



Enrolled Nurse Section
NEW ZEALAND NURSES ORGANISATION

Meeting Minutes

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| Section/College: | Enrolled Nurse Section NZNO | File Record Code: | |
| Committee/Division/Region: | National Committee | | |
| Purpose of meeting(optional): | National EN Committee Agenda covered – prior to February 2021 Wellington Meeting | | |
| Date & Time (dd/mm/yyyy): | 27 th January 2021 at 7pm | | |
| Location (eg city): | Zoom | | |
| Facilitator | Robyn Hewlett - Chairperson | | |
| Minute Taker | Charmaine Parker - Secretary | | |
| Attendees | Robyn Hewlett (Chairperson), Charmaine Parker (Secretary) Tina Giles (Treasurer & Vice Chairperson), Michelle Prattley (2 nd Minute Taker and Membership Officer), Debbie Handisides, Tam Gibbison, Suzanne Rolls, Jo Gore | | |
| Apologies | | | |

| TOPIC | Discussion | Action |
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| <p>AGENDA:</p> <p>1). Korowai ceremony</p> | <p>Korowai Ceremony will be held on the 16th January 21 at 10am at the Wellington Office. Discussed invitees: Followed by morning tea.</p> <p>Korowai Cabinet is 5-10days eta, currently with freight company being delivered – they take extra special care of this item to avoid possible damage and therefore will take 5-10days to deliver – however will be in Wellington in time for the Ceremony.</p> <p>Cabinet comes with brackets and metal pieces to easily Attach the cabinet on the wall.</p> <p>Keelan Ransfield, Te Poari, to be the master of the ceremony and Lea has been asked to present the Whakapapa of the Korowai at the Korowai Ceremony.</p> <p>Lea has also been invited, need to organize flights as flights are booking out fast.</p> <p>Plaque – Tam will organize.</p> <p>Dalreen has been confirmed with Tina, that Dalreen will be coming to the next committee meeting and she will be bringing the Korowai with her.</p> <p>Michelle will try to pick up the Korowai when on her next clinic</p> | <p>Invite – Robyn to send a general invitation to NZNO office staff.</p> <p>NZNO Librarian, Heather Woods, will organize the attachment of the cabinet by ? building maintenance staff.</p> <p>Get some provisional flights organized from Hamilton for Lea Thompson.</p> <p>Tam wanting to get the sizing and words for the plaque. Committee still to finalize.</p> <p>Tina has been further trying to contact Dalreen, to reconfirm the meeting attendance, and ask if she will be re-standing for Te Runanga.</p> <p>Tina to let Michelle know if she needs to collect the</p> |

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| | <p>trip to Palmerston North, if Dalreen is not coming to the next Committee meeting.</p> <p>Suzanne may organize NZNO staff member Mannie Downs, who lives in Marton – to go to Whanganui to pick up the Korowai if needed, or arrange with Dalreen for him to pick it up.</p> <p>Suzanne will drive to New Plymouth if no-one can bring the Korowai.</p> | <p>Korowai on her clinic trip.</p> <p>Or Suzanne will pick up the Korowai herself.</p> |
| <p>2). Conference 2021 Programme</p> | <p>Robyn having difficulty getting speakers to respond/confirm, possibly still on holiday.</p> <p>Difficulty confirming the panelists, again possibly on A/L</p> <p>Robyn has invited Jacinda Ardern to open the 2021 Conference.</p> <p>Pam Doole, currently taken up the Acting Chief Nurse MOH position.</p> <p>Sharyne to send out Conference programme as listed and discussed in tonight's zoom meeting.</p> <p>Discussed Zoom costs for an Australian presenter to zoom into the meeting, approx. \$600.00 + GST to set up all the speakers and video screens. "The Australian Aged Care Royal Commission enquiry" is the title of her presentation.</p> <p>Organize a contingency plan for zoom as Covid-19 is still uncertain.</p> | <p>Robyn still following up on speakers</p> <p>Robyn still following up on three of the panelists</p> <p>Robyn awaiting a reply from Jacinda, as parliament does resume until the 18th February 2021.</p> <p>Robyn to invite Pam Doole to Conference</p> <p>Sharyne to send out programme for the Conference as listed currently and links to online registrations.</p> <p>Robyn to discuss with Australian speaker to see that she is confident in videoing her presentation, emailing it and then join via zoom for Q&A's</p> <p>Committee agree to organize zoom IT for all of NZ, and therefore there is a set up done to cover zoom. There will still be the same charges for zoom as in person, for the conference fees. Enrolled Nurse Section will have</p> |


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| | | <p>to meet the costs involved, as not budgeted in Conference Registration fee.</p> <p>Robyn will get a costing for zooming for the 2½ days of the conference.</p> |
| 3). Invite Nursing Council of New Zealand to present at conference 2021 | Invite Nursing Council of New Zealand to present on the Enrolled Nurse Scope of Practice Review | Robyn has invited the Nursing Council to the February National Committee meeting on the 17 th February. Robyn will reconfirm their attendance. |
| 4). Enrolled Nurse Section NZNO Badges | <p>Costings were sent out to committee members in advance of tonight's meeting.</p> <p>Discussed costs: Member badges – all in agreement with regards to quotes supplied.</p> | <p>Robyn to order – 200 Badges</p> <p>Regional sections to pay for 20 badges each in advance. NZNO regional members to pay for the badges and pay back into the Regional bank account.</p> <p>Display NZNO Member badges at conference for purchase by Enrolled Nurse Section NZNO members</p> |
| 5). Call for nominations, remits, etc for Enrolled Nurse Section NZNO Conference | Te Runanga – re nomination discussed as current term of 2 years will finish at Conference 2021. Dalreen is eligible for re-nomination by Te Poari/ Te Runanga. | Tina will ask Dalreen Larkin – if she will be standing for Te Runanga again? |
| 6). Call for nominations for Enrolled Nurse Section Awards | Discussed needing to cover EN's doing amazing things out in the community or hospitals, and ensure we cover as many EN's worthy of a nomination. | Robyn will send out for nomination form and outline. |
| 7). Technology for conference – zooming in Australian Presenter | Committee agreed that IT needs to be organized regardless of Covid-19 outcome, so zoom options are available if Covid-19 lockdown - stops some EN's from being able to attend in person. | Robyn to order the IT requirements, costs agreed \$600.00+, as need to be prepared for zoom option. |
| 8) Committee Meeting Wellington | <p>Catherine Byrne, Chief Executive, Nursing Council of New Zealand has been invited for the 17th Feb'21.</p> <p>17th Feb'21 at 11-12.30pm NZ Nursing Council face to face</p> | |

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| | <p>meeting.</p> <p>Robyn will invite the MOH along and nursing advisors</p> | <p>Robyn to invite, Jane Bodkin, MOH to the next committee meeting.</p> |
| 10) Free Fees for EN Students | <p>Free Fees – find out the provider of the free fees, and then update the EN Students.</p> | <p>Not clear how the EN's qualify for free fees or who is supplying these grants.</p> <p>Robyn to find out information on who does the grants and what the criteria for being eligible is?</p> |
| 11) University of Auckland | <p>Zoom – action planning for NP's and EN's into Primary Health Care</p> | <p>11am -12.3pm next Tuesday – zoom, attendees Suzanne, Robyn, Charmaine (Charmaine on A/L but intends on attending this).</p> <p>Suzanne or Robyn to forward the zoom link and password to Charmaine or the contact person for the registration/zoom.</p> |
| 12) Vaccinators Status | <p>Michelle's workplace stated they will support completing the vaccinators sign off when next able.</p> | <p>Michelle and another person in the spinal unit just need signing off, they have completed their written requirements.</p> <p>Michelle to investigate other possible options, if any are readily available.</p> <p>Those currently needing sign off – still be completed Robyn will email - Bernadette Heaphy – advisor for IMAC – update progress and the resistance to sign off EN's. Robyn will send any correspondence received onto the Committee Members.</p> <p>Robyn will invite Bernadette to the next Committee meeting.</p> <p>Robyn to write to Ashley Bloomfield and Pam, to action the EN's requirement to be signed off.</p> |

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Meeting Closed: 27th January 2021 – 8.30pm

Next meeting will be held in Wellington at NZNO Head Office: 16th and 17th February 2021

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| Date minutes confirmed: 16 th February 2021 | |
| Signed  | |
| Name Robyn Hewlett chairperson | |