

**Committee Meeting - Conference Planning 2023**

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| **Date:** | 4 October 2023 |
| **Time:** | 19.00 – 20.00 |
| **Place:** | Zoom |
| **Attendees:** | Bev, Lara, Michelle, Amanda, Tracey |
| **Apologies:** | Elly |

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|  **Item No.** |  | **Raised by / Presenting:** |
|  | **Conference Planning for CNSSNZ Conference November 9 & 10th 2023** * Opening with Kaumatua: Liaise with Lana at hotel or Debbie PA at Ministry re a Kaumatua
* Registrations: 42 today. Newsletter went out last week with reminder. NZNO.
* WIX Registration. Sam will print off attendees and Michelle will arrange for name tags. To sort out between Lara/ Sam and Michelle nearer the time.
* College of Nurses Aotearoa - have brochures on the day and be present for chat.
* Gifts for Speakers: Amanda proposed Splashy coffee mugs. ($50) ( Total $450 x 9 speakers). / Michelle: note book and pens - under $20. Bev to look at other options.
* Barista Coffee: Pay as you Go. ( CNSSNZ will not fund )
* Menus have been requested – Tracey will forward to all members once received.
* Checking with all speakers that flights have been charged – Lara to send an email to Tracey. (Anne Daniels, Liz Manning, Maira Patu)
 | Tracey/BevAmandaMichelle/LaraBevBevLara |
|  | **Committee Members**:1. Register for conference (own cost)
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)
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|  | **Conference Structure**9:00 Registration10.15: Welcome10.30: President Welcome (Bev)10.45: First speaker. (Committee members to introduce speakers)Times for Speakers / Abstracts to be allocated.**Abstracts: 20min slots -15mis and 5 mins for Q&A.** 6 confirmedDay 1: 1. Lisa Clince – Fascia Iliaca Block2. 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 healthDay 2: 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.**Speakers:** **Thursday 9th**Kathy Holloway – Confirmed (Wellington) – Opening Speaker. To check what her topic isLiz Manning – Confirmed – Disruption and change using a feminist lens. (Auckland)Shauna Stevens – Confirmed – Rural CNS (Invercargill) 9th NovMorgan Spittal – Confirmed – Self Care and Wellbeing (Nelson)**Friday 10th**Name to be confirmed (Lorraine Hetaraka- Unavailable) ( 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 )Bio’s requested from Abstracts speakersTracey will contact an NP in lower Hutt re filling  | Abstracts to Lara / Tracey work emailLara |
|  | **Audio Visual**:AV requirements provided by hotel. Cost of recording likely cost prohibited. Discuss with AV team nearer the time. This would include recording for later access Slides to introduce each person. – Create a PP closer the time – Give to Sam/ Tracey | Tracey – In progress |
|  | **Costing**Copthorne $59pp ( held reduced price for our group)$14.5K excl cocktail drinks ( Room / food basic AV) for 100$4K – AV and printing ( Discuss printing to Sam first)$ 6-8 K for invited speakers and expenses.Programme to be emailed out for access on devise / PhoneAim to break evenChallenges with numbers – Tracey will contact the hotel regarding this.  | In progress |
|  | **Advertising**All committee members to raise the profile of the conference and encourage attendance with CNS colleagues.Bev to continue with social media & NZNO | ALL |
|  | College of Nurses NZ (Professional College) – Meet at conference. | **All** |
|  | AGM Preparation* + - * Reports from President and Treasure
			* Notification for AGM – Tracey to look into.
			* Current members to advise if remaining on committee.
			* Notifications of AGM – required before AGM
			* Nominations for members
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|  | Next meeting to be scheduled for Wednesday 18th October @7.30pm – Zoom. Tracey will do minutes and Amanda will do zoom. |  |
| Agenda | * AGM Preparation
* Conference numbers and food.
* Final prep for conference. Prizes / Name Tags/ Speakers
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