



Enrolled Nurse Section  
NEW ZEALAND NURSES ORGANISATION

## Enrolled Nurse Section NZNO National Committee Meeting Minutes

Section/College:	Enrolled Nurse Section NZNO	File Record Code:	
Committee/Division/Region:	NZNO Enrolled Nurse National committee		
Purpose of meeting(optional):	Proposed EN Conference 2025		
Date & Time (dd/mm/yyyy):	24/09/2024 Opened at 1900 closed @ 2000		
Location (eg city):	Teams Meeting		
Facilitator	Michelle Prattley – Chairperson		
Minute Taker	Angela Ritchie - Secretary		
Attendees	Suzanne Rolls, Tina Giles, Debbie Handisides, Michelle Pratley and Angela Ritchie		
Apologies	Gwen Ahuiri, Melissa Peterson, Glenda Hutson, Gillian Rahui		

Summary of Actions from this meeting	Person Responsible

TOPIC	Discussion	Action
EN Conference 2025	<p>Michelle thanked those for attending and handed the meeting over to Tina.</p> <p>Tina has sent the members attending the meeting Excel spreadsheets with quotes and costings from Rydges Wellington, and Black and Gold, for the committee to review</p> <p>Costings for 100 attendees are:-  <u>Black and Gold</u> - \$425.54 per person for 100 attendees  <u>Rydges Hotel</u> - \$480.08 per person for 100 attendees</p> <p>Rydges was a price pp no matter how many attended the conference.  Black and Gold has a decreasing cost as number of attendees increase from over 125 people.</p> <p>Catering as a package was more cost effective than pricing of separate morning tea, lunch and afternoon tea.</p> <p>Tina advised that a band or DJ was not including in these prices. We have looked a band and the cost was extremely high .We are waiting to get the costs of a DJ.</p>	

Michelle advised of the Conference Costs for 2023 and 2024 they are as follows for early bird registrations

**2023 – Christchurch**

NZNO/Section member	\$440
NZNO non section member	\$460
Non NZNO	\$500

**2024 - Hamilton**

NZNO/Section member	\$460
NZNO non section member	\$480
Non NZNO	\$520

Suzanne suggested that we repeat the 2024 costings for a fixed cost. That will give us a \$35 leeway per person. It was then suggested that we add \$5 per person due to the tight budget cost.

Entertainment cost will be tight for the dinner. This is to be capped at no more than \$1000 for the evening.

Proposed costing for the 2025 Conference for early registration are as follows:-

NZNO/section member	\$465
NONO non section member	\$485
Non NZNO	\$525

Michelle (Chair) moved that the Committee agree and accepts the budget for the 2025 EN National Conference and that they are happy with the venue being Black and Gold, Wellington.

Seconded by Debs Handiside  
All in agreement at the zoom meeting – carried unanimously

Suzanne advised that Black and Gold supply the screens but all other Media requirements such as the stage, audio desk, and the technician are contracted out to AV media which is why the costs are on the higher side.

Tina to send Suzanne the

- Budget
- Contract for Black and Gold and AV Media
- The minutes of this meeting – once completed and confirmed by Michelle

These can then be forwarded to Mairi Lucas for approval:

Things to think about and to put into place ASAP are

- A timeline
- Confirmed dates
- Call for EN abstracts
- Speaker lists

The sooner we get something into Sharyne she can

	<p>start the administration requirements of the conference.</p> <p>Conference Dates – <u>May 20-22<sup>nd</sup> 2025</u></p> <p>Thoughts around the “Theme” likely to be around What does the future look like for the EN under the new scope of practice?. How the EN can grow.</p> <p>Dinner theme - Likely to around the celebration of 60 years of enrolled nursing. Possibly using diamonds (60 year celebration) as part of this.</p> <p>Some discussion around presentations and speakers</p> <ul style="list-style-type: none"> <li>• 4 presentations by ENs but this could be more if more submitted.</li> <li>• Sara Steele – ENSIPP Coordinator Capital Coast and Hutt Valley</li> <li>• Clare Parekh –EN/Clinical Coach of ENSIPP program and recently appointed tutor at Whitireia. She spoke at the study day in Wellington recently and was impressive. A champion EN practicing to the very top of her scope.</li> <li>• MOH – Lorraine</li> <li>• Nursing Council</li> <li>• NZNO – Suzanne</li> <li>• Clare Jennings – Chief Nursing officer CCDHB. Tina to approach Clare regarding presenting.</li> </ul> <p>Tina to contact Jane George NCNZ to contact Clare Parekh – re showcasing the EN</p>	
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	Michelle has added the 2025 conference to the agenda of the November meeting, where times lines, registration dates, and abstract closing dates will be discussed and set.	
	With no other business at hand Michelle declared the meeting closed at 2000 hours	

**Meeting Closed (Time):** 2000 hours

**Next meeting/teleconference will be held (Date and Time)** 6th – 7<sup>th</sup> November 2024 – Christchurch NZNO offices

Date minutes confirmed (usually done at next meeting)	6/11/24
Signed <i>M. Prattley</i>	
Name <i>Michelle Prattley.</i>	