



Sydney , Novotel- Novotel Sydney Central

Annual General Meeting Minutes

Thursday June 20th 2013

Meeting Opened: 1545hrs – 1615hrs

Chair: Sharryn Byers

Secretary: Kylie Wright

1. **Attendance:** Sharryn Byers, Kylie Wright, Linda Nichols, Kathi Evans, Linda Bulger, , Kate O’Dea, Christine Holland, Lynette Wallace, Mary Lomas, Vicki Evans, Jennifer Blundell, Steenus von Steenson, Rochelle Firth, Sandra Krpez, Diane Lear, Reine Higgins, Trudy Keer Keer, Malah Watchman, Debbie Wilkinson, Kerry Baxter-Bowan, Natalie Priestley, Wilma jut, Mark Cirillo, Leigh Arrowsmith, Anne McLeod, Kerry Lenton, Chandra Naidu.
2. **Apologies:** Barbara Lester, Katrina Mastello, Angela Evans
Proxy: Barbara Lester, Kathleen Naughton, Jolinda Watson
3. **Confirmation of previous minutes:** Sharryn Byers Seconded: Lynette Wallace

4. Business Arising from the previous minutes	Comments	Outcome/Action
I. Professional Standards for Neuroscience Nurses – 2011 Review	<ul style="list-style-type: none"> • Professional Standards for Neuroscience Nurses review completed and on ANNA Website. There will be no charge for these standards. 	<ul style="list-style-type: none"> • Standards endorsed are available on website.
II. PAMS Contract renewed	<ul style="list-style-type: none"> – ANNA recontracted with PAMS earlier this year. Sharryn made requests for quotes from 2 other companies but these companies were slow to response and were 50% more expensive than PAMS. 	<ul style="list-style-type: none"> • Nil further action at this time
III. Coalition of National Nursing Organisations (CoNNO)	<ul style="list-style-type: none"> • CoNNO – Sharryn attended the meeting last November where a presentation on the National 	<ul style="list-style-type: none"> • Next meeting 8th November- President will attend and represent ANNA



<p>iv. Certification of Neuroscience Nurses</p>	<p>Prescribing Service was given. This focussed on expanding prescription rights to pharmacists, general nurses etc. Pathways have been developed but there are no legislative changes yet. CoNNO meeting held in May 2013 in Melbourne had no ANNA representation.</p> <ul style="list-style-type: none"> • Research suggests that certification improves care. • Process for certification still not clear – hold over 	<ul style="list-style-type: none"> • ANNA Executive will continue to work on certification of neuroscience nurses
<p>5. Reports I. President</p>	<p>Comments</p> <ul style="list-style-type: none"> • Report Tabled – This year the ANNA Executive has primarily been SB & KW with assistance from VE & LN. Maureen Winn continues in the webmaster role with a few things happening. AE and KM have new babies. – Majority of time has been spent organising the conference because it has been earlier in the year. It has been challenging this year working with another organisation in a combined conference – ANNA will make a small profit as it has had additional costs that ACI did not have e.g. satchels. PAMS could not separate costs between ANNA & ACI (cost more to separate). – Annual ANNA Insurance- only 2 companies that provide association insurance, very expensive, approx \$5000. 	



<p>II. Treasurer</p>	<p><u>Tabled by Sharryn Byers</u> AE will be resigning from the Treasurer's role The following was presented</p> <ul style="list-style-type: none"> - Achievements 2013 & 2012 - ANNA Income sources 2012/2013 - ANNA Expenses 2012/2013 - Balance sheet as at 30th April 2013 - Future Directions <p>Annual audit report not completed until the end of the financial year.</p>	<ul style="list-style-type: none"> • Full audits will occur due to change in treasurer changes, and an audit review will occur annually for the 3 year term of new treasurer. This strategy meets auditing requirements.
<p>III. Secretary</p>	<p>Membership profile – June, 2013</p> <ul style="list-style-type: none"> - 317 members - 8 life members (4 x VIC; 1 x NZ; 2 x NSW; 1 x QLD) 	<ul style="list-style-type: none"> • Secretary asked that each member sign up one new member in the next year
<p>IV. Webmaster</p>	<p>Maureen Winn an apology for AGM. Report not tabled.</p>	<ul style="list-style-type: none"> • See appendix 1 for full report.
<p>V. Journal Editor</p>	<p>Report tabled by Vicki Evans</p> <ul style="list-style-type: none"> - Will aim to utilise sponsorship to assist with costs - Exploring the options of an online version of AJoN – costly in time and money - Please encourage submission of papers to the AJoN. - 	<ul style="list-style-type: none"> • See Appendix 2 for full report
<p>iv. WFNN</p>	<p>Vicki Evans presented the following</p> <ul style="list-style-type: none"> • 2013 Congress-Japan- venue, dates, website www.wfnn.2013.jp • Table topics included in program • Early bird registration closes 31/7/13- \$330 	<ul style="list-style-type: none"> • For those attending WFNN Congress Vicki suggests having your accommodation written in Japanese for taxi drivers.



<p>iii. Nominations for Executive positions President Vice president Secretary Treasurer Conference Convenor</p> <p>iv. Life membership nominations- Lyn Wallace & Angela Lownie</p>	<p>looking at different levels of patients e.g. in neurosciences a patient who is in a delirium, unconscious etc requires more intense nursing. Each State has different legislation. ANNA may look at doing an information gathering survey.</p> <ul style="list-style-type: none"> All Executive Committee is standing down as the 3 year term has passed. President – Sharryn Byers has been re-nominated Vice President – Kylie Wright has been nominated Treasurer- Sandra Krpez has been nominated Secretary – This position is yet to receive a nomination. Conference Convenor – Linda has been re-nominated, and Leigh Arrowsmith has been nominated. <p>Nominations received for Life membership Lyn Wallace (Bio tabled by Mary Lomas) & Angela Lownie (Bio tabled Sharryn Byers)</p>	<ul style="list-style-type: none"> Nominations passed for positions of Executive Nil objections all nominated happy to accept positions. <ul style="list-style-type: none"> Majority voted Lyn Wallace for Life Membership Majority voted Angela Lownie for Life Membership <p>Scrutineer for nomination of Lyn Wallace & Angela Lownie for Life Member – Kylie Wright.</p>
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Appendix 1

Web Master & Web Liaison Report

Since the last report tabled a number of important ANNA documents have been placed on the web page, including ANNA AGM minutes and forms.

I recommend to the membership that they visit the site at least every two months in order to stay up to date with events and with decisions made on behalf of the membership.

Of note, the revised Standards are now available.

The Webmaster has noted that feedback may be requested on some items placed on the Webpage. A feedback template has been created and is waiting approval from the Executive. Once approved, this will be placed on the webpage wherever feedback is requested.

To maintain a compelling and interesting site for members, additional elements of interest have been identified, such as case studies and treatment approaches available as links on the website. These will commence in November and will be updated bi-monthly.

Enquiries have been received recently about attending conferences and paying directly for new membership. This has been referred to the Executive for investigation as a cost effective measure for processing membership.

The Webmaster and Web liaison officer are investigating availability of accredited neuroscience nursing courses in Australia. A report on this will be available late in the year.

A 25 hour contract for web page maintenance was negotiated at the end of 2012. Fourteen hours remain.

Members are reminded that they can email the webmaster to advise changes to the web pages, make requests for relevant links to be added or suggest items that will enhance the site.

In addition to the report a second item will be sent noting the gorgeous addition to the family of our web liaison officer!

Social Media: a planned approach to increasing and sustaining a FaceBook and Twitter presence would be great but the webmaster seeks an interested neuro nurse with a passion for posting or tweeting to assist.

Regards, Maureen Winn.



Appendix 2



Australasian Journal of Neuroscience

Registered by Australia Post Publication No. NGB9480

Published May & October

Editor: Vicki Evans – vevans@nscchahs.health.nsw.gov.au or 94632745

Timeframes: 2week turnaround for reviewers.

Editorial Panel: Currently 8 members.

Printers: Changed from Tecnoprint, Artarmon to **MBE Lane Cove**. Printers need at least a week for printing and approvals.

Costs: include - Colour, B&W, delivery (to PAMS) & "Perfect binding".

May 2010: \$2,910.00 (for 350 copies) ie: \$8.32/copy
October 2010: \$2,847.00 (for 360 copies) ie: \$7.91/copy
May 2011: \$3,242.00 (for 400 copies) ie: \$8.10/copy
October 2011: \$2,975.00 (for 400 copies) ie: \$7.44/copy
May 2012: \$3,756 (for 400 copies) ie: \$9.39/copy
October 2012: \$3,395 (for 400 copies) ie: \$8.49/copy
May 2013: \$3,100 (for 400 copies) ie: \$7.75/copy

Sponsorship:

1. October 2011: Allergan \$500
 2. October 2011: WCNR2012 \$500 (Neuro Rehab Nurses) – ¼ page B&W advert
 3. Nil sponsors 2012
 4. Nil sponsors May 2013 – potential \$1,000 sponsorship for October '13
- Difficulty with the new laws for drug companies – can't advertise/need to be creative!
 - Need to advertise on website for AJoN manuscripts and encourage all.
 - We are registered with CAL (Copyright Australia Limited) – copyright fees will help with the AJoN printing costs.

Review of previous editions:

May 2010: 41 pages, 5 manuscripts, 2009 Conference Abstracts.
October 2010: 42 pages, 5 manuscripts, Visiting Academics, Vale.
May 2011: 31 pages, 1 Book Review, 4 manuscripts, added *Up-Coming Events*
October 2011: 42 pages, 2 Book Reviews, 3 manuscripts, list of 2011 Conference Abstracts, added *Global News, Conference Reports*
May 2012: 31 pages, 1 Book Review, 3 manuscripts, ANNA Conference winning poster, Conference report
October 2012: 48 pages; 4 manuscripts, 2012 ANNA Conference Abstracts
May 2013: 30 pages; 3 abstracts, 1 poster.

ISSUES for discussion:

- Lack of manuscript "pool".
- Winners of prizes need to be aware that they are required to publish in the AJoN.
- Consider on-line version rather than print??

Signed:

Date:

3/6/2013



Appendix 3

Australasian Neuroscience Nurses' Association ACT BRANCH - REPORT 2013

ANNA ACT has had a good year with our current membership steady. Our QI project about upgrading and expanding our spinal observations is a great success and has been embraced by all staff.

We have had one educational meeting so far. In December, our Registrar Alan Biribo talked about his project of establishing a neurosurgical practice in Fiji. He is training in Australia to become head of this unit attached to the main hospital in Suva. At the moment neurosurgeons travel to Fiji to perform minor operations whereas major cases have to travel to Australia. Dr. Biribo will become the first local Fijian Neurosurgeon. We had the great honour of having him in our unit at the Canberra Hospital for part of his training. The March meeting unfortunately had to be cancelled. Our next educational meeting is scheduled for June 26. Here, our senior Registrar Hari Bandi will talk about subarachnoid haematomas, and we are promised that some recent case studies from the neurosurgical ward will be included.

Our office bearers as elected in September last year will continue until our our general meeting in September:

Stenus von Steensen as Branch Delegate

Tania Lawrence as Secretary

Jill Hughes as Treasurer

We will continue our quarterly educational meetings on the first Wednesday of September, December and March.

We are extremely pleased that it is now official that we can keep our account with the local credit union located within the Canberra Hospital's premises rather than have to travel to the other end of town to do our banking with Westpac. We will continue to submit our monthly statements. Thank you very much.

We are also delighted about the prospect of the 2014 conference to be held in Canberra, marking the 40th anniversary of the founding of ANNA here. We look forward to welcoming you all to Canberra next year.



ANNA NSW State Delegate Report:

We held two **educational sessions** for this financial year including one by Caleb Ferguson on the use of Social Media in Health and another at our AGM conducted by Professor Margaret Fry on Leadership. The limited number was due a busy calendar year with the Joint ANNA ACI meeting in Sydney.

We encouraged our membership to contact us by email with their ideas regarding education and also whether they wanted to hold a joint ANNA symposium. Unfortunately it was not possible this year. However there were several well attended educational opportunities this year for NSW Neuroscience Nurses.

We have had no applicants for the **John Sheard Travel Award** this year. Applications are considered for travel, registration and accommodation expenses associated with attending a professional development activity including a conference, seminar, workshop or short course (excluding formal/higher education course fees) relevant to neuroscience nursing. The closing date is **31 August**. There are two awards of \$500 or one award of \$1000 available each year. As there were no applicants in 2011 the executive decided to award \$2000 in 2012. The successful applicants were Caleb Ferguson and Vicki Evans who used the scholarship to attend the ANNA National Conference in Tasmania in 2012.

We continue to work on our proposal for funding a mentorship program for NSW neuroscience nurses. This included an unsuccessful applicant through NAMO Innovation Scholarship fund.

This is my final report as NSW State Delegate. Additionally Brianna Beattie has resigned as secretary having held the position for several years. I wish to thank Brianna for her commitment over the years. We are seeking nominations for both my position as NSW State Delegate and Brianna's as secretary. We have had some preliminary interest.

Our financial position is stable. The accounts have a total of \$6447.49

Jeanne Barr
ANNA NSW State Delegate

Annual Report - Victorian Branch.

This year has been a quiet one, with difficulties in maintaining a regular meeting schedule and organisation of venues and speakers.

Our only meeting this year has been the AGM on 17 April 2013.

This meeting was held at the Royal Melbourne Hospital and was well attended. Melissa Ulgarde gave an eloquent presentation titled "Door to Needle Time", the RMH Thrombolysis Experience.

This stimulated some discussion with most members expressing envy at the RMH impressive time frames and resource availability.

It was pleasing to reconnect with old acquaintances and we welcomed two members who had travelled from Bendigo.

Representatives from each unit gave a brief report on the activities and research projects happening in their areas.

Members were introduced to Sue Shaw who recently completed a project on post stroke/acquired brain injury care needs and has now been appointed the Co-ordinator for Brain-Link, which is a RMH initiative to assist with care co-ordination for patients/families following Stroke or Acquired Brain Injury. Sue will be the guest speaker at our August meeting on 14/8/13.



As no office bearers were required to change this year, the current personnel remain the same.

After some discussion, it was decided that all future meeting would be held at the Royal Melbourne as this is a central venue and easiest for members to get to.

It is pleasing to note that several Victorian members are attending **the WWFN meeting in Japan.**

The branch finances are very healthy due to fewer people requesting scholarship funding.

I would like to take this opportunity to thank my fellow committee members, Lyn Wallace and Anne-Marie Watson.

Mary Lomas

State Delegate Victorian Branch

Annual Report Western Australian Branch

STATE DELEGATE REPORT FOR THE PERIOD AUGUST 2012 – JULY 2013

Office bearers during the period August 2012 and July 2013:

State Delegate – Kate Snedker

Secretary – Christine Carroll

Treasurer – Harriet Chan

Professional Activities:

May 3rd 2013 – There's Nothing Nice About Tumours – Advancing

Practice Series held at the Australian Neuromuscular Research institute. Full day seminar meals provided. Timed to coincide with the Neurosciences Nurses Day on the 4th May. Seminar attendees 32.

Professional Sponsors:

Sir Charles Gairdner Hospital, Codman, Medtronic, Covidien (lunch provided), UCB

Finance Report:

Account:	opening balance 1st June 2012	AUD \$3058.72
	closing balance as at 31st May 2013	AUD \$5302.82
	(transactions still to follow in June due to May seminar)	
Income:	Seminar participant fees	\$700 (\$200 outstanding)
	SCGH grant	\$300
	Codman Grant	\$300
	Medtronic Grant	\$500
	UCB Grant	\$500
	Total	\$2300
Expenses:	Speaker gifts	\$350
	Thank you cards	\$15
	Morning tea	\$220.50



Venue	\$250.00
Goodies for bags	\$97.32
Certificate Papers	free
Program Printing	free
Total	\$932.82
Net Income: (from Seminar)	\$1367

AGM:

AGM to be held on 23 rd of July 2013 at 1600
voting forms being circulated (30 days prior to meeting).
All committee members resigned to allow for voting as per constitution

Annual Report New Zealand Auckland Branch Report 2013

Chairperson's Report (Michelle Knox):

ANNA activity has been very quiet over the last year related to many things, including staff absence and change in personnel for some of our key roles.

Membership is down will encourage neuroscience nurses to be involved for their professional development, collegiality and networking (as part of credentialing – portfolio assessment – will consider making it an objective in appraisals, related to CPE funding being available ? for all level 4 Nurses).

ANNA sponsored food to celebrate Neuroscience Nurses' Day.

Goals for 2013-2014

- AGM to be scheduled in July 2013.
- New poster campaign – reestablish regular meetings and journal club.

Office bearers as at June 2013:

- Chairperson – Michelle Knox (Nurse Educator)
- Deputy Chairperson – position vacant
- Treasurer – Adele McMahon (Neuro-Oncology Nurse Specialist)
- Meeting Advertising, Organising Guest Speakers & Journal Club – Lynair Roberts (Nurse Specialist – Epilepsy)
- Starship Representative – Stephanie Moore (Nurse Specialist)