

## The NZ College of Primary Health Care Nurses Executive Committee

### Meeting Minutes

<b>Meeting:</b>	Exec Committee
<b>Date &amp; Time:</b>	3rd October 2025 @ 09:30 am – 13:30
<b>Location:</b>	<b>Face to face &amp; via Zoom</b> NZNO Christchurch Office, 17 Washington Way, Sydenham, CHRISTCHURCH.
<b>Facilitator</b>	Tracey Morgan
<b>Present:</b>	Tracey Morgan, Bridget Wild, Rosie Katene (In person) Kathryn Chapman and Jess Beauchamp (Via zoom)
<b>Minute taker:</b>	Rosie Katene
<b>Apologies</b>	Cathy Leigh, Helen Garrock, Catherine Mear ( <b>Excused by Chair due to sitting Nurse Practitioner Mock Exam</b> )
<b>Welcome and Karakia</b>	Welcome and karakia by Tracey Morgan
<b>Chair update:</b>	<ul style="list-style-type: none"> <li>There is no formal agenda for this meeting due to in-house matters and AGM being cancelled. As the meeting is limited to the Executive Committee.</li> <li>It was also confirmed that the Annual General Meeting (AGM) has been cancelled for 2025.</li> </ul>
<b>Matters arising</b>	<ul style="list-style-type: none"> <li><b><u>Committee Roles and Succession Planning</u></b></li> <li>All Committee roles were discussed in detail, including responsibilities, term lengths, and expectations. Following open discussion, the following appointments were confirmed:</li> <li><b><u>Chair:</u></b> Tracey Morgan – <i>Moved by Kathryn Chapman, seconded by Bridget Wild and carried</i></li> <li><b><u>Secretary:</u></b> Rosetta Katene – <i>Moved Jess Beauchamp, seconded by Tracey Morgan and carried</i></li> <li><b><u>Treasurer:</u></b> Kathryn Chapman – <i>Moved Bridget Wild, seconded by Jess Beauchamp and carried</i></li> <li><b><u>PPC Chair:</u></b> Bridget Wild – <i>Moved Rosie Katene, seconded Tracey Morgan and carried</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Logic Editor:</b> Jess will continue in the interim until the position is formally filled – <i>Moved Tracey Morgan, seconded Rosie Katene and carried</i></li> </ul>
<p><b>General Business</b></p>	<ul style="list-style-type: none"> <li>• As the Primary Health Committee, we understand that NZNO Administrators are managing multiple Colleges. However, as one of the largest Colleges, we respectfully request that administrative support be prioritised for our college. We raise this not as a matter of quantity, but of quality — to ensure effective communication, timely processes, and the continued delivery of high standards for our members.</li> <li>• <b>Decision:</b> The Committee agreed in principle that responsibility for booking flights may revert to the Treasurer, to be managed directly through Tandem Travel. This approach aims to improve efficiency, ensure clearer communication, and provide greater oversight of travel arrangements.</li> <li>• <b>NOTE: Members will be responsible for any changes made to their individual bookings after confirmation, including any additional costs incurred as a result.</b></li> <li>• <b>Rationale:</b> The current administrative team supports multiple Colleges, and this change is intended to reduce delays and enhance the quality of coordination specific to our college’s needs</li> <li>• All travel forms are to be reviewed and updated to ensure accuracy of contact details and forwarding addresses. Kathryn is to be included in all relevant correspondence to receive required documentation in a timely manner. Members are also reminded to provide or update their <b>Airpoints numbers</b> on travel forms to ensure these are correctly recorded when bookings are made through Tandem Travel. Commitment to a clear communication plan and proactive engagement.</li> <li>• <b><u>HONORARIA PAYMENTS</u></b></li> <li>• <b>Motion: Amendment to Honoraria Payments</b></li> <li>• Whereas honoraria payments are reviewed annually to ensure alignment with the responsibilities and time commitments of each position.</li> <li>• Be it resolved that the Chair’s annual honorarium be increased from \$1500 to \$2000 to better reflect the responsibilities and time commitment of the position.</li> <li>• Be it further resolved that the Logic Editor’s annual honorarium be reduced from \$3000.00 to \$1500.00, to align more appropriately with the scope of duties associated with the role.</li> <li>• Be it further resolved that the Co-Editor/publisher to receive an annual honorarium of \$500.00 in recognition of the responsibilities associated with the role</li> </ul>

	<ul style="list-style-type: none"> <li>• Be it further that the revised annual resolved honoraria payment schedule shall be as follows: <ul style="list-style-type: none"> <li>• Chair \$2000.00</li> <li>• Secretary \$2000.00</li> <li>• Treasurer \$1500.00</li> <li>• Logic Editor \$1500.00</li> <li>• PPC Chair \$1000.00</li> <li>• Logic Publisher \$500.00</li> </ul> </li> <li>• The Executive committee has agreed that, due to the unavailability of the <b>outgoing treasurer over the past financial year to receive part payment and the newly elected treasurer shall also receive part payment.</b></li> <li>• <b><i>This motion shall take effect immediately upon adoption.</i></b></li> </ul> <p><i>Moved: Jess Beauchamp and seconded by Tracey Morgan carried by ALL.</i></p>
<p><b>Financial reports &amp; Sustainability.</b></p>	<ul style="list-style-type: none"> <li>• <b>Stuart (NZNO FINANCE):</b> Joined the meeting via Zoom to provide a detailed rundown of the NZCPHCN financials, outlining current account balances, recent expenditures, and pending payments.</li> <li>• Stuart will continue to provide regular financial reports to the Executive for oversight.</li> <li>• Discussion noted the importance of a clear and transparent reporting structure.</li> <li>• The committee noted concern about a potential deficit risk discussed – possible \$14k deficit by March, if we continue to have two face to face meetings per year.</li> <li>• The committee requested NZNO provide quarterly membership reports</li> <li>• Suggestions – Consider reducing to one major face-to-face (October with symposium) and smaller exec-only meeting in March and combining committee members to join via zoom.</li> <li>• <b>Discussion:</b> A proposal was presented to introduce a \$20 annual membership contribution to support the College’s ongoing operational costs and strengthen financial sustainability. The Executive Committee acknowledged the importance of ensuring long-term financial stability. However, members also expressed concern that the introduction of a subscription fee may deter participation or result in a loss of members.</li> </ul>

	<ul style="list-style-type: none"> <li>The Committee emphasised that, should an annual contribution be implemented, it would be essential to clearly articulate the value proposition to members and define the tangible benefits associated with membership.</li> <li>It was proposed that the Executive Committee submit a remit regarding the introduction of an annual subscription, to coincide with the delivery of defined member benefits, including:             <ul style="list-style-type: none"> <li><b>Online education sessions and/or Q&amp;A panels</b></li> <li><b>Short podcast episodes eligible for CPD hours</b></li> <li><b>Member spotlights and updates featured in college newsletters</b></li> </ul> </li> <li>The remit would outline the purpose of the subscription, the associated member benefits, and the proposed implementation approach.</li> </ul> <p><i>Moved: Rosie Katene and seconded by Jess Beauchamp carried by ALL.</i></p>										
<b>Scholarships and education</b>	<ul style="list-style-type: none"> <li>Clarification required on funding sources for scholarships; Tall Poppy sponsorship appears to have concluded after its five-year term.</li> <li>Women’s Health College is offering a \$6,000 grant to support HPV screening training and upskilling.</li> <li>Discussion on maintaining educational equity across regions and encouraging uptake.</li> </ul>										
<b>Strategy and Collaboration</b>	<ul style="list-style-type: none"> <li>An unexpected meeting with Women’s Health and other colleges was held to discuss potential collaboration opportunities.</li> <li>A face-to-face meeting with Exec committee and combined join via Teams is confirmed for 9th March 2026.</li> <li>The Primary Health Care Strategy is being developed under the Maranga Mai framework to strengthen the College’s position before formal collaboration.</li> <li>Discussion included whether renaming from “Primary Health” to “Primary Care Community Nurses” would be more inclusive of other college groups.</li> </ul>										
<b>10. Reflection and Closing</b>	<p><b>Summary of Key Actions</b></p> <table border="1"> <thead> <tr> <th>No.</th> <th>Action Item</th> <th>Responsible</th> <th>Due Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Inform Helen of Treasurer role transition to Kathryn</td> <td>Chair Tracey</td> <td>[Insert date]</td> <td>Pending</td> </tr> </tbody> </table>	No.	Action Item	Responsible	Due Date	Status	1	Inform Helen of Treasurer role transition to Kathryn	Chair Tracey	[Insert date]	Pending
No.	Action Item	Responsible	Due Date	Status							
1	Inform Helen of Treasurer role transition to Kathryn	Chair Tracey	[Insert date]	Pending							

	2	Provide regular financial reports directly to Exec	Stuart	Ongoing	In progress
	3	Contact Vanessa about joining PPC committee	Bridget	[Insert date]	Pending
	4	Manage flight bookings via Tandem (members cover changes)	Kathryn	Immediate	Implemented
	5	Follow up with NZNO to clarify membership process and obtain regular updates	Exec	[Insert date]	Pending
	6	Provide detailed financial forecast for review	Stuart	Next meeting	Pending
	7	<b>Explore options for small annual membership fee (e.g. \$20)</b>	<b>Exec</b>	<b>Next meeting</b>	<b>Under discussion</b>
	8	Explore sponsorship opportunities	Exec	Ongoing	Not started
	9	Develop online education offerings (Q&A, CME, webinars)	Exec/Education Lead	[Insert date]	Not started
	10	Confirm 2026 meeting dates early for advance bookings	Exec	[Insert date]	Pending
	11	Consider restructure of face-to-face meetings (1x annual vs 2x)	Exec	After financial review	Pending
	12	Strengthen succession planning for long-standing roles	Exec	Ongoing	In progress
	13	Survey Monkey feedback to be distributed to members	Exec	After Helen's discussion	Pending
	14	Confirm scholarship funding and new opportunities	Exec	[Insert date]	In progress
	15	Attend March 9 face-to-face meeting with	Exec reps	9 March	Planned

	Women's Health & other colleges				
	16	Explore renaming of college to "Primary Care Community Nurses"	Exec	Future discussion	Pending

Next meeting: TBA -

Date minutes confirmed (usually done at next meeting)	The minutes have been reviewed and confirmed as accurate and correct.  <b>Moved by Kathryn Chapman</b> <b>Seconded by Tracey Morgan</b>
Signed	
Name	Rosie Katene

NB: Please sign 2 copies of these minutes. One copy is then to be given to your NZNO national administrator, for archiving, and one copy is to be kept in CS records. Records more than 2 years old should be sent to your national administrator for checking against current archives and filing if needed.