

## RESPIRATORY NURSES MEETING RECORD

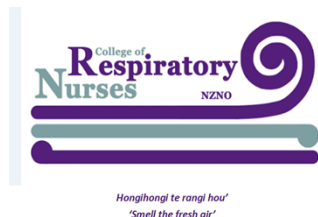
**DATE:** 15 February 2019 AGM 7.45am – 09.00

**PRESENT:** Mary Gluyas, Sharon Hancock, Laura Campbell, Marilyn Dyer, Mary Cox, Nicola Corna, Dawn Acker, Vivien Jones, Theresa Chalecki, Erin Morris, Helen Sheehan, Louise Weatherall, Rosemary Thompson, Mae Renata, Melissa McCabe, Maureen Trewin, Melinda Ward, Sally Powell, Karen Vis, Teresa Kilkenny

**VENUE:** The George, Park Terrace, Christchurch

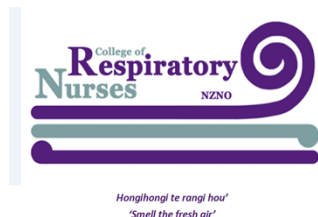
A889

AGENDA ITEM	MAIN POINTS OF DISCUSSION	ACTION REQUIRED	BY WHOM
Welcome	Mary Gluyas welcomed everyone, called the meeting to order and declared the 2019 AGM open. Quorum required 14 members. 20 members in attendance. Confirmed by Annie Bradley-Ingle PNA. Committee members introduced.		
Apologies	Carol George		
Agenda	Agenda put to the meeting. No other matters added , order of business kept as per the agenda		
Minutes from previous AGM	Read out by Laura. Minutes from the College of Respiratory Nurses (College) 2018 AGM accepted as the official record of that meeting Moved Mary Gluyas: Seconded Vivien Jones. Motion carried.		
Matters Arising from last minutes			
Generic Inhalers	Feedback from Laura. After lobbying PHARMAC regarding potential medication confusion with the labelling of generic inhalers, Medsafe met with the company involved. A colour on the individual inhaler and packaging has been implemented. While this is a step in the right direction, the college would like to see a completely different colour assigned to the inhaler. Members were asked to continue to submit reports to CARM in order to further identify the scale of the problem.		



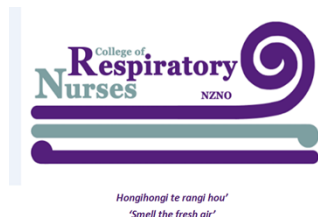
## RESPIRATORY NURSES MEETING RECORD

New Business			
AGENDA ITEM	MAIN POINTS OF DISCUSSION	ACTION REQUIRED	BY WHOM
<b>Chairpersons Report</b>	<p>Presented by Mary Gluyas.</p> <p>Since 2018's AGM the new committee have settled well into their new roles and worked hard to ensure the goals and objectives of the college were achieved. The current committee remains committed to provide a voice for respiratory nurses.</p> <p>Mary thanked each of the current committee members for the work they have done. She also acknowledged the support given to the committee by NZNO PNA Annie and administrator Diana and we thank them for their support, guidance and friendship.</p> <p>Mary reminded us of a remit that was passed at the NZNO AGM 2017 allowing members to belong to 3 sections or colleges and reminded us to invite nurses to join the College.</p> <p>Mary acknowledged Carol as editor and Marilyn as sub editor of "Airways" which was published three times last year. Marilyn has also signed an information pamphlet about the College. Laura as secretary has also put much effort into sourcing material and updates for the website, this helps keep members informed and updated.</p> <p>The College's financial position remains positive, and Mary acknowledged Sharon's time and energy in helping implement the changes to centralised payment processing.</p> <p>Submissions to government working parties, Nursing Council, MOH etc are an important task. Mary Cox has excelled in overseeing this process. Submissions have been made to the Child and Youth Wellbeing strategy, Maori parliament electoral seats and regarding the generic inhalers as examples.</p> <p>Symposium "Taking Respiratory Care beyond the Rhetoric – less talk, more action was an extremely successful event which was planned by an exceptional team of Carol George, Dawn Ackers, Teresa Chalecki, Jill West and Abby Kingston-Burke.</p> <p>The College wrote to the Minister of Health reiterating concerns about the appalling health outcomes in respiratory disease in NZ. Dr Clarke's response was</p>		



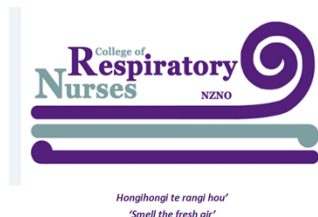
## RESPIRATORY NURSES MEETING RECORD

	<p>that the government was committed to addressing broader determinants of health rather than disease specific outcomes.</p> <p>Letters were also written to all stake holders in respiratory disease and subsequently met with Katheren Leitner CEO Asthma NZ. A commitment was made to work more collaboratively in the future.</p> <p>The SNiPS newsletter use was surveyed using survey monkey. Feedback was positive and so the College will continue to fund SNiPS for the next year.</p> <p>Grants will continue to be offered to assist members to attend educational opportunities. The number of grants has been reduced to five, but the amount of the grant has been increased to \$500.00.</p> <p>The Respiratory Knowledge and Skills framework is due to be reviewed in 2020 and a sub-committee is in the process of being finalised. Feedback is welcome from members.</p> <p>Planning is underway for the symposium to be held in Whangarei, in April 2020.</p> <p>Sharon, Laura and Mary step down from the committee today. They were thanked.</p> <p>Motion proposed that the chairperson's report be adopted.</p> <p>Moved Mary G; Seconded Louise Weatherall</p> <p>Motion carried.</p>		
<b>Financial Report</b>	<p>Presented by Sharon Hancock – treasurer</p> <p>Sharon read out the Commentary on the College Financial statements for the year ended 31 March 2018.</p> <p>Total income for the 2017/18 financial year was \$5506.38 . Expenses totalled \$7922.27, resulting in a net deficit of \$2678 after tax credit of \$262. Prepaid symposium expenses at 31 March 2018 totalled \$4577.</p> <p>The College ended the financial year at 31 March 2018 with cash at bank (including term deposits) totalling \$70769 compared to \$67641 at 31 March 2018. The increase of \$3128 is mainly due to net income for the April 2018 symposium received in cash prior to 31/03/2018.</p>		



## RESPIRATORY NURSES MEETING RECORD

	<p>Statement of financial position: Total equity 31 March 2018 \$64096.31 compared to 31 March 2017 \$66774.</p> <p>Funding changes from NZNO will mean that the College will fall beneath the \$75k level and so the College activities will be fully funded. This change was further explained by Annie.</p> <p>Sharon explained the reason for the financial reserves ( term deposits), The College cannot go into debt as a voluntary organisation</p> <p>Financial reports accepted as correct: Sharon moved: Mary seconded; Motion carried that the annual accounts be adopted.</p> <p>Projected Budget for the next financial year: The forecast business and operational plan 2019 – 2022 was available for members to review. The projected operational budget is currently with the NZNO Accountant and hasn't been completed. When it is available it will be posted onto the website for members to access.</p> <p>Sharon moved: Mary G Seconded; Motion carried by group</p>		
<b>Professional Nurse Advisor report</b>	<p>Presented by Annie Bradley-Ingle</p> <p>Thank you to the national committee, NZNO acknowledges the huge commitment you make. Annie welcomed new members Nicola Corna and Mary Cox. She thanked outgoing members Mary Gluyas, Laura Campbell and Sharon Hancock acknowledging their hard work and commitment. Very special congratulations were made to Dawn Acker and Carol George who both achieved NP status.</p> <p>Annie addressed national issues NZNO are highlighting and lobbying to improve including:</p> <ul style="list-style-type: none"> <li>• Medico-legal forums about informed consent. They have had excellent feedback and attendance. The 2019 forums will target Medication management.</li> <li>• Increasing issues relating to staffing and collective bargaining. In July 2018, nurses went on strike. The resultant DHB MECA will see NZNO staff heavily supporting DHB's with their CCDM processes under clear Ministry guidance.</li> <li>• NZNO Strategy for Nursing : Advancing the Health of the Nation, was launched</li> </ul>		

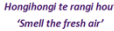


## RESPIRATORY NURSES MEETING RECORD

	<p>in 2018. This 5 year strategy highlights actions to increase the visibility of nursing and position nursing to meet the health needs of communities and the general population. The document is available on the NZNO website.</p> <ul style="list-style-type: none"> <li>• NZNO's total membership has increased by 4.7% and now stands at 50708 members. The annual report (see NZNO website) highlights the years activities and achievements.</li> <li>• Submissions –Annie encouraged membership to comment on submissions they receive if they feel strongly about an issue, and also to be aware of the work the college is doing and to review our strategic plan</li> </ul> <p>Motion that the PNA report be received: Mary G moved: Seconded Nicola . Motion Carried</p>		
<b>Website Report</b>	<p>Presented by Laura.</p> <p>Over the past year the website has been updated as changes occur. Website traffic has been slowly increasing with spikes seen in April prior to the symposium and November. There were 3069 visits to the website between Jan nd Dec 2018, with average time spent on any one page is 1.3 minutes. The resources and newsletter were accessed on a regular basis.</p> <p>Annie raised the issue about getting content on webpage. This block is coming from the NZNO side, as Laura has consistently been supplying content . Annie will follow this up.</p> <p>Motion that the report be received. Laura moved: Seconded Marilyn. Report accepted – motion carried</p>		
<b>Membership Report</b>	<p>Dawn presented the membership report</p> <p>Currently we have 293 members up from 278 last AGM. Regionally Auckland and Canterbury have the largest representation in the College</p> <p>Question from the floor Louise Weatherall – Who can be associate members eg volunteers, associated workers. The rules were checked by Annie. Section 3. 3.1 - 7. Associate members can't vote. Laura clarified that the terms and conditions are on the website. Associate members don't have voting rights, can't hold office and</p>		

## RESPIRATORY NURSES MEETING RECORD

	<p>can't apply for grants. They don't have to be members of NZNO. They can provide valuable feedback. Discussion about consumer feedback and importance of obtaining this. Several members of a local consumer group were present at the AGM.</p> <p>Motion that the report be received. Dawn moved: Seconded Laura. Report accepted - Motion carried</p>		
<b>Submissions</b>	<p>Presented by Mary Cox. Over the past year there have been 23 consultation requests and of those 9 were relevant to the college and a synopsis done and sent around the committee for comment.</p> <p>Submission were made on</p> <ul style="list-style-type: none"> <li>-End of Life Choice Bill</li> <li>-Health and Disability Review : major review of the health system</li> <li>-Immunisation Start Date: Proposing a later start date to immunise</li> <li>-Proposal to list Interventional radiology and respiratory product from Getz healthcare</li> <li>-NLCWG's Follow up and supportive care of Lung Ca patients post curative -intent therapy</li> <li>-Ministry of Justice Rewrite of family justice reforms</li> <li>- Zero Carbon Bill : support for cobenefits for health</li> <li>-Maori Affairs Committee Electoral (Entrenchment of Maori Seats) Amendment Bill</li> </ul> <p>Mary expanded on criteria for reviewing submissions. She reads them, then forwards around committee for discussion. Feedback is collated then sent into NZNO.</p> <p>Motion that the report be received: Moved Mary C. Seconded Laura. Report accepted – motion carried.</p>		



## RESPIRATORY NURSES MEETING RECORD

<b>Newsletter</b>	<p>Presented by Marilyn.</p> <p>The newsletter is published through the website 3 times a year – members are encouraged to submit articles. In future submissions will be published in the newsletter.</p> <p>Question from the floor -Annie about whether SNiPS will be continued. Marilyn responded that the survey monkey report suggested that this was a valuable resource, so will be continued</p> <p>Motion that the report be received: Moved Marilyn. Seconded Mary G. Report accepted – motion carried.</p>		
-------------------	--	--	--

General Business			
<b>Leaving Gift</b>	<p>Proposed leaving gift for committee members stepping down, a value \$25 for 2 year term and \$50 for 4 year terms was discussed by the committee at their meeting 11 June 2018. Discussion opened to the floor.</p> <p>Maureen Trim raised that the gift be more, but a higher value was not decided upon.</p> <p>Nicola moved that the current leaving gift value be retained, Marilyn seconded, Motion carried</p>		
<b>Honoraria</b>	<p>That committee members receive an annual honoraria. Louise raised that each committee member get an equal amount of honoraria annually. A cap fee proposed \$200, to be reviewed annually at the AGM. The committee member has a right to decline this.</p> <p>Louise moved, Theresa seconded. Motion carried</p>		



## RESPIRATORY NURSES MEETING RECORD

<b>Committee Members</b>	<p>Farewelled Mary G, Sharon and Laura. Presentations to Laura, Sharon by Mary G Marilyn thanked and presented to Mary G. Marilyn to step in as chair, Nicola secretary, Dawn, treasurer.</p> <p>3 vacancies left and 3 nominated members to the committee: Jill West from Wellington, Moira Haycock Auckland, Vineeta Prasad Auckland. Each nominee is automatically appointed without the requirement to vote.</p>		
--------------------------	--	--	--

Meeting Closed by Mary G at 09.00

**Next AGM meeting : Whangarei : 17 April 2020**