



RESPIRATORY NURSES MEETING RECORD

DATE: 28 July 2020 AGM 1.30pm

A889

PRESENT: Marilyn Dyer, Mary Cox, Nicola Corna, Dawn Acker, Theresa Chalecki, Karen Vis, Susan Jones, Vineeta Prasad, Moira Haycock, Annette Bradley-Ingle, Vineeta Prasad, Carol George, Vivien Jones, Betty Poot, Jill West, Laura Campbell, Sharon Hancock, Marina Lambert.

VENUE: Zoom from NZNO Head Office, Wellington

AGENDA ITEM	MAIN POINTS OF DISCUSSION	ACTION REQUIRED	BY WHOM
Welcome	<p>Marilyn Dyer welcomed everyone, called the meeting to order and declared the 2020 AGM open. Quorum required 16 members. 18 members in attendance. Confirmed by Annie Bradley-Ingle PNA.</p> <p>Disclaimer at beginning of AGM: “Thank you very much for your attendance. This AGM will be recorded as an audiovisual record for the purpose of accurately recording the minutes of this AGM. If you would not like to be visually recorded please switch your video function off. Could you please mute your audio function. If there is more than 1 person at a screen location, please can you type your full names into the chat function so that we can record all those present. Please use the chat function to type questions and respond as “mover” seconder”. This will be monitored during the AGM. There will be time to address comments and questions during general business. This is a new process for us all and we appreciate your support and patience. Thank you very much for taking time out of your day to join us. Are there any items for general business which will need to be discussed, if so we would appreciate those being raised now via the chat function and these will be discussion after the formalities”</p> <p>Committee members introduced.</p>		
Apologies	Sally Powell		
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. Minutes from the College of Respiratory Nurses 2019 AGM amendment raised by Vivien Jones. Minutes corrected and motion accepted as the official record of that meeting Moved Vivien: Seconded. Motion carried.		



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Matters Arising from last minutes			
Generic Inhalers	<p>Feedback from Nicola – further development on this to be raised in General business</p> <p>After lobbying PHARMAC regarding potential medication confusion with the labelling of generic inhalers over the past few years, 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.</p>		

New Business			
AGENDA ITEM	MAIN POINTS OF DISCUSSION	ACTION REQUIRED	BY WHOM
Chairpersons Report	<p>Presented by Marilyn.</p> <p>Launch KSF</p> <p>Cancelled Symposium</p> <p>Thanked nurses for Covid efforts.</p> <p>Thanked the leaving members and welcomed incoming nominees</p> <p>Motion that the Report be accepted. Moved Mary, Seconded Teresa. Motion carried</p>		
Financial Report	<p>Presented by Dawn Acker – treasurer</p> <p>Dawn read out the Commentary on the College Financial statements for the year ended 31 March 2020. This was provided by Kevin Simmonds NZNO Accountant.</p> <p>Income & Expenditure</p> <p>Total income for the 2019/20 financial year was \$10027 comprising National Office funding of \$8238, Sponsorship \$913 and interest of \$876. Expenses totalled \$10920 resulting in a net deficit of \$1141 after tax of \$248.</p>		



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	<p>Expenses in 2019/20 of \$10920 were education grants \$1703, non-refundable 2020 symposium expenses of \$1156 and committee meeting and administration expenses of \$8061.</p> <p>Symposium 2020 expenses comprise Aventri registration fees of \$536 (67 registrations) and purchases of gifts and corsages of \$620.(These are being held over for the next symposium).</p> <p>Income in Advance of the statement of financial position of \$2904 represent symposium registrations received up to 31 March 2020.</p> <p>Statement of Financial Position</p> <p>The College of Respiratory Nurses ended the financial year at 31 March 2020 with cash at bank (including term deposits) totalling \$65258 compared to \$62381 at 31 March 2019. The decrease of \$2877 in cash is a combination of the 2019/20 loss for the year of \$1141 and movements in working capital year on year of \$1736.</p> <p>Financial reports accepted as correct: moved Marilyn: seconded Moira; Motion carried that the annual accounts be adopted.</p> <p>Inconsistency noted between NZNO accountant statement and figures available raised by a member as they felt that some comments on the commentary about the figures had been reversed. Agreed to review these again with Kevin Simmonds and update the AGM minutes</p> <p>Motion carried that the financial report be accepted pending review with Kevin.</p>	<p>This was subsequently reviewed with Kevin. There was no inconsistency and that the accounts and commentary are a true reflection of the College financial position</p>	
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Professional Nurse Advisor report	<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 Susan Jones, Karen Vis and Teresa Chalecki. She thanked outgoing members Mary Cox, Dawn Acker and Carol George acknowledging their hard work and commitment.</p> <p>Annie addressed national issues NZNO are highlighting and lobbying to improve. Members encouraged to get involved and to attend meetings</p> <p>Motion that the PNA report be received: moved Mary: Seconded Vineeta .</p> <p>Motion Carried</p>		
Website Report	<p>Presented by Vineeta</p> <p>Over the past year the website has been updated as required to ensure relevant documents and information is available easily.</p> <p>Website traffic has been variable with 2411 visits to the website between with average time spent on any one page is 1.49 minutes. Resources and the Bulletin were the longest accessed from 4 – 8 minutes. This is an increase from the previous year. Peak traffic was in December 2019 with a high between Oct – Dec 2020.</p> <p>Motion that the report be received. Moira moved: Seconded Mary. Report accepted – motion carried</p>		
Membership Report	<p>Moira presented the membership report</p> <p>Currently we have 302 members up from 293 members in 2019</p> <p>We have had a steady increase of 2 new members per month on average, from April-December 2019.</p>		



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	<p>Summer memberships slowed down & unfortunately this led straight into the Covid pandemic which also appeared to impact new membership. Encouragingly there has been an increase in new members since May 2020. The greater Auckland region has the most numbers, followed by Canterbury & the Central region.</p> <p>The majority of college members report their positions as Registered Nurses, Practice Nurses & Clinical Nurse Specialists.</p> <p>The committee continues to promote respiratory college membership in our own roles, through teaching/education sessions, face to face opportunities & the college website.</p> <p>Motion that the report be received - Moira. Mary moved: Seconded Nicola. Report accepted - Motion carried</p>		
<p>Submissions</p>	<p>Presented by Jill via zoom.</p> <p>Over the past year there have been 31 consultation requests</p> <p>Submissions were made on 11 consultations, considered relevant to the Respiratory Colleges. Submissions are forwarded to the committee members for comment and discussion on whether a submission will be made.</p> <p>Health & Disability system review</p> <p>Achieving medicines access and equity Aotearoa review</p> <p>ERS position papers on ecigarettes and heated tobacco products</p> <p>Proposal to award sole supply of fluticasone MDI</p> <p>Review of medicines list for RN prescribers in primary health and specialty providers</p> <p>Understanding digital literacy for health and healthcare providers NZ</p> <p>Proposal to supply Mepolizumab for severe eosinophilic asthma</p> <p>Smoke free vaping bill</p> <p>NZ Adolescent and adult asthma guidelines</p> <p>NZ Child asthma</p> <p>NZ COPD guidelines</p>		



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	<p>-</p> <p>Jill expanded on criteria for reviewing submissions. Feedback is collated then sent into NZNO.</p> <p>Comment from the floor – Nicola – did Jill want to expand on the fluticasone consult . To be left to general business</p> <p>Motion that the report be received: Moved Mary. Seconded Teresa Report accepted – motion carried.</p>		
<p>Newsletter</p>	<p>Presented by Carol via Zoom.</p> <p>Carol has been editing the newsletter“ Airways” for the past 18 - 24 months. Published quarterly and available via the website and emailed out to the membership. Topics include smoking cessation and vaping, ILD, Corona virus, asthma. Expert Articles have been submitted from experts. Call out to college members for input into future articles – members are encouraged to submit articles, initiatives etc to Airways for publication. Email address to be published for more direct engagement with the audience.</p> <p>Motion that the report be received: Moved Nicola. Seconded Mary. Report accepted – motion carried.</p>		



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General Business			
Annual Plan	<p>This was put to members for feedback around the objectives of the College. Marilyn outlined the objectives to the members and presented a new core objective regarding " response to threats/challenges to respiratory health in NZ."</p> <p>Comments invited from the members regarding this.</p> <p>Motion that the Annual Plan document be adopted. Moved Mary Seconded Carol</p>		
Symposium Feedback	<p>Report on symposium in Whangarei from Mary. 5 committee members recruited to plan and organise the symposium. Mary outlined all the tasks that were undertaken with great enthusiasm and care. Theme was to be "Bronchiectasis " cancelled 2020 due to Covid considerations. An excellent range of experts were arranged including the Chief Nurse Margareth Broodkorn. Committee members thanked.</p> <p>It is proposed to have the symposium in Whangarei in April 2022. This will need to be confirmed.</p> <p>Motion that report received Moved Teresa, Vineeta seconded. Motion carried Acknowledgement from Carol George about all the incredibly hard work that the symposium committee put in</p>		



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Inhaler reviews	Acknowledged the work of previous committees around inhaler supply in New Zealand and the role that the committee has played in this with submissions. This has happened by nurses working at the clinical coalface. There has been lobbying to ensure that some inhalers which were leading to confusion in the general public have recently been removed from supply.		
Leaving Gift	<p><i>Background: 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. Maureen Trewin raised that the gift be more, but a higher value was not decided upon. Nicola moved that the current leaving gift value be retained, Marilyn seconded, Motion carried at AGM 2019.</i></p> <p>Background presented.</p> <p>Discussion from the floor that the amount not be lowered acknowledging that the committee do a large amount of work in their own time. Floor suggested that honoraria be discussed first. If no honoraria then leaving gift be a higher value. Proposed that if honoraria are given then leave the gift value as it is currently.</p>		
Honoraria	<p><i>Background: 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. The secretary, chair and treasurer were to be awarded this.</i></p> <p><i>Louise moved, Theresa seconded. Motion carried AGM 2018.</i></p> <p>To date no committee member has accepted honoraria. Committee had discussed in face-to-face meeting 27/07/2020 that if honoraria were to be given then it was</p>		



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	<p>felt that an equal amount should be awarded to every committee member and that it be awarded to each committee member as a matter of business and that the individual committee member could keep or donate that honoraria as they felt. There is an amount of \$600 budgeted for honoraria. If this was to be split, then a max of \$100 would almost keep within the current allocated budget. To be discussed at the AGM.</p> <p>Comment was invited from the members.</p> <p>Betty put that the chair honoraria would be greater than other general committee members, if honoraria be given, acknowledging the amount of work the chair puts in. It was noted that committee work is voluntary. Committee expenses are paid by the college.</p> <p>Sharon and Marina comment that the fund goes to providing scholarships for professional development. Carol – honoraria been raised around executive roles – chair, secretary and treasurer in the past and acknowledged the extra work involved in these roles. Proposed that this be taken off the table?</p> <p>Carol suggested that more work to be done around this issue.</p> <p>Motion raised from Betty Poot that the committee put together a report about honoraria grants to other College and Section committee members including the values of these, what it is intended for etc and present this back to the members.</p> <p>Moved Mary seconded Carol</p>	<p>Report to be put together for presentation at the next AGM about honoraria awarded to other colleges and sections in NZNO</p>	
<p>Scholarship & Grants</p>	<p>Marilyn announced that amount awarded for scholarships for professional development be increased to \$750 per occasion. This is in the Annual plan which has already been adopted.</p>		



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Committee Members	<p>Farewelled Carol George, Dawn Acker and Mary Cox. Presentations to Dawn and Mary with Carol's to be given to her at a later date by Marilyn</p> <p>3 vacancies left and 3 nominated members to the committee: Susan Jones from Hamilton, Karen Vis from Blenheim, Teresa Chalecki from Christchurch. Each nominee is automatically appointed without the requirement to vote.</p>		
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Meeting Closed by 14.45

Next AGM meeting : Christchurch SIREF conference : Date TBA