.15pm	
Agenda	<ul style="list-style-type: none"> • Finalising early prep for Conference. • All speakers topic confirmed and time slots. • Confirm re committee members costs covered. 	