



## Committee Meeting - Conference Planning 2023

<b>Date:</b>	18 October 2023
<b>Time:</b>	19.30 – 20.00
<b>Place:</b>	Zoom
<b>Attendees:</b>	Bev, Lara, Michelle, Amanda, Tracey
<b>Apologies:</b>	Elly Nora

Item No.		Raised by / Presenting:
a.	<p><b>NB minutes typed 22/10/23 so these include updates since meeting (in italics)</b></p> <p><b>Conference Planning for CNSSNZ Conference November 9 &amp; 10<sup>th</sup> 2023</b></p> <ul style="list-style-type: none"> <li>Opening with Kaumatua: Peter Jackson recommend to Bev. <i>This has been booked Koha \$200 + GST</i></li> <li>Registrations: 50 today. Newsletter went out last week with reminder. NZNO.</li> <li>WIX Registration. Tracey to email Sam re formatting name badges, Tracey will get lanyards from sepsis colleague, Michelle to look at laminating or plastic sleeves. <i>Await reply from Sam</i></li> </ul>	<p>Bev</p> <p>Tracey</p>

	<ul style="list-style-type: none"> <li>• College of Nurses Aotearoa - have brochures on the day and be present for chat. Confirming \$250 in prezzy cards as sponsorship</li> <li>• Gifts for Speakers: Bev getting from Silverdale shop</li> <li>• Abstract speakers – free membership for next year plus \$100 prize for best paper</li> <li>• Barista Coffee: Pay as you Go. ( CNSSNZ will not fund )</li> <li>• Menus received. Tracey to get dietary requirements of delegates from Sam, menus attached to minutes for committee to review and feedback preference to Tracey</li> <li>• Checking with all speakers that flights have been charged – Lara to send an email to Tracey. (Anne Daniels <i>confirmed but not requiring any payment thanks NZNO</i>, Liz Manning <i>already has been reimbursed</i>, Maira Patu <i>details received and treasurer will reimburse</i> )</li> </ul>	Bev  Bev
<p><b>b.</b></p>	<p><b>Committee Members:</b></p> <ol style="list-style-type: none"> <li>1. Register for conference (own cost). <i>All registered</i></li> <li>2. Book accommodation at Copthorne @ \$249. (own cost) ( Lana @ Copthorne - contact on conference website – under Conference Accommodation to book room and make payment after conference)</li> </ol>	
<p><b>c.</b></p>	<p><b>Conference Structure</b></p> <p>Refer website programme for full details</p>	
<p><b>d.</b></p>	<p><b>Audio Visual:</b></p> <p>AV requirements provided by hotel.</p> <p>Slides to introduce each person. <i>Tracey will send to all for comment</i></p>	Tracey working with AV company

<p><b>e.</b></p>	<p><b>Costing</b></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>Aim to break even</p> <p>Tracey to confirm with hotel what minimum numbers are we have to pay for are as contract was for 90 with 20% leeway</p>	<p>In progress</p>
<p><b>f.</b></p>	<p><b>Advertising</b></p> <p>All committee members to raise the profile of the conference and encourage attendance with CNS colleagues.</p>	<p>ALL</p>
<p><b>g.</b></p>	<p>College of Nurses NZ (Professional College) – Meet at conference.</p>	<p><b>All</b></p>
<p><b>h.</b></p>	<p>AGM Preparation</p> <ul style="list-style-type: none"> <li>- Reports from President and Treasurer</li> <li>- Notification for AGM – <i>Tracey had already put on website , plus emailed to each member 22/10</i></li> <li>- Current members to advise if remaining on committee.</li> <li>- Notifications of AGM – On website since 18/10, personal email to members 22/10</li> <li>- Nominations for members</li> </ul>	

	Education grant application received from member for \$2000 towards their 5 <sup>th</sup> paper for MN. Committee unanimously voted to approve \$1000. Treasurer to contact applicant re successful application and to make arrangements re payment once tertiary enrolment confirmed	
	Next meeting to be scheduled for Wednesday 1 Nov @7.30pm – Zoom.	
Agenda	<ul style="list-style-type: none"><li>• AGM Preparation</li><li>• Conference numbers and food.</li><li>• Final prep for conference. Prizes / Name Tags/ Speakers/ Judge for abstract speakers</li></ul>	