

**Committee Meeting - Conference Planning 2023**

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

|  |  |  |
| --- | --- | --- |
| **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/Bev  Amanda  Michelle/Lara  Bev  Bev  Lara |
|  | **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) |  |
|  | **Conference Structure**  9:00 Registration  10.15: Welcome  10.30: 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 confirmed  Day 1:  1. Lisa Clince – 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  Day 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 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)  **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 speakers  Tracey will contact an NP in lower Hutt re filling | Abstracts to Lara / Tracey work email  Lara |
|  | **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 / Phone  Aim to break even  Challenges 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 |  |
|  | 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 |  |