



## **Annual General meeting Infection Prevention & Control Nurses College (IPCNC) NZNO**

**November 1<sup>st</sup> 2018 15.30 – 16.40**

**Lower Hutt Events Centre**

### **Attendees**

Robyn Boyne, Claire Underwood, Francie Morgan, Carolyn Clissold, Wendy Blair (PNA NZNO), Justine Wheatley, Jo Stodart, Jane Barnett, Lisa Gilbert, Trudi Bryant, Delwyn Campbell, Elise Trutor, Helen Bary, Karen Andrews, Pam Andrews, Angela Foster, Laura Houchen, Maree Hurst, Vicki Mckenzie, Julie Ritchie, Jill Gerken, Karen Hopping, Racquel Macdonald, Debbie Fritz, Waverly Brinkler, Bobbye Bond- Buckland, Anne Jacques, Julianne Munro, Siew Ling Ong, Jacqueline Penefather, Michael O'Callaghan, Sue White, Sue Dillon, Gina Brydon, Kelly Robertson, Olivia Henderson, Julia Wilson, Miriam Vollweiller, Henrietta Sushames, Smitha Soman, Julie Ritchie, Jill Hansen, Delwyn Campbell, Mary Cooper, Iona Bichan and Shirley Burmau.

**Minutes:** Claire Underwood

### **Apologies**

Amanda Hynes, Monina Hernandez, Poobie Pillay, Lorraine Rees, Olive Ruby, Lizzie Daniell, Jeanette Blucher, Barbara Gibson, Marcella Cotton, Suzy Rogers

Meeting commenced at 15.30

### **Amendment's to 2017 Minutes**

No amendments to previous AGM minutes. Minutes accepted by Angela Foster and Sue White.

### **Matters Arising**

Update on influenza statement – this is now published.

**Correspondence:** Inwards and outwards – summary

No correspondence

### **Financials for previous year**

The financials for the previous year were detailed and discussed. A very productive study day was held in Canterbury, thanks to Jane Barnett for organising this.

### **Financial summary:**

Prospective Budget for next financial year

Carolyn Clissold the outgoing treasurer talked to the 2018/19 proposed budget.

(Include this here)

Carolyn notes that the college financials have been challenging given that they have moved to online banking. There have been some coding issues that may take some time to sort out.

There was a discrepancy with the accounts presented to the meeting pointed out and an error in the total was noted, this was amended.

The 2018/2019 budget was adopted.

(Moved to accept by Robyn Boyne, Accepted by Sue Dillon)

### **Reports**

The following reports were accepted:

Chairperson

Annual Report

These reports were distributed prior to the AGM to all delegates.

(Moved to accept by Robyn Boyne, Accepted by Sue Dillon)

Travel and Education awards

Carolyn Clissold talked to this. There are 10 awards per year for travel and education, information is on our website. You do need to be a member for 2 years to apply for this.

### **Remits**

Remits to change the rules of the Infection prevention & control Nurses College of the New Zealand Nurses Organisation were discussed and voted on, as follows:

### Remit 1 section 3

Remit 1. That wherever the Infection Prevention Control Nurses College is named, it should include the '&' to read "Infection Prevention & Control Nurses College"

**Rationale: consistency in terminology**

Motion voted and passed

### Remit 2. **Section 3.** Membership Eligibility.

Change

- (i) Any person who is a qualified nurse employed in an Infection Control role who is a financial member of NZNO.
- (ii) Full members will pay any levy to the Infection Prevention & Control Nurses College, NZNO set by the Annual General Meeting.

To:

- 1. Any person who is a qualified nurse employed in an Infection **Prevention &** Control role who is a financial member of NZNO.
- 2. Full members will pay any levy to the Infection Prevention & Control Nurses College, NZNO **as** set by the Annual General Meeting.

**Rationale: Clarification.**

Motion voted and passed

Remit 3. **Section 3.** Membership Eligibility - delete Mutual member classification and update Associate member criteria from:

#### **(a) Associate Member**

- (i) Allied health staff and other healthcare professionals interested in Infection Control.
- (ii) The Allied health staff and other healthcare professionals are not required to be a financial member of NZNO, but may belong to Health Professionals NZ.
- (iii) Members of consumer groups interested in Infection Control who are not eligible for NZNO membership
- (iv) Associate members will pay any levy to the Infection Prevention & Control Nurses College, NZNO set by the Annual General Meeting.
- (v) Associate members may not hold office, propose nominations or motions or have voting rights.
- (vi) The name and address of associate members shall appear in the register of members.

To: Associate Member

- i. Qualified nurses and health care assistants who are not employed in an Infection Prevention and Control role but have indicated an expression of interest on the NZNO Expression of Interest form.
- ii. Qualified nurses and health care assistants must be financial members of NZNO unless they meet the criteria for retired nurse member.
- iii. Allied health staff and other healthcare professionals interested in Infection Prevention and Control.
- iv. The Allied health staff and other healthcare professionals are not required to be a financial member of NZNO, but may belong to Health Professionals NZ.
- v. Members of consumer groups interested in Infection Prevention and Control who are not eligible for NZNO membership
- vi. Associate members will pay any levy to the Infection Prevention & Control Nurses College, NZNO as set by the Annual General Meeting.
- vii. Associate members may not hold office, propose nominations or motions or have voting rights.
- viii. The name and address of associate members shall appear in the register of members.

Rationale: It is not felt necessary to have a separate mutual member category as all inclusions are covered by the NZNO Associate member category. The only difference is that those who belong to NZNO do not pay a levy, while all others do.

Moved to accept by Robyn Boyne and Vickie Mackenzie  
3 Abstentions

#### Remit 4. **Section 6. LEVIES**

Change: The College/Section will not charge a membership subscription, However annual or intermittent fees to support particular activities may be levied on members.

To:

The College/Section will not charge a membership subscription, **except for those Associate members who are not members of NZNO.** However annual or intermittent fees to support particular activities may be levied on **all** members.

Rationale: To align with the change in membership categories.

Moved to Accept by Robyn Boyne and Elsie Trutor  
1 against

#### Remit 5. **Section 8. NATIONAL COMMITTEE**

##### **(d) Register of Members**

Change:

- (i) The Committee shall notify NZNO membership staff of any new members making application directly to the Infection Prevention & Control Nurses College, NZNO, and NZNO membership staff shall notify the Infection Prevention & Control Nurses College, NZNO of registration for membership made directly to NZNO at least bi-monthly.
- (ii) The Committee shall inform NZNO membership staff of members who have resigned or are no longer eligible for Infection Prevention & Control Nurses College, NZNO membership at least bi-monthly.
- (iii)

To:

- (i) The **Membership Coordinator from the** Committee shall notify NZNO membership staff of any new members making application directly to the Infection Prevention & Control Nurses College, NZNO, and NZNO membership staff shall notify the Infection Prevention & Control Nurses College, NZNO of registration for membership made directly to NZNO at least bi-monthly.
- (ii) The **Membership Coordinator from the** Committee shall inform NZNO membership staff of members who have resigned or are no longer eligible for Infection Prevention & Control Nurses College, NZNO membership at least bi-monthly.

**Rationale:** To clarify the committee role who does this.

Moved to Accept by Roybn Boyne and Laura Houchen  
Majority accepted 1 not agreed

#### Remit 6. **Section 14. REGIONAL INFECTION PREVENTION AND CONTROL DIVISIONS**

(e.) Change: Regional Meetings

Regional meetings shall occur twice a year. The day and time will be at the discretion of regions.

To:

(e). Regional Meetings

Regional meetings shall occur twice a year. The day and time will be at the discretion of regions. **There should be an educational component to each meeting, so that the meeting can be given education contact hours. Regions may also organise a Study Day each year. This may be instead of, or in addition to, one of the 2 annual regional meetings. The main consideration is that it must be run by the IPCNC for its members, as the funding must be applied for, and evidence provided for accounting purposes.**

**Rationale:** Our rules did not previously include expectations for the regional meetings.

Moved to accept by Roybn Boyne and Trudi Bryant

Against 5, abstention 1, majority voted yes.

## Remit 7. **Section 19 TRAVEL & EDUCATION SCHOLARSHIP**

### **(e) Timeframe**

Change:

- (ii) The closing dates of 30<sup>th</sup> of April will be advised each year in the Infection Controlla and on the IPCNC Website and applicants will be notified of the decision of the committee within one month by mail.

To:

- (ii) The closing dates will be advised each year in the Infection Controlla and on the IPCNC Website and applicants will be notified of the decision of the committee within one month.

**Rationale: We now have 2 cut-off dates each year and we no longer mail out letters**

Moved to accept by Robyn Boyne and Jane Barnett  
Majority voted to accept.

### **Strategic Plan:**

This was circulated prior to the meeting.

Moved to accept by Robyn Boyne and Angela Foster accepted.

### **New Business**

Education Policy will not be changed except for the language.

Conference 2020/21

Expressions of interest to Carolyn Clissold

Our current contact list does not include private sector IPC practitioners, because of issues of privacy. The current list on website will be updated with a potential drop down box for membership.

### **Election of Committee**

Outgoing committee members; Robyn Boyne, Francie Morgan, Monina Hernandez, Amanda Hynes.

Francie and Robyn have completed their tenure on the committee.

Robyn was thanked by the committee and presented with flowers.

Carolyn Clissold is nominated at the new Chairperson. Carolyn has received one nomination so far, all expressions of interest to be sent to Carolyn.

Meeting Closed at 4.40pm.

Next meeting Christchurch Conference September 2019

DRAFT