



## NZ College of PHC Nurses Meeting Minutes

College/ Section	NZ College of Primary Health Care Nurses (NZCPHCN)
Committee	NZCPHCN
Purpose of meeting (optional)	Annual General Meeting
Date & Time (dd/mm/year)	13 October 2022, 18:30
Location: (e.g., city):	<p>NZNO Office 17 Washington Way, Waltham, Christchurch 8011</p> <p>Zoom link <a href="https://us02web.zoom.us/j/81267404477?pwd=MkswNk5PVk5LVm94YjBjVnArTVV4Zz09">https://us02web.zoom.us/j/81267404477?pwd=MkswNk5PVk5LVm94YjBjVnArTVV4Zz09</a></p> <p>If you cannot attend online, phone the number best for your region:            • 03 659 0603, • 04 886 0026, or • 09 884 6780,            Enter meeting ID: 812 6740 4477 and Passcode: 978146 to hear the meeting.</p>
Facilitator	Tracey Morgan
Minute Taker	Fiona Murray
Attendees	See attached registration sheets: 25 attendees face to face and via zoom
Apologies	Wendy King, Ellie Moloney, Sasha Drennan

<b>Summary of actions from this meeting</b>	<b>Person Responsible</b>
Financial report amendment to surplus from last symposium	Nicola
Honoraria to survey monkey	Cathy
Feedback on Kaitiaki online	Cathy
Remit to survey monkey	Cathy
Scheduling and announcement of next meeting	Rachael
Remit on proposed bi-annual AGM, to be tabled at next AGM	Rachael

TOPIC	DISCUSSION	ACTION
<b>Welcome &amp; Karakia</b>	18:40	
<b>Quorum</b>	Attendance F2F & via zoom = 25 members Quorum required would be 70 of 1,400 members. Quorum not met	See attached registration sheets
<b>Minutes of last meeting</b> <b>Date:</b> 29 <sup>th</sup> August 2019	Amendments: Pg 3 Te Poari, from Pirihiira  <b>Accepted:</b> Erica Donovan <b>Seconded:</b> Katie Inker	A copy of the minutes is to be signed by Chairperson and given to administration support person.  A copy of the chairperson's electronic signature to be provided to admin support for the purpose of signing off the minutes.
<b>Business arising from previous minutes</b>	Nil	
<b>Correspondence</b>	Inwards Correspondence: Nil unaddressed Outwards Correspondence Nil unaddressed	
<b>Chairs report:</b> <i>Posted on NZCPHCN NZNO webpage prior to AGM</i>	Tracey Morgan. <b>Accepted:</b> Bridget Wild <b>Seconded:</b> Katie Inker	
<b>Financial report:</b> <i>Posted on NZCPHCN NZNO webpage prior to AGM</i>	The committee is in a healthier position than last financial year  Needs amendment to surplus to the 2 colleges from the symposium  <b>Accepted</b> Bridget Wild <b>Seconded</b> Melanie Terry	Nicola

<p><b>Honoraria:</b> <i>Posted on NZCPHCN NZNO webpage prior to AGM</i></p>	<p>For partial recompense of NZCPHCN activities, the Committee has agreed on the following Honoraria (<i>pending approval at AGM</i>)</p> <p><u>Chair National Executive:</u> \$1,000 (previously was \$2500)</p> <p><u>Chair PPC</u> \$1,000 (previously \$1,200)</p> <p><u>LOGIC Editor:</u> \$3,000 (previously \$2,500)</p> <p><u>Secretary:</u> \$3,000 (previously \$1,500)</p> <p><u>Treasurer:</u> \$1,000 (previously \$2,000)</p> <p><u>Other committee members</u> \$0</p> <p><b>Total =</b> \$9,000</p> <p>No honoraria paid out since 2019, due to lack of a quorum to vote.</p> <p>13/10/22: Proposal of new honoraria as above. Quorum numbers not met at this meeting. To go to a survey monkey. If quorum still not achieved to be presented to the NZNO board</p>	<p>No honoraria since 2019. Proposed new honoraria, no quorum, go to survey monkey, then board</p> <p>Cathy</p>
<p><b>Professional Nurse Advisor report:</b> <i>Posted on NZCPHCN NZNO webpage prior to AGM</i></p>	<p><b>Accepted:</b> Jeanette Banks <b>Seconded:</b> Shell Piercy</p> <p>Feedback re Kaitiaki being online. There is a preference from some members to have a hard copy. Is there an option of online or hard copy. Seen as negative having to log in to NZNO view.</p> <p>Suggestion that NZNO undertake a survey at 12 months to look at uptake.</p>	<p><b>Cathy to feed back to NZNO</b></p>
<p><b>LOGIC Report:</b> <i>Posted on NZCPHCN NZNO webpage prior to AGM</i></p>	<p><b>Accepted:</b> Fiona Murray <b>Seconded:</b> Tracey Morgan</p> <p>Amendment: Add on former refugee nurses</p>	

<b>PPC report: Posted on</b> <i>NZCPHCN NZNO webpage prior to AGM</i>	Amendment: Date for symposium, should read Saturday 11 <sup>th</sup> March 2023  Organise to co-ordinate  <b>Accepted:</b> Yvonne Little <b>Seconded:</b> Katie Inker	
<b>Remits:</b> <i>Posted on NZCPHCN NZNO webpage prior to AGM</i>	Proposed rule change to term of office of committee members from two years to three years.  Quorum numbers not met at this AGM. To go to a survey monkey. If quorum still not achieved to be presented to the NZNO board  Suggestion that we need to realign the AGM with the symposium to get the quorum numbers required to pass remits and rule changes	<b>Cathy</b>
<b>General Business</b>	Nil tabled	
<b>Committee Nominations &amp; voting</b>	Less nominations than positions.  All accepted  <b>National Executive:</b> Rachael Maheno, Missy Brett <b>LOGIC:</b> Katie Inker, Ellie Moloney, Jess Beauchamp (1 vacancy) <b>PPC:</b> Erica Donovan	
<b>Awards</b>	<b>Orietitanga Ponamu Grant \$2,500:</b> <i>Cathy Fraser-Reading, Accredited Specialist Diabetes Nurse/ RN Prescriber in PHC and Speciality Teams, at Te Awamutu Medical Centre.</i> Grant application for setting up and the running of a Marae based Diabetes clinic to engage with the community and reduce barriers to accessing health care. Cathy will be attending a hui in a couple of weeks with the community and elders to see how to continue this process.	

	<p><b>Leadership award:</b></p> <p><i>Fiona Murray, Nurse Educator, Primary Health Care Nursing development team at Te Whatu ora, Waitemata.</i></p> <p>Nominated by: 1. NZCPHCN Combined committee, 2. Sasha Drennan, Nurse Educator, Primary Health care Nursing development team at Te Whatu ora, Waitemata for work on the National Executive committee alongside her day to role including support of our next generation on PHC nurses and working for the NRHCC COVID vaccination sites in metro Auckland.</p>	
<b>Other Business</b>	Nil tabled	
<b>Scheduling/announcement of next meeting</b>	<p>TBC after annual plan has been developed for 2023 (National Executive meeting 14<sup>th</sup> Oct 2022)</p> <p>Remit for next AGM, to change to bi-annual and link in with symposiums/forums</p>	<p>Rachael</p> <p>Rachael</p>
<b>Karakia &amp; close of meeting</b>		
<b>Key statements for LOGIC &amp; Facebook at end of meeting</b>	<ul style="list-style-type: none"> <li>• Quorum not met at AGM. 25 attendees via zoom &amp; face to face. Require 70 to meet quorum. Remit and honoraria to go to survey monkey for voting.</li> <li>• Some members prefer to receive a hard copy of Kaitiaki. Can there be an option of online or hard copy? This will be feedback to NZNO.</li> <li>• Nominations for committee positions were accepted. We welcome new members:</li> </ul>	Email to Yvonne for LOGIC & Facebook

	<p><u>National Executive</u>: Rachael Maheno (secretary), Missy Brett</p> <p><u>LOGIC</u>: Katie Inker, Ellie Moloney, Jess Beauchamp (1 vacancy)</p> <p><u>PPC</u>: Erica Donovan</p> <ul style="list-style-type: none"> <li>The new, Orietitanga Ponamu Grant \$2,500 was awarded to Cathy Fraser-Reading, Accredited Specialist Diabetes Nurse/ RN Prescriber in PHC and Speciality Teams, at Te Awamutu Medical Centre. The grant will be used to support the setting up and the running of a Marae based Diabetes clinic to engage with the community and reduce barriers to accessing health care.</li> </ul>	
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**Meeting Closed (Time):** 19:30

**Next meeting/teleconference will be held (Date and Time):** March 2023 at Symposium, TBC

Date minutes confirmed (usually done at next meeting)	
Signed	
Name	

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.