




Meeting name:	Clinical Nurse Specialist Society New Zealand – Committee meeting		
Location:	Zoom video Link		
Date:	10.11.20	Time	12.00
Chaired by:	Lara Gleeson	Minutes by:	Sarah-Jane Reweti

Attendees:	Sarah-Jane Reweti, Lara Gleeson, Jan Ipenburg, Tracey Kunac, Madeline Fiddes, Bev Hopper
Apologies :	Jacqui Finnigan
Invited guests:	

Item No.	Details	Raised by / Presenting:
A.	<p><b>Minutes from last meeting</b></p>  <p>CNSSNZ Committee meeting October 20</p> <p><i>Approved by Sarah-jane &amp; Lara</i></p>	All
B.	<p><b>AGM Minutes (final)</b></p>  <p>2020 AGM Minutes with JF edits.docx</p> <p><i>Approved by Jan &amp; Lara</i></p>	All
C.	<p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• <i>Current Membership = 198, 10 new membership applications over the last week. Michelle Flaws – asking if NPs can join –NPs invited to become Associate Members.</i></li> <li>• <i>Julie Williams – Registered Nurse Prescriber &amp; part of Otago Uni– I have emailed asking Julie to rejoin as Associate rather than Full Member.</i></li> </ul> <p><i>Ashley Smith – Never replied to email re Associate Membership as Specialty Nurse not CNS - Further email sent.</i></p>	Jacqui/Jan
D.	<p><b>Treasury</b></p>  <p>Treasurer report for 10 Nov Zoom meetir</p>	Tracey

	<i>Authorisations from Maddie and SJ for bank, Tracey will meet with bank next week.</i>	
E.	<p><b>Website</b></p> <p><i>Send through any ideas to Tracey.</i></p> <p><i>Some challenges accessing CNSSNZ via internet explorer.</i></p> <p><i>Pages locking.</i></p>	Tracey
F.	<p><b>Facebook/social media</b></p> <p><i>Bev ha the opportunity to put something on “hear our voice page” - few people applied to join the Facebook page and may have led to increase in CNSSNZ membership.</i></p> <p><i>80 members on FB page, if anyone has any idea re: webinars etc send to Bev.</i></p>	Bev
G.	<p><b>Newsletter</b></p> <p><i>Jan will take over from Lara</i></p>	Lara
H.	<p><b>Face-Face meeting for committee</b> set date &amp; discuss facilities.</p> <p><i>Likely March or April next year.</i></p> <p><i>Thursday 8<sup>th</sup> April a possibility</i></p> <p><i>Venue may be an issue – COVID.</i></p> <p><i>Potential for it to be hosted locally, with one of our homes or if in Auckland WDHB/another DHB i.e in Christchurch etc. Committee leaning towards Christchurch.</i></p> <p><i>Lara will send some dates out &amp; we will confirm by end of year.</i></p>	Jan
I.	<p><b>NZNO – Wendy Blair</b> contacted re: CNS definition</p> <p><i>Lara replied, gave her copy of definition and guided her to website.</i></p>	Jan
J.	<p><b>One-year strategic plan – what do we want to achieve</b></p> <p><i>From last month “all to review 5 year plan and jot down plans”</i></p> <p><i>Committee day will be the time to discuss/review this.</i></p> <p><i>Table this for next years meet up. Objectives on 5 year plan can form part of agenda for committee meeting.</i></p>	lara
K.	<p><b>Strategic plan from Glynis</b></p> <p><i>Sarah-Jane emailed Glynis who has allowed herself 6/12 to work on the document. Question asked if the committee would like this to be a collaborate approach or independent.</i></p> <p><i>Committee would like to invite her to our Committee day next year meeting – which is 5 months away</i></p>	SJ

	<i>anyway and she would potentially have a draft for that meeting. We would also like her input into the 5 year plan.</i>	
L.	<p><b>Conference</b> -? virtual online conference</p> <p><i>13 (WDHB) could assist with this – educating/planning etc.</i></p> <p><i>Discuss further face-face meeting in April.</i></p>	<b>All</b>
M.	<p><b>Committee members</b></p> <p><i>We are short a few members, how do we increase committee numbers? Elect positions need filled whilst people are still in post to guide/train/share their knowledge.</i></p> <p><i>Jan put something in news letter</i></p> <p><i>Committee members will all canvas possibilities and invite.</i></p>	<b>Lara</b>
N.	<p><b>CNS profiles</b></p> <p><i>Tracey has one in the background but if anyone has anyone else they can think of and ask.</i></p> <p><i>Tracey will send out the agreed template</i></p> <p><i>Increase Maori profiles – Stella Williams (WDHB) SJ will approach.</i></p>	<b>Tracey/Lara</b>

Next meeting: 8.12.20 12.00