



## Minutes of Annual General Meeting held on 15<sup>th</sup> November 2019

Venue: Dunedin Public Art Gallery

### 1. Present:

Toni Johnston(Chair), Helen Pooley (Treasurer), Angela Coward (Magazine Editor), Jo Knight (Membership), Lisa Black (Secretary), Amanda Thompson (Social Media), Anju Sethi, Diane Fuller, Annette Bradley-ingle (PNA), Rose Bryan , Mary Fahar, Jo Dobson, Rob Hutchinson, Michael Sutton, Mutian Tait, Amanda O'Connor, Anne Jackson, Shovna Prased, Francine Buick, Patrice Rosengrave, Delwyn Lovell, Karyn Hathaway, Alex Thomas Peter Fortes, Emily Dekker, Sonia Hiromadko, Sally Houliston, Jackie Hardy, Carl Allen, Lynette Will, Annie Marshall, Sefanie Earons, Rebecca Leach, Wendy Baz, Jessica Graham, Pamela Davies, Kelvin Still, Kath Edwards, Roger Millar, Richard Byers.

**Apologies:** Pam Adams (Dunedin), Susan Law (CHCH), Judes Dewhirst (Auckland), Avryl Way (Auckland)

### 2. Welcome

Toni Johnston welcomed everyone and introduced committee members to group.

### 3. Previous AGM Minutes

**It was moved that:**

**The COASTN Annual General Meeting minutes of 2 November 2018 were true and accurate record**

**Moved:** Patrice Rosengrave

**Seconded:** Karyn Hathaway

**CARRIED**

### 4. Correspondence

There was no correspondence

## 5. Chairperson's Report

The Chairpersons report was taken as read.

It was noted that two members of the COASTN committee Lisa Black and Anju Sethi were leaving the committee. Thanks were given to Dunedin for taking up the challenge of hosting the 2019 Symposium.

The Chair talked of ongoing review in the Air Medical transport service and the difference in service throughout the country, and COASTN has had a voice in the rewrite of NZ58152 which is now completed. The Chair spoke of NASO review and now into stage two of design and that unfortunately there was no overt nursing representation on this group. NASO continues to support the development of destination and clinical care pathways including but not limited to stemi, stroke, spinal and major trauma. It was mentioned that MOH will be bringing registration in for paramedics to hopefully reassure all health professionals involved in IHT work are accountable for minimum standards and professional maintenance.

Work has continued by COASTN subcommittee establishing national standards while it is recognised that these standards would be voluntary. The COASTN committee are also looking at ways to decrease cost this would include travel and teleconferences instead going to zoom/skype, ASA is next August/September 2020 and discussion is underway to make it more affordable for all membership to attend. The Chair thanked Annie Bradley Ingle (PNA) for her ongoing help along with Di Geerling for her amazing administration.

**Moved:** Amanda Thompson

**Seconded:** Carl Allen

**CARRIED**

## 6. Treasurer's Report

The Treasurer's report was taken and read.

Helen Pooley spoke to the report: COASTN ended the financial year at 31<sup>st</sup> March 2019 with cash at bank totalling \$40,669 compared to \$43,792 at 31<sup>st</sup> March 2018. The decrease in cash of \$3,123 is largely due to the overall COASTN deficit of \$3,385 and small movements in working capital.

The COASTN committee attends two face to face meetings with the projected costs for travel and accommodation.

- The other two meetings are held by teleconference at no cost.
- The Up and Away Magazine is produced at no cost as it is now online.
- COASTN gave out two scholarships for 2019 at \$500 each
- Honoraria of \$450 are given yearly to COASTN Chairperson, Treasurer, Magazine Editor and Secretary as approved by COASTN members (will not be taken by COASTN in 2019)
- COASTN holds yearly symposium with all the committee members attending for AGM inclusive of eight (8) registrations.
- COASTN is looking at ways to curb spending and decrease the deficit by increasing course fees, reducing face to face meetings.
- COASTN is open to all members if they have any further suggestions  
A comment was made by a member around a payment of \$10,800 under Honoraria for 2018/2019, Toni spoke this is as an error and should have read payment to course coordinator

**It was moved**

**That the Treasurer's Report be accepted as a true and correct record.**

**Moved:** Kelvin Still

**Seconded:** Alex Thomas

**CARRIED**

## **7. Professional Nursing Advisor Report (PNA)**

Annie Bradley-Ingle Acknowledged and thanked the membership. Annie thanked the Dunedin team for organising the CRM day and symposium in Dunedin. Acknowledgement and thanks and goodbye to Lisa Black and Anju Sethi. It was stated the NZNO had a net surplus for 2019 (Black), six submissions had been put though to government, with the roll out of several including CCDM and pay equity.

The AGM was held in September 2019 in Wellington with remits one person one vote system although voting numbers were disappointing. Regrettably the College and Sections day was shortened to an afternoon only and NZNO are waiting for formal feedback. Annie spoke about the work COASTN committee and subcommittee are undertaking on member's behalf.

**Moved:** Kelvin Still

**Seconded:** Sally Houliston

**CARRIED**

## 8. Membership Report

Total membership currently is 407

**Moved:** Lisa Black

**Seconded:** Amanda Thompson

**CARRIED**

## 9. Magazine Report

Angela stated 25th November was the last day for submitting articles, please feel free to submit interesting stories and recipes. Amanda Thompson will be running social media and website design.

**Moved:** Jo Knight

**Seconded:** Lisa Black

**CARRIED**

## 10. Remits

There were no remits.

## 11. Scholarship

Two members had received scholarships in 2019 for your information recipients were S Earons \$500 to attend this year's symposium. A Batchelor amount \$500 to participate in the Otago Aeromedical retrieval paper. Reminder to all there is scholarship money available.

**Moved:** Helen Pooley

**Seconded:** Amanda Thompson

**CARRIED**

## 12. Aeromedical Retrieval Course report 2019

Two international students attended the course this year. Land survival has been a real hit with all that have attended. Simulation training continues over a two-day. The next course will be held on March 23-29, 2020 application can be found on the website. It is capped at 16 people unfortunately we do need to turn people down and try to place them the following year 2019 everyone passed the course.

The COASTN committee are endeavouring to reduce cost on the course with sponsorship or donations, reviewing transport and simulation operators.

**Moved:** Lisa Black

**Seconded:** Jo knight

**CARRIED**

### **13. Important dates**

**31<sup>st</sup> August – 2<sup>nd</sup> of September 2020 Wellington ASA Conference**

### **14. Honoraria**

Committee members have spoken of ongoing cost to COASTN committee and have decided not to receive their annual honoraria payment.

### **15. Committee Members**

Two committee members are stepping down Lisa Black (Secretary) and Anju Sethi (Committee member). There was a brief introduction from 3 people nominated to join COASTN committee voting was undertaken my paper and ballot box this was than counted by COASTN PNA (Annie Bradley-Ingle) two new committee member were appointed Mutian Tait and Lynette Will

### **16. Sub Committee**

Di Fuller spoke of the remit of 2017, raising the professional profile of Air and transport nurses due to what was being presented to NZNO, a subcommittee was established for Education, Training, Risk and Health.

Di talked about the new standard NZA8156 and NZ Aeromedical and Air Rescue standards- encourage every member to read and familiarise themselves with it. One Focus is on a National entry level to become and air and transport nurse, this would include orientation period, a “passport” supporting education and developing the role of the flight nurse.

This is not compulsory, and we can't police this, but it is a tool that we should all be working towards to have a national standard. Di spoke of the exciting prospect of the passport being an APP on your phone instead of a paper copy and that the subcommittee have spoken to an IT expert about this, the passport has great potential a chance to place information into a data base to help support flight nurse. Feedback on proposed passport should be sent to Di Geerling at NZNO who will pass this information onto the subcommittee.

Di also spoke of the COASTN website that supports education and resources, this also includes all upcoming conferences and symposiums in New Zealand and Australia

#### **17. Protect yourself protect your future.**

**Questions:** Anne Jackson asked; -what is the vision for the passport and how do you standardise the medical and hearing checks with individual DHBs?

**Answer;** Toni Johnston (Chair COASTN) once this has been signed off it is hoped that the passport will go out to all DHBs for decision.

**New Business:** TONI (CHAIR COASTN) states there are some big changes within the Aeromedical Retrieval professional happening quickly, we have great representation from all geographical areas within New Zealand and we are well supported by all District Health Boards. When necessary your voices will be represented by the COASTN committee this will be in an intermediate response on behalf of all members, we as COASTN appreciate all your feedback "there are comments that we are unseen and unheard" we are speaking to these major committees around changing roles within nursing transport. COASTN voice will be heard but we need you as the members to voice your concerns and we will include Tactical Advisory services and the DON.

**Meeting closed by Chair at 1352**