



Committee Meeting - Conference Planning 2023

Date:	1 November 2023
Time:	19.00 – 20.00
Place:	Zoom
Attendees:	Bev, Lara, Michelle, Tracey, Elly, Nora
Apologies:	Amanda

Item No.		Raised by / Presenting:
a.	<p>Conference Planning for CNSSNZ Conference November 9 & 10th 2023</p> <ul style="list-style-type: none"> • Opening with Kaumatua: Confirmed Peter Jackson. Koha - \$250 (Tracey) • Registrations: 63 today. (50 paid – 9 pending). Email to those yet to pay – please attend and payment addressed later. • WIX Registration. Sam has drafted name badges. QR code on back for programme. – add in locality. Will be auto printed. Tracey has lanyards. • College of Nurses Aotearoa - have brochures on the day and be present for chat. Advert in the handbook. 	Tracey / Sam

	<ul style="list-style-type: none"> • Gifts for Speakers: Bev has gifts and wrapped. • Barista Coffee: Pay as you Go. • Menus: Feedback sought from attendees re preferences. Menu options to be sent to hotel on 2/11/23. Drinks: Non-alcoholic, beers. Finalised on Wednesday. • Checking with all speakers that flights have been charged – Lara to confirm tomorrow (Maira Patu) • Invited speaker provided accommodation. • AV at hotel (Lyll) to be sent abstracts / power points. 	<p>Tracey Lara Wednesday Night</p>
<p>b.</p>	<p>Committee Members:</p> <ol style="list-style-type: none"> 1. Register for conference (own cost) 2. Book accommodation at Copthorne @ \$249. (own cost) 3. Flights provided 	
<p>c.</p>	<p>Conference Structure</p> <p>9:00 Registration 10.15: Welcome 10.30: President Welcome (Bev) 10.45: First speaker. (Committee members to introduce speakers)</p> <p>Times for Speakers / Abstracts to be allocated.</p> <p>Abstracts: 20min slots -15mins and 5 mins for Q&A.</p> <p>6 confirmed Day 1: 1. Lisa Cline – Fascia Iliaca Block 2. Sarah Fostekew – Addison’s and Adrenal Crisis – A Phenomenological study of the patient experience. 3. Jenny Singh – A Brief History of Infectious Disease. From prehistory to forensic mental health. 4. Elly Weber – The essentials of culturally safe de-escalation in acute adult mental health</p>	<p>Abstracts to Lara / Tracey work email</p>

	<p>Day 2:</p> <ol style="list-style-type: none"> 1. Wendy Girling – Pilot project for provision of long acting contraceptive for inpatient of mental health services. 2. Bev Hopper – Case Study Presentation. Bev to email Sam re changing on programme. <p>Speakers:</p> <p>Thursday 9th</p> <p>Kathy Holloway – Confirmed (Wellington) – Opening Speaker. To check what her topic is Liz Manning – Confirmed – Disruption and change using a feminist lens. (Auckland) Shauna Stevens – Confirmed – Rural CNS (Invercargill) 9th Nov Morgan Spittal – Confirmed – Self Care and Wellbeing (Nelson)</p> <p>Friday 10th</p> <p>NP from Lower Hutt (Wellington) (Topic to be confirmed) Anne Daniels – Confirmed (Dunedin) (Topic to be confirmed) Dr Maira Patu (GP) – Confirmed – Maori Health (ChCh) Jane Hinds – Confirmed – Uncovering Disfranchise Grief (Auck) Zoe Anderson – Confirmed - Supervision (Hamilton)</p> <p>Bio’s requested from Abstracts speakers</p> <p>Tracey will contact an NP in lower Hutt re filling</p>	Lara
d.	<p>Audio Visual:</p> <p>AV completed - invoiced \$3,749.</p> <p>Slides to introduce each person. – Create a PP closer the time – Give to Sam/ Tracey</p>	Tracey Finalise Wednesday Night
e.	<p>Costing</p> <p>Reimbursement for gifts, lanyards</p>	In progress

	<p>To finalise costing at next meeting</p> <p>Confirming numbers buy Nov 2. Tracey to finalise with hotel – currently 70.</p>	
f.	<p>Advertising</p> <p>No further advertisement required.</p>	
g.	<p>College of Nurses NZ (Professional College) – Meet at conference.</p>	All
h.	<ul style="list-style-type: none"> • AGM Preparation <ul style="list-style-type: none"> - Reports from President (done) and Treasure - Notification for AGM – sent. - Current members to advise if remaining on committee. Two nominations put forward. Bev and Amanda to send Nora nominations. - Nominations for members – done - On Wednesday finalise all aspects - Banner for CNS Conference - Certificates of attendance - Set up Zoom and send to Tracey 	<p>Tracey</p> <p>Nora / Tracey</p>
i.	<ul style="list-style-type: none"> • Education Grant: Application received from member for \$2000 towards their 5th paper for Masters of Nursing. Committee unanimously voted to approve \$1000. Treasurer to contact applicant re successful application and to make arrangements re payment once tertiary enrolment confirmed. 	
j.	<ul style="list-style-type: none"> • AGM Zoom <p>Set up zoom meeting for AGM – 8.15am Friday 10th November. Nora set up and sent to treasure</p>	

	email. Quorum for AGM – 10%	
	Next meeting Wednesday 8 th November at Copthorne – Wellington.	
Agenda	<ul style="list-style-type: none">• Final preparations for Conference <p>Phone Numbers and will remove these next week before gets posted onto website.</p> <p>Nora: 0212140482 Bev: 0272714221 Tracey: 0220586979 Lara: 021 0647766 Elly: 021 2631696 Michelle: 021 443337</p>	