

<b>Meeting name:</b>	<b>Clinical Nurse Specialist Society New Zealand – Committee meeting</b>		
<b>Location:</b>	<b>Zoom video link</b>		
<b>Date:</b>	<b>14/08/2018</b>	<b>Time</b>	<b>1200hrs – 1300hrs</b>
<b>Chaired by:</b>	Rachael Haldane	<b>Minutes by:</b>	Maureen Hayes

<b>Attendees:</b>	Maureen Hayes, Tracey Kunac, Jan ipenburg, Rachael Haldane, Beverly hopper, Erica Gleeson, Jacqui Finnigan, Lara Gleeson
<b>Apologies :</b>	Glynis Cumming
<b>Invited guests:</b>	

<b>Item No.</b>	<b>Details</b>	<b>To Follow Item Up</b>
1. minutes	Minutes from the last meeting accepted	
2. Treasure report	<p>Well done Invercargill conference committee</p> <p>Transferred \$20,000 to term deposit account for 12 months getting us to after the conference..</p> <p>Paid for website domain, paid for set up of website for conference.</p> <p>Tracey asked how much so we pay Sam.</p> <p>Rachael replied:”hourly rate at \$50 an hour.</p> <p>Tracey states it makes sense to keep her service if viable, as she gives an excellent service.</p> <p>Tracey and Sam have put together a link from the CNSSNZ website for members to join in the AGM via website. This will be under contact page. This information and link will go out to members as soon as it is finalised. Rachael to</p>	

	<p>check numbers and cost of upgrading to Zoom Package.</p> <p>Website now comes up top of google.</p> <p>Rachael asked Tracey if we could recommend Sam to IVNZ.</p> <p>Lara to give Sam space for advertisement at conference gratis. With an invite to Sam as a supporter of the society</p> <p>Rachael proposed Jan seconded carried by all.</p> <p>Queries around strip payments. Decision made that if people are having difficulty paying it was agreed that they can pay on the day</p> <p>Tracey will follow this up by looking at website for possible difficulties</p>	<p><b>Rachael</b></p>
<p>3. forum</p>	<p>We have 30 registrations all bar three are members.</p> <p>We have the Draft programme out but need to clarify speakers. Pre reading has been sent out</p> <p>NZNO Wendy Blair is attending, it is not yet confirmed whether she will be speaking. Jan will follow this up.</p> <p>Rachael to confirm with Jan about the workshop. Maureen to send Rachael minutes from our meeting</p> <p>There is Wi-Fi at Miramar golf course.</p> <p>Maureen Jan and Rachael staying in wellington the night before.</p> <p>Anyone who gets there early in the morning to contact us and possibly meet before forum starts</p>	<p>JAN</p>

<p>4. membership</p>	<p>There have been a few new members lately. A new folder has been created for old lists as 'Jacqui updates lists she changes the name Hoping to have one list of current members by September.</p> <p>Members need to clearly state their job description and place of work</p> <p>Jacqui says the new and renewal registrations are coming in now with full information details. Jacqui to follow up on filling in details of members that have work details missing</p> <p>Discuss in September</p> <p>No firm decision made on the use of stripe because of registration details not being clear. Tracey to talk to Sam about getting a system up and running.</p> <p>Event Brite is set up until December whilst looking at stripe.</p> <p>Jan - we do have Nikki who is doing her research for her masters and is keen to look at the CNS role, she may be interested in using this Forum to move forward with this.</p> <p>Rachael/Jan have made her aware of the funding that we have available through the society. If applicable we may give her some funding following discussion with the committee</p>	
<p>Facebook</p>	<p>Bev. Has been updating Facebook with what is happening around the Forum and there is a link to the survey.</p> <p>There are about 35 members on Facebook</p>	

<p>Survey</p>	<p>Jan – there have been 63 surveys completed this is excellent</p> <p>Jan we do have Nikki who is doing her research for her masters and is keen to look at the CNS role, she may be interested in using this Forum to move forward with this.</p> <p>Rachael/Jan have made Nikki aware of the funding that we have available through the society. If applicable we may be able to give her some funding for this research following discussion with the committee</p> <p>Rachael waiting to hear from editor of the book</p>	
<p>Conference Lara</p>	<p>Lara has confirmed 5 speakers</p> <ul style="list-style-type: none"> <li>• Dr from Hospice – Pain</li> <li>• NP Helen Snell, Mid Central - Diabetes</li> <li>• Psychologist (unknown name) - Resilience</li> <li>• Physiotherapist – shift work and its effects</li> <li>• Jennifer Roberts – research – CNS related and NCNZ</li> </ul> <p>\$6000 funding received from ILT incentive fund</p> <p>The website is up and running – linked through CNSSNZ website</p> <p>The prospectus is out and the committee are happy with their progress.</p> <p>Please email Lara with any suggestions for possible sponsors</p>	
<p>Other business</p>	<p>Jan. Do we have any jobs vacant on the committee, is Tracey looking at treasurer elect. We will look at the constitution and see what we need and what we have.</p> <p>The five year plan is still to be worked on. Erica</p>	

	<p>and Bev maybe looking at this they will get together and discuss this.</p> <p>One year plan to go out to Rachael</p>	Maureen
	<p>Jacqui email addresses need to be clarified. Maureen will send out an email to committee asking them to clarify that we are using the correct email</p>	

**Meeting ended 1300hrs Next meeting AGM**