






AGENDA CNSSNZ COMMITTEE MEETING DATED 1<sup>st</sup> May 2018

Attendees: Glynis Cuming, Jan Ipenburg, Rachael Haldane, Jaqui Finnigan, Bev Hopping

Apologies: Maureen Hayes, Pippa Harpur, Lara Gleeson

Item No.	Details	Raised by / Presenting:
1.	 <p>cnsnz committee meeting minutes 28 f</p> <p><b>Minutes from the last meeting.</b></p>	All
2.	<p><b>Forum in Wellington Update.</b>  Monday 3<sup>rd</sup> September – Book Mirama Hotel  Flyer – ‘the next step’  Cost \$30 fee (members) to cover food costs / \$100 non members  CNS staff only  Workshop – pre reading  Glynis to cover history, Jan – NACNS, Workshop, Role Development, schematic model, breakout groups  <b>Jaqui to set up Eventbrite. Limited numbers 40pp</b>  <b>Rachael to discuss workshop with Jan</b>  <b>Jan/Maureen – to arrange forum details</b></p>	Jan/Maureen/Rachael

<p>3.</p>	<p><b>CNS Committee</b></p> <p><b>Rachael has been seconded</b> into a Nurse Co-ordinator Role for 6months. Due to the role being a secondment Rachael remains employed by Nurse Maude as a CNS with her job being held open for her. Therefore, it is felt that Rachael meets the requirements according to the constitution for remaining president of the society. This needs to be reviewed if the situation changes.</p> <p><i>Proposed that the above is carried – Jan Ipenburg. Seconded by Glynis C. All in Favour.</i></p> <p><b>Resignation from Pippa Harpur – Accepted</b></p> <p><b>Membership –</b> Frances has not responded to position on committee. <b>Rachael to write to Frances to relieve her of her position on committee.</b></p> <p>Request to go out to all members with <b>two committee vacancies.</b> <b>Lara</b></p> <ol style="list-style-type: none"> <li>1. Committee Member</li> <li>2. Treasurer Elect</li> </ol>	
<p>3.</p>	<p><b>Membership Update Eventbrite</b></p> <p>Query change to annual renewal at one stage of the year rather than quarterly. Jaqui finding current process increasingly time constraining.</p> <p>Proposed that we change the current annual membership to August-August. Plan to not chase membership until AGM where we will bring the membership to discussion at this forum <i>Proposed – Jan Ipenburg, Seconded Jacqui Finnigan. All if favour.</i></p>	<p><b>Jacqui/Rachael/Jan</b></p>
<p>4.</p>	<p><b>Jollyelephant – Samantha Williams. Follow up</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">         Google Drive.pdf     </div> <div style="text-align: center;">         FW Email system - cnssnz.msg     </div> </div> <p><b>Website/Membership/Eventbrite</b></p> <p>Continued difficulties around website and membership. Rachael discussed with Samantha. Due to the complexities around website development we need to discuss with Sam.</p> <p>Documents still need to be accessible by all – not straight forward through the website</p>	<p><b>Rachael</b></p>

5.	<b>CNS Conference 2019 update – tabled. Lara away</b>	<b>Lara</b>
6.	<p><b>Other Business</b></p> <p><b>Treasurers</b></p> <p><b>Current accounts</b> Chq \$25000 Conference \$15000</p> <p><b>Plan to Transfer Money</b> Term Deposit \$20k Conference \$5k Savings \$10k Cheque \$5k <i>Proposed by Jan Ipenburg, Seconded by Rachael Haldane. All in favour</i></p>	
	<p><b>Facebook/Media</b> Bev continuing to manage face book Update International Nurses day 12<sup>th</sup> May 2018</p>	
	<p><b>MCDHB</b> Letter written by Rachael regarding CNS roles/position descriptions. This has been checked by Erica. Feedback received 1/7 ago. Rachael to send in the next couple of days.</p>	
	<p><b>CNS Book – “CNS Role in NZ”</b> Rachael/Jan/Glynis – to work together on Friday 4<sup>th</sup> May to get the chapter started. Needs to be in by 15<sup>th</sup> May. Bev – Steering group to collate role of CNS’s in Waitamata DHB. To feed to the forum.</p>	

	<b>Future Meetings</b> Maureen unable to make this meeting time Return to 12-1330 Meetings. Tuesdays (First week of the month). <b>Jacqui to send out meeting time.</b>	
	<b>Meeting Closed 0950, 01/5/2018</b>	