



## Auckland, New Zealand- Rydges

Annual General Meeting Minutes

Thursday October 21<sup>st</sup> 2010

Meeting Opened: 1300hrs – 1425hrs

**Chair:** Tracy Desborough

**Secretary:** Renae Baker

1. **Attendance:** Tracy Desborough, Sharon Eriksson, Karen Tuqiri, Renae Baker, Alanah Close, Vicki Evans, Katrina Mastello, David Tsui, Fiona Burgess, Aliscia Fleming, Michelle Knox, Denise Le Lievre, Lisa Scully, Fiona Templar, Linda Nichols, Kellie McIntosh, Rimma Kats, Philippa Bakhshi, Carmel Pascolo, Linda Bulger, Cheryl Blackburn, Michele Richardson, Cherie Dobson, Linda Madey, Adele McMahon, Sharryn Byers, Lyn Wallace, Mary Lomas, Barbara Lester, Karen Kullas, Jane Morison, Diana Whitaker, Kerry Lenton, Roisin Dunne, Michelle Carr, Cheryl Simmonds, Margaret Sorridimi, Jeanne Barr, Lorraine Walker, Angela Evans, Kylie Wright, Michael Sham, Shae Miller, Sue Williams, Ellie Borrell, Christopher Taylor, Zsa-Zsa Ferrer, Maria Pino, Barbara Cooper, Wendy Steal, Diane Lear

**Apologies:** Jennifer Blundell, Lisa Street, Caleb Ferguson, Victoria Byiers, Mahlah Watchman, Harriet Chan, Liz O'Brien, Nigel Wapling, Maureen Edgtton - Winn.

**Proxy:** Jennifer Blundell, Maureen Edgtton- Winn, Liz O'Brien, Nigel Wapling

- 1.1 **Confirmation of previous minutes:** Mary Lomas      Seconded:

2. Business Arising from the previous minutes	Comments	Outcome/Action
2.1.1 Handbook and constitution – affiliations and life membership guidelines	<ul style="list-style-type: none"> <li>• Reviews completed of both Handbook and Constitution.</li> <li>• Life Membership criteria tabled by Tracy (read from Constitution).</li> </ul>	Handbook and Constitution printed.
2.1.2 Anna Membership Database	Demonstration given of database	Database being accessed by ANNA Executive, Branch Delegates access will be established once each Branch has signed off on Business Rules for use of database.



<p>2.1.3 Journal Editor Position</p> <p>2.1.4 ANNA Logo Copyright</p> <p>2.1.5 Nursing Standards Committee</p>	<p>Welcome to Vicki Evans as Journal Editor</p> <ul style="list-style-type: none"> <li>Branch Delegates advised re: approval for use of ANNA logo.</li> </ul> <p>Issues voiced re: communication and geographic's of the committee.</p>	<p>AJON re established</p> <p>Requests to be made to ANNA Executive for approval to use ANNA logo prior to logo being used.</p> <p>Executive to discuss further with committee Chair (Harriet Chan) and committee members.</p>
<p><b>3.0 Reports</b></p> <p><b>3.1 Presidents</b></p>	<p><b>Comments</b></p> <ul style="list-style-type: none"> <li>Report Tabled</li> <li>Welcome to new Executive Alanah Close – Conference Convenor Vicki Evans – Journal Editor</li> <li>Memberships stable – 334 current members and 540 on mailing list</li> <li>PAMs – yearly review of ANNA Activity. Member database online</li> <li>Challenges over the last year:             <ul style="list-style-type: none"> <li>Preparation for handover to New Executive</li> <li>Conference preparation and change of Venues Auckland to Christchurch 4 weeks from conference date due to earthquakes.</li> <li>Legal obligations – Fair Trading</li> <li>Standards Review</li> <li>Branch financials</li> </ul> </li> <li>Achievements over the last year:             <ul style="list-style-type: none"> <li>Conference Planning</li> </ul> </li> </ul>	<p><b>Outcome/Action</b></p> <p>Tracy Desborough resigning as President</p> <p>Welcome Shweta, PAMs liaison. Ongoing review of SLA with PAMS. Continue to work with PAMS in setting up States with access to database and consideration of website management. Handover of Association activities to the New Executive.</p>



<p><b>3.2 Treasurer</b></p>	<ul style="list-style-type: none"> <li>• Completion of review of documents</li> <li>• Financially stable</li> <li>• Completion of 2 terms.</li> <li>• Journal re-established.</li> <li>• Legal requirements</li> </ul> <ul style="list-style-type: none"> <li>• Report Tabled</li> <li>• Achievements for 2010:             <ul style="list-style-type: none"> <li>• Independent audit of 08/09 finances completed</li> <li>• Independent audit of 09/10 finances completed</li> <li>• Available monthly financial reports (Executive and branch)</li> <li>• Online account monitoring</li> <li>• Branches commenced changing to Westpac</li> <li>• Developed business rule – Access to Online Membership Database</li> <li>• Revised Handbook printed</li> <li>• Development of conference budget</li> <li>• Database uploaded for accessing by Executive and Branch Delegate</li> <li>• Reimbursement form/process for Branch</li> </ul> </li> </ul>	<p>Karen Tuqiri resigning as Treasurer</p> <p>Handover to new Executive including ongoing review of financial policy, review of SLA and workload with PAMs</p>
<p><b>3.3 State Reports New Zealand</b></p>	<p><b>New Zealand</b></p> <ul style="list-style-type: none"> <li>• Denise Le Lievre out going Branch Delegate.</li> <li>• Branch activities: Monthly meetings + journal club + national forums (missed this year)</li> </ul>	<p>Ongoing discussions with State Branches to close Non Westpac bank accounts. Sign off on Business Rules by Branch Delegates for access to online Database.</p>



	<ul style="list-style-type: none"> <li>• Westpac Bank account to be opened</li> </ul>	<p>Setup of Westpac Bank account to be attended by State Delegate.</p>
<p><b>WA</b></p>	<p><b>WA</b> - Tabled by Lisa Scully</p> <ul style="list-style-type: none"> <li>• Seminar held in August 2010 total of 64 attendee's. Successful event.</li> <li>• X2 educational professional activities held.</li> <li>• Struggling to get members and association interest</li> </ul>	<p>Ongoing work and commitment of branch to increase profile of state branch.</p>
<p><b>NSW</b></p>	<p><b>NSW</b> – Tabled by Shae Miller</p> <ul style="list-style-type: none"> <li>• Structural changes within NSW Branch             <ul style="list-style-type: none"> <li>- Treasurer Anne Macleod resigned</li> <li>- Branch Delegate Liz O'Brien resigning at the end of this term</li> <li>- Editor Shae Miller continuing to produce Hemisphere newsletter.</li> </ul> </li> <li>• Discussions had re: closure of NSW Branch if no interest to fill President position</li> </ul>	<p>Executive to contact Liz O'Brien and discuss timeframes around decision re: closure of NSW Branch.</p>
<p><b>VIC</b></p>	<p><b>VIC</b> – Tabled by Kellie McIntosh</p> <ul style="list-style-type: none"> <li>• Liz Mackay resigning from Branch Delegate position.</li> <li>• Bimonthly meetings</li> <li>• Stroke forum held with a great response and attendance.</li> </ul>	
<p><b>ACT</b></p>	<p><b>ACT</b> – Tabled by Barbara Cooper</p> <ul style="list-style-type: none"> <li>• Ongoing struggle to maintain membership and generate interest.</li> <li>• Planning of second monthly education meetings.</li> </ul>	



<p><b>WFNN</b></p>	<ul style="list-style-type: none"> <li>• Branch remains financial with money available to support members to attended seminar days and conferences.</li> <li>• Westpac Account- Currently ACT Branch continues to bank through Health Credit Union. Issues discussed around getting State Delegates to sign off on paper work.</li> </ul> <p><b>WFNN</b> - Tabled by Vicki Evans</p> <ul style="list-style-type: none"> <li>• Death of Agnes Marshall</li> <li>• Next congress to be held Japan 2013</li> </ul>	<p>Low membership issues, branch continues to try and increase branch profile</p> <p>State Delegate to make it a priority in changing to Westpac bank account, with help and guidance by ANNA Executive if needed.</p>
<p><b>4.0 Nomination / elections of Executive positions</b></p>	<p>Nominations of Executive positions:</p> <ul style="list-style-type: none"> <li>- President – Sharryn Byers</li> <li>- Vice President – Katrina Mastello</li> <li>- Treasurer – Angela Evans</li> <li>- Secretary – Kylie Wright</li> <li>- Conference Convenor – Nil nominations</li> <li>- Webmaster – Nil nominations -recognition of Rochelle McKnights many years of service to the Association.</li> </ul>	<p>Nominations passed for positions of Executive Nil objections all nominated happy to accept positions.</p>
<p><b>5.0 PAMS</b></p>	<ul style="list-style-type: none"> <li>• Review of SLA which identified increased service needs</li> <li>• Ongoing feedback from members stating glitches with current processes</li> <li>• Members asking for feedback or notification from PAMS when membership renewal received and processed.</li> </ul>	<p>Ongoing communications with PAMS re: service needs. Members to continue to contact PAMS with changes to members contact details</p>



<p><b>6.0 Proposals</b></p>	<ul style="list-style-type: none"> <li>Proposed by Maureen Edgton – Winn. Seconded by Kylie Wright</li> <li>Tabled by Kylie Wright.</li> </ul> <p>Proposal: <i>Wherever and whenever possible, ANNA will support the development and initiation of funded rehabilitation services that specifically address the needs of people with an acquired non traumatic brain injury.</i></p>	<p>Voting attended            51 votes yes + 4 proxy = 55 votes            0 votes no            Motion moved and 100% agreed to “partake in supporting the development and initiation of funded rehabilitation services that specifically address the needs of people with an acquired non traumatic brain injury.”</p>
<p><b>7.0 Conference 2011</b></p>	<ul style="list-style-type: none"> <li>Perth (33)</li> <li>Melbourne (3)</li> <li>Canberra (5)</li> <li>Queensland (13)</li> </ul>	<p>Majority vote for Perth accepted</p>
<p><b>8.0 Life Membership: Kylie Wright</b></p>	<p>Nomination received for Life membership            Kylie Wright member since 1996 (Bio tabled by Tracy)</p>	<p>Majority voted Kylie Wright for Life Membership            46 votes Yes and 4 votes No            Scrutineers for nomination of Kylie Wright for Life Member – Kellie McIntosh &amp; Karen Kullas</p>
<p><b>9.0 Business Without notice</b></p> <p><b>Membership Process</b></p> <p><b>Life Membership Guidelines</b></p>	<ul style="list-style-type: none"> <li>Concerns voiced again re: process of membership renewal through PAMs.</li> <li>Delegates stating nil receipts for memberships being received.</li> <li>Life memberships            Request made by Barbara Lester for review of Life Membership guidelines with</li> </ul>	<p>Executive to follow up with PAMs the process of membership renewal.            Delegates to make sure all contact details are correct i.e. mailing addresses and email addresses. If not receiving notifications please contact PAMs.</p> <p>Draft of Life membership guidelines in Constitution sent out to all ANNA members for review and comments last year with nil</p>



	concerns that there is a risk of having too many life members with the current guidelines.	comments made prior to finalisation of Constitution. <i>Carried forward to next AGM</i>
<b>Next meeting Conference 2011</b>	WA - Perth	

Meeting closed: 1425hours