



CENNZ AGM SCRIPT/MINUTES 2016

Welcome and Introductions:

1. I would like to call the meeting to order and declare the CENNZ 2016 AGM open.
2. I would like to welcome all CENNZ members and life members to the AGM.
3. We have the required quorum to proceed. (5% of 540 is 27, well over).
4. Introduce national committee members and acknowledge other members who are on CENNZ committees that are present.
 - Jo King - Top of the South
 - Amanda Biggs- Hume - Central Region
 - New - Ben Storey - Wellington Region
 - Christine Thomas - Tai Tokerau / Northland
 - Matthew Comeskey - Auckland
 - New - Michelle Peppercorn - Auckland
 - Rick Forster – Midlands
 - New - Paula Draper - Tairāwhiti / Hawke's Bay
 - New - Sandra Richardson– Canterbury / West Coast
 - Erica Mowat – Southern Region
5. All AGM Papers are available to members. These were circulated via email and on the website
6. Apologies and roll call – do we have any apologies? Please ensure your name is on the sign in sheet – especially those who are founded by CENNZ. None.
7. The agenda is approved, and ask if members wish to raise other matters or change the order of business. None.

Minutes of the previous AGM

8. Read out and approve minutes of previous AGM
Are there any additions, deletions or other correction to the minutes? None

CALL FOR A VOTE

That the minutes of the CENNZ 2015 AGM are accepted as the official record of the meeting.

Mover: Nikki Fair. Seconder: Michael Geraghty

NB: Reports are read and the chair moves it for either receipt or adoption.
This is seconded and following discussion put to the vote.
Any recommendations from the reports are discussed fully before voting.

Reports can be either “received” or “adopted”. If “received”, the meeting is not committed to its recommendations. The report need not be acted upon, and can be further considered. If —adopted’, the meeting is committed to the report’s recommendations, and action will follow.

Reports

Chairperson’s Report (Libby Haskell)

Read out report – discussion regarding report

Following the chair puts a motion

That the chairpersons report is adopted

Mover: Jan Boyd. Seconder: Mary McManaway

No items for discussion

Call for Vote:

All those abstaining? Nil

All those for? Unanimous

All those against? Nil

Carried

Financial Report (Christine Thomas)

Audited accounts

Read report

Discussion given

Financial Report (Christine Thomas)

Audited accounts presented

That the annual accounts be adopted

Mover: Mary Cunningham. Seconder: Michael Geraghty

Open for discussion:

Mary McManaway – CENNZ has large funds in accounts, how do we plan to use this?

Christine Thomas – Can look at additional funding of grants

Mary McManaway - How was conference funded,? able to support moving forward

Christine Thomas – Seeding money given to conference, may or may not get back

Call for Vote:

All those abstaining? None

All those for? Unanimous

All those against? None

Carried

NZNO Professional Nurse Adviser Report (Suzanne Rolls)

Suzanne Rolls – personally apologies for recent NZNO email data breach

End of life debate, NZNO members have different views, taken middle ground, emergency nurses need to keep up to date with topic.

Read report

That the PNA report is received

Mover: Sharon Scott. Seconder: Michelle Peppercorn

Open for discussion: No questions

Call for Vote:

All those abstaining? Nil

All those for? Unanimous

All those against? Nil

Carried

Membership Report (Amanda Biggs-Hume)

Read report

Mover: Jay Fuller. Seconder: Nicky Anderson

Open for Discussion;

Floor -Automatic reminder? Automatic roll over of membership

Amanda Biggs-Hume - Unable to roll over as have to pay money for membership, reminder emails are already sent out

Mary McManaway – Can Enrolled Nurses join CENNZ?

Suzanne Rolls - yes they can

Call for Vote:

All those abstaining? None
All those for? Unanimous
All those against? None

Carried

National Triage Course Report (Sharon Payne)

Read report

That the triage report is received

Mover: Sue Revell. Seconder: Anna Marie Grace

Open for Discussion; no questions

Call for Vote:

All those abstaining? None
All those for? Unanimous
All those against? None

Carried

Journal Report (Matt Comeskey /Michael Geraghty)

Read out report

Michael Geraghty – Happy to continue as editor, thank you for peer reviewers, keen for articles and will support new authors.

That the Journal report is received

Mover: Daniel Naylor. Seconder: Kathryn Johnson

Open for discussion

Conference team - Base 2 Journal publisher sponsored conference pamphlet, good support

Floor – is online version possible, are people able to opt out of print?

Matt Comeskey - Haven't seen great push from membership, survey monkey to be arranged of membership. Magazine development still has some costs. Old magazines available on website.

Call for Vote:

All those abstaining? None
All those for? Unanimous
All those against? None

Carried

Website Report (Erica Mowat)

Read out report

That the website report is received

Mover: Sandy Hollis. Second: Floor

Open for discussion: No questions

Call for Vote:

All those abstaining? None

All those for? Unanimous

All those against? None

Carried

Repository Report Erica Mowat

Read out report

That the repository report is received

Mover: Sharon Scott. Second: Jo King

Open for discussion

Floor - Who gets the requests?

Erica Mowat - CNM with emails and phone calls, Added nurse educators to repository this year

Michael Geraghty - ? MOH able to give data

Erica Mowat - Repository gives very focussed information

Mary McManaway – Finding it hard to use template – Is to send an email with thoughts

Call for Vote:

All those abstaining? None

All those for? Unanimous

All those against? None

Carried

Knowledge and Skills Framework Report (Anne Esson)

Read out report

That the Knowledge and Skills Framework Report is received

Mover: Julie Scott. Second: Mary McManaway

Open for discussion:

Michael Geraghty – Thank you to team for good work and effort.

Call for Vote:

All those abstaining? None

All those for? Unanimous

All those against? None

Carried

Advanced Emergency Nurses Network Report (Matt Comeskey)

Thank you, Kathryn Johnson for work with AENN

Challenge to get more engagement with the regions/ South Island

Read out report

That the Advanced Emergency Nurses Network report is received

Mover: Michelle Peperkoorn. Seconder: Nikki Fair

Open for discussion:

Mary McManaway – Is there an additional cost for membership

Matt Comeskey – No just member of CENNZ

Call for Vote:

All those abstaining? None

All those for? Unanimous

All those against? None

Carried

Awards Report (Amanda Biggs - Hume)

Read out report

That the Awards Report is received

Mover: Kristen Sloan. Seconder: Michael Geraghty

Open for discussion: None

Call for Vote:

All those abstaining? None

All those for? Unanimous

All those against? None

Carried

Policy remit 1

College of Emergency Nurses Knowledge and Skills Framework 2016 (Anne Esson)

Mover: Michael Geraghty. Second: Robyn Price

All those abstaining? None

All those for? Unanimous

All those against? None

Carried

The National Committee of the College of Emergency Nurses New Zealand (CENNZ) wish to present the following CENNZ Policy Remit for voting at CENNZ AGM 3rd November 2015.

Recommendation: The National Committee of the College of Emergency Nurses New Zealand recommends that the College of Emergency Nurses New Zealand membership endorse the College of Emergency Nurses Knowledge and Skills Framework 2016).

Background: The College of Emergency Nurses' (CENNZ) aims to promote excellence in emergency nursing within New Zealand/Aotearoa through the development of frameworks for clinical practice, education and research. The intention of the Knowledge and Skills Framework (KSF) is to support this aim by providing guidance to all nurses who work in the specialty of emergency nursing, across the broad range of emergency nursing contexts, from community based acute healthcare centres to hospital emergency departments. Improving patient outcomes and in particular the patient experience of care is one of the goals of emergency nursing. The development of a knowledge and skills framework is a tool to help achieve this, through strengthening nurses' capacity and understanding as well as heightening awareness of areas for further improvement. The framework is necessarily generic to accommodate the breadth and diversity of emergency nursing and represents a scaffold on which to individualise the needs of the profession. It is not designed to be a highly prescriptive document but one which will guide individual nurses and service leaders to formulate professional development and service requirements. The framework may also be used in conjunction with sub-specialty best practice guidelines.

Development Following endorsement from the CENNZ national committee and an announcement at the 2014 CENNZ conference, emergency nurses representing various roles and communities across New Zealand joined to form a working group to develop the framework. Over the past 2 years the working group have identified, discussed and debated the essence of emergency nursing and the knowledge and skills that emergency nurses possess across all levels. The framework is a living document which will keep evolving and developing as the needs of the patients and the workforce change over time.

Consultation: During the development of the framework the working group have consulted widely with its membership and key stakeholders. Consultation was first sought in October 2015 where 55 emergency nurses attended two workshops at the 2015 CENNZ National conference. The K&S working group members presented the 6 key aspects of care which had been identified and the participants discussed how these applied to emergency nursing. This discussion informed the further development of the framework. In May 2016 further consultation was sought via an on line survey which was distributed to all CENNZ members and 18 key stakeholders. Fifty-six submissions were received of which 32 were complete. Twenty five submissions were from individuals and 7 represented groups. The working group had a 2 day workshop in July to review and incorporate the feedback into the final document. The CENNZ KSF working group and the CENNZ National committee would like to thank its members and the key stakeholders who provided feedback during the consultation process.

Acknowledgements: The College of Emergency Nurses acknowledges the contribution of the Knowledge and Skills Framework working group, its membership, NZNO and individuals who provided input into the development of the framework.

Endorsement: After the CENNZ membership has voted favourably on approving the emergency nurses K&SF it will be forwarded to the NZNO CEO and the NZNO board will be advised. Following NZNO board advisement the framework will be submitted to the National Nursing Consortium for endorsement and will be formally published.

The Knowledge and Skills Framework can be viewed on the CENNZ website: http://www.nzno.org.nz/groups/colleges_sections/colleges/college_of_emergency_nurses/conferences_events

Policy remit 2

Position Statement – Zero Tolerance of Violence towards Nurses (Matt Comeskey)

Discussion – Feedback on issues coming to CENNZ committee through regional reports, subject relevant to this conference, survey of membership showing a problem, NZNO BAG - looking at ongoing violence project.

Position statement is a response from last AGM floor discussion and action point

Mover: Kathryn Johnson. Seconder: Rebekka Costello

All those abstaining? None

All those for? Unanimous

All those against? None

Carried

The National Committee of the College of Emergency Nurses New Zealand (CENNZ) wish to present the following CENNZ Policy Remit for voting at CENNZ AGM 3rd November 2015.

Position Statement – Zero Tolerance of Violence Towards Nurses

The position statement was developed to address concerns expressed by CENNZ members regarding acts of violence occurring in emergency departments and the impact on staff, patients and visitors.

CENNZ recognizes that violence includes verbal and physical threat and acts.

All patients, visitors and staff in emergency departments should expect a safe environment in which health care can be delivered. The mitigation of violence in emergency departments requires a policy of 'zero tolerance' of violence instituted and supported by all nurses and hospital management.

RECOMMENDATION:

The National Committee would like the support of the College members to agree that the Position Statement on Violence in the Emergency Department be made available on the CENNZ website.

Announcement of new National Committee and office bearers

- Michelle Peppercorn – Auckland
- Paula Draper - Tairāwhiti / Hawke's Bay
- Ben Storey - Wellington Region
- Sandra Richardson– Canterbury / West Coast

Awards

16 conference grants this year, 2 more than last, encourage members to apply for grants

1. Journal Award - Lara Gleeson and Olivia Murray: Fracture clinic redesign in the ED – breaking the mould.
2. Kirsty Morton Award - Sam Stockman
3. AENN Award – Chrissy Austin

Other Business

1. New business consists of items brought up for the first time at a meeting.
2. Any other business: members may raise minor matters not previously discussed. If a matter raised here turns out to be important, there are three ways to deal with it:
 - a. Place it on the agenda for the next AGM;
 - b. Call a special general meeting to deal with it;
 - c. Authorise the incoming national committee or some appropriate person to deal with it.

CENNZ Charge Nurse Manger Meeting

Sharon Scott – propose CENNZ facilitate yearly charge nurse manger meeting, no NZ ED CNM meeting this year as REDS not held.

She would be willing to help facilitate, held in Wellington ?, break into smaller groups.

Libby Haskell – Happy for us to look at this, is some constraints around what we can spend

Belinda Baldwin - are CNMs members of CENNZ ?

Ben Storey - happy to work with this project

All those abstaining? None

All those for? Unanimous

All those against? None

Carried

Robyn Price - How is NZNO hacking going to affect my computer ?

Suzanne Rolls – Email sent out from NZNO, will need to reset passwords

Outgoing committee members are thanked

- Libby Haskell
- Anne Esson
- Sharon Payne

Closure

1. Thank members for attending.
2. Notify of date, time, and venue for next AGM. 13-14 October 2016 Queenstown.
3. Meeting closed.