



RESPIRATORY NURSES MEETING RECORD- AGM 2022

DATE: 06th September 2022- AGM 12.30pm

PRESENT: Alan Shaw, Marilyn Dyer, Karen McIntosh, Annette Bradley-Ingle, Erin Foster, Alan Shaw, Jess Puru, Liz Fellerhoff, Mikayla Neil, Tamsin Fitzsimmons, Jacque Westenra

APOLOGIES: Teresa Chalecki, Nicola Corna

VENUE: Zoom from NZNO Head Office, Wellington

AGENDA ITEM	MAIN POINTS OF DISCUSSION	BY WHOM
Welcome	<p>The committee started with a karakia.</p> <p>Alan Shaw welcomed everyone, called the meeting to order and declared the 2022 AGM open. He reminded the attendees that this meeting was just for college members in case anyone had inadvertently logged in from the symposium.</p> <p>Quorum requirements 5% of membership be present which equates to 16 members required of current 322 members. 10 members in attendance. Quorum not met. Meeting went ahead</p> <p><i>Disclaimer at beginning of AGM:</i> <i>"Thank you very much for your attendance. This AGM will be recorded as an audio-visual 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 unless speaking. 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". The voting will be through online polling this year. This will be monitored during the AGM. There will be time to address comments and questions during general business. 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"</i></p> <p>Committee members introduced.</p> <p>Apologies that the paperwork was late in being available to members. There was an issue getting it loaded on the website</p>	
Apologies	Teresa Chalecki and Nicola Corna	



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Agenda	Agenda put to the meeting. No other matters added, order of business kept as per the agenda	
Minutes from previous AGM	Minutes from the College of Respiratory Nurses 2021 AGM were not read out as members had received a copy. Minutes accepted as the official record of that meeting Moved: Marilyn Seconded: Karen.	
Matters Arising from last minutes		
	No matters arising	
	Inwards- Nil Outwards- Nil	

New Business		
AGENDA ITEM	MAIN POINTS OF DISCUSSION	BY WHOM
Chairpersons Report	<p>Presented by Alan – Full report available on the website</p> <p>Another year of pandemic-effects continue to be felt. We all need to support our colleagues with management of the long-term respiratory effects that may occur.</p> <p>Covid has thwarted all our efforts to hold an in-person symposium in partnership with The Bronchiectasis Foundation. Although challenging this has given us an opportunity to consider new ways to reach our colleagues and look at new ways of working</p> <p>He thanked the committee for continuing to work tirelessly on college business and the symposium planning while managing challenging workloads and covering for colleagues</p> <p>Thanks to our PNA Annie Bradley Ingle and our NZNO administrator Natalie for their vital support.</p> <p>As the new Chairperson he thanked previous chairperson Marilyn Dyer for her support and for being a positive role model to follow.</p> <p>We lost Anna Thomas from our committee for happy reasons and wish her and her whānau well in the future and we lost Vinetta due to other commitments.</p> <p>Thanks to Ashlinn and Teresa for their secretarial and treasurer work.</p> <p>Erin, Jessica, and Mikayla were welcomed on to the committee this last year.</p>	



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	<p>We are planning to update our college connectivity by using social media and updating our website. We have revamped our Airways publication and plan to market the college to related but non nursing areas and any other groups with respiratory interests</p> <p>We have a healthy budget at present but will wait to see what if any effects the future NZNO funding support will have on this</p> <p>Alan put a motion forward that the Report be accepted. Motion carried</p>	
<p>Financial Report</p>	<p>Marilyn read the treasurers report on behalf of Teresa.</p> <p>Full statements and report available on website</p> <p><u>Commentary on the College of Respiratory Nurses NZNO Financial Statements for the Year Ended 31 March 2021.</u> These statements are as yet unaudited but Kevin Simmonds (NZNO CPA) does not any changes to the statements.</p> <p><u>Income and Expenditure</u></p> <p>Total income for the 2021/221 financial year was \$12,546 comprising National Office funding \$12,192, interest \$354</p> <p>Expenses totalled \$6,793, resulting in a net surplus of \$5,682 after tax of \$71.</p> <p>Expenses in 2021/22 of \$6,793 comprised of \$800 for covid masks given as a koha and committee meeting and administration expenses of \$5,993.</p> <p>The College of Respiratory Nurses ended the financial year on 31 March 2022 with cash at bank (including term deposits) totalling \$78,048 compared to \$72,956 on 31 March 2021.</p> <p>The increase of \$5,092 in cash is a combination of the 2020/21 surplus for the year of \$5,682 and downward movements in other working capital items of \$590.</p> <p>Teresa had noted – variants of budget activity is a result of Covid-19 restrictions, in particular the plan for an in-person symposium in person committee meetings which have not taken place</p>	



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	<p>Scholarships available to everyone in the college- Up to \$250</p> <p>Motion that the financial report be adopted: moved: Marilyn, Carried by all</p> <p>Projected budget included in annual plan- no discussion from the floor so Marilyn moved that it be adopted. Seconded by Alan and approved by the committee</p>	
<p>Professional Nurse Advisor report</p>	<p>Presented by Annie Bradley-Ingle. Full report available on website.</p> <p>Annie gave her mihi</p> <p>She thanked to national committee for strong strategic leadership, dedication, and professional engagement in another tumultuous year affected by Covid.</p> <p>Acknowledged the huge commitment that the committee have given over and above their professional and personal lives. Highly regarded and appreciated and NZNO. She thanked the committee member individually for their work.</p> <p>NZNO 2012-2022</p> <p>No medico legal forums – plans in place but haven’t been able to get to fruition. Plans for fact to face forums in early 2023- topic to be confirmed</p> <p>Following 2018-2022 strategy for nursing and NZNO strategic plan. Both have recently been updated to reflect member requirements</p> <p>New CEO has indicated that NZNO strategy will be again revised shortly. Paul Goulter CEO began in late Feb 2022, and with that a definitive refocussing of all NZNO staff efforts to his vision is occurring.</p> <p>Overarching campaign called Maranga Mai- calls for every nurse everywhere to take action and rise up. Get behind the campaign to achieve the five goals. Has nine areas of focus that incorporate many of existing work and projects, including NZNO college and sections. Responsibility of every NZNO member to work together in one direction with unified strength to ensure enough nurses everywhere in every setting.</p> <p>Nurses working conditions and staffing remain a high priority focus for NZNO. Supporting Health NZ workplaces to fully embrace care capacity and demand management program (CCDM) as per Health Minister and MECA requirements and acknowledging the 2021 review of these processes</p>	



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	<p>Huge undertaking by NZNO organisers, PNAs and their managers along with many NZNO members. This work generally creating a positive of change within DHB environment. Evidence on patient ratios being reviewed by NZNO- work is aimed at Aged Care sector at present to find workable method to determine safe staffing levels. Existing DHB MECA yet to be ratified. Waiting on ERA decision on back pay. 2022 will see MECA negotiations commence again. Pay equity another vitally important focus – process commenced in 2018 and is extremely complex 2022 NZNO AGM and College and Sections Day next week. 2021 AGM reported a net deficit of over \$500,000. A move to online Kaitiaki publication has helped to reverse this. College and Sections Day 2022 is now a Maranga Mai training day. Respiratory College Annual plan is a live document and members are encouraged to feed any suggestions on pieces of work relevant to respiratory health of Aotearoa to the committee. Motion that the PNA report be received: Allan/ Carried</p>	
<p>Membership Report</p>	<p>Karen presented the membership report as it stands at 31st August. Currently we have 322 members up 10 from 2021. This number is made up of: 305 females and 17 males. Biggest regions: Greater Auck- 69, Canterbury- 59 and Central Nth Is -37. Age range: 25- 79% of membership over 50 years of age. Ethnicity: NZE 65%, Maori 9%, Filipino 7%. Roles: Reg Nurse- 199, Practice Nurse- 40, CNS- 29, NP- 10. Reminded everyone that NZNO members can be enrolled in up to three NZNO college or sections so encourage colleagues to join if they have a respiratory interest.</p>	
<p>Newsletter</p>	<p>Mikayla reported that the Airways newsletter is published 3 x year. Some design changes have been made to the newsletter and pamphlet. Newsletter has a section on how your area uses the KSF and a Te Ao Māori corner with some common terms that can be incorporated into your practice. Encouraged members to give feedback and input ideas for the newsletter.</p>	
<p>Website</p>	<p>Erin reported that the website had been reviewed and relevant documents updated. Exciting news on social media- a private College of Respiratory Nurses facebook page has been created.</p>	



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Submissions	Presented by Jess. Since October 2021- 10 consultation documents received. No submissions resulted Medsafe and Pharmac submission sent after committee discussion regarding MDI inhaler and spacer use recommending that spacer use be incorporated into inhaler documentation at dispensing	
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General Business		
Annual Plan	Alan apologised for late receiving of this document. It's a live document and we encourage members to guide the committee on future respiratory work. We will adopt the plan to day with the understanding that if anyone has any questions that they will be added to the minutes as an appendix and they will be raised at the next committee meeting	
Committee Members	We are two members down. We are looking for new committee members. We would love input from Northland, West Coast of Sth Island and Tairawhiti but would welcome any new committee members	
Quorum	Annie reported that a quorum was not obtained so the fact that we did not run for an hour as state in the rules is not relevant.	

Meeting Closed with a karakia at 13.09



Hongihongi te rangi hou'
'Smell the fresh air'

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Next AGM meeting: TBA