


Meeting name:	Clinical Nurse Specialist Society New Zealand – Committee meeting		
Location:	Zoom video Link		
Date:	12/11/2019	Time	1230hours
Chaired by:	Glynis Cumming	Minutes by:	Jan Ipenburg

Attendees:	Jan Ipenburg, Beverly Hopper, Glynis Cumming, Maureen Campbell, Tracey Kunac, Sarah-Jane Reweti, Madeleine Fiddes
Apologies :	Lara Gleeson, Jacqui Finnigan
Invited guests:	

Item No.	Details	Raised by / Presenting:
	<p>Minutes from last meeting Oct 2019</p>  <p>CNSSNZ committee meeting minutes Oc</p>	
1.	<p>Last minutes (?AGM minutes)</p> <p>Barry stepping down</p> <ul style="list-style-type: none"> - decision made not to replace as have enough committee members 	Maureen
2.	<p>Education /grant form, definitions, NZNO advanced nursing practice document</p> <ul style="list-style-type: none"> - discussion regarding moving forward with these documents 	Glynis
3.	<p>Forum 2020 venue, date, speakers, flights, AGM</p> <ul style="list-style-type: none"> - Miramar Gold Club was good venue last time as close to airport and reasonable cost - Tracey to look into other options <p>Website update – committee section, toolkit/resource section</p>	Tracey
4.	<p>Conference 2021 – beginning stages</p> <ul style="list-style-type: none"> - Venue being sorted and topic for conference discussed <p>Facebook</p>	Beverley
5.	Conference 2019 update and newsletter	Lara - apologies
6.	Membership update	Jacqui - apologies
7.	<p>Financials – Charities report</p> <ul style="list-style-type: none"> - Charities report completed - Need to hand over banking to Tracey as new Treasurer and give access to bank accounts. 	Jan – to liaise with bank

	Tracey, Jan and Maureen to have access and remove Glynis from banking. Need to ensure Rachael is also taken off banking.	
8.		
9.		