



## Hobart, Tasmania- The Mercure

Annual General Meeting Minutes

Thursday October 11<sup>th</sup> 2012

Meeting Opened: 1515hrs – 1615hrs

**Chair:** Sharryn Byers

**Secretary:** Kylie Wright

1. **Attendance:** Sharryn Byers, Kylie Wright, Angela Evans, Linda Nichols, Talia Hosking, Jacqueline Baker, Caleb Ferguson, Shae Miller, Peg Hibbert, Kathleen Naughton, Marina Lee, Kathi Evans, Linda Bulger, Lenka Perry, Rosina KcKeen, Kate Snedker, Simeon Dale, Janet Wilks, Christine Holland, Lynette Wallace, Mary Lomas, Jeanne Barr, Vicki Evans, Joanne McLoughlin, Cheryl Simmonds, Analiza Risnando, Joan Crystal, Jennifer Blundell, Jane Raffesath
2. **Apologies:** Barbara Lester, Katrina Mastello  
**Proxy:** Barbara Lester, Sonia Matiuk, Steenus von Steenson
3. **Confirmation of previous minutes:** Angela Evans      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"> <li>• Vice President led a working party to review these standards.</li> <li>• Professional Standards for Neuroscience Nurses endorsed by vote.</li> </ul>	<ul style="list-style-type: none"> <li>• Standards endorsed will be available via website.</li> </ul>
II. Life Membership Guidelines	<ul style="list-style-type: none"> <li>• Request made by member for review of Life Membership guidelines with concerns that there is a risk of having too many life members with the current guidelines.</li> <li>• Life membership criteria reviewed to include publications in AJoN and involvement in ANNA state or national</li> </ul>	<ul style="list-style-type: none"> <li>• Amended Life membership criteria endorsed. To be amended in next review of constitution.</li> </ul>



<p>iii. ANNA member highlighted on website</p> <p>iv. Neuroblend and ANNA's association</p> <p>v. Conference 2013</p>	<p>executive roles.</p> <ul style="list-style-type: none"> <li>• Suggestion at last AGM to showcase / highlight an ANNA member on the website.</li> <li>• Showcase Neuroscience nursing diversity. To be on the 'members only' section</li> <li>• NeuroBlend is a co-operative endeavour looking at a web based creative commons licensed global education project for neuroscience nurses. It has been developed over several years initially as a project funded by the EU on the basis of equity and collaboration amongst EU countries.</li> <li>• Have commenced negotiations with the NSW Agency of Clinical Innovation (ACI) Neurosurgical committee to combine conferences, to be held in Sydney in June 2013. This will be more cost effective for members and provide better opportunities for ANNA members to attend WFNN (which is Sep 2013). The proposal includes:             <ul style="list-style-type: none"> <li>○ 1 day ANNA program with AGM</li> <li>○ 1 day ACI program – Hydrocephalus theme</li> </ul> </li> <li>• Sydney Events are assisting with preparations.</li> <li>• A comment from a member asked the ANNA executive to be mindful of non-</li> </ul>	<ul style="list-style-type: none"> <li>• Barbara Lester &amp; Jenni Blundell have their profiles currently showcased on the website.</li> <li>• Will expand this to include other profiles in 2013.</li> <li>• ANNA President will continue liaising on behalf of ANNA regarding this NeuroBlend project.</li> <li>• President will attend WFNN Board meeting in 2013 and continue involvement.</li> <li>• ANNA Executive to continue liaising with Agency of Clinical Innovation Neurosurgical Nurses Professional Development Scholarship Committee (NNPDSC).</li> <li>• If it is advantageous to combine with NNPDSC on an ongoing basis ANNA will consider this and it will be put to vote to the members.</li> </ul>
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<p><b>III. Secretary</b></p>	<p>Membership profile – 10<sup>th</sup> October, 2012</p> <ul style="list-style-type: none"> <li>• 286 members</li> <li>• 8 life members (4 x VIC; 1 x NZ; 2 x NSW; 1 x QLD)</li> <li>• Secretary investigated possible Northern Territory, South Australian and Tasmania branches to be formed- nil response from existing members.</li> </ul>	<ul style="list-style-type: none"> <li>• Will continue to encourage ANNA membership</li> <li>• Looking at enlisting “Hospital champions” to assist with membership and promotion of ANNA.</li> <li>• All ANNA members to encourage use of the ANNA Facebook page.</li> <li>• Will aim to utilise sponsorship to assist with costs</li> <li>• Exploring the options of an online version of AJoN – costly in time and money</li> <li>• Please encourage submission of papers to the AJoN.</li> <li>• Will continue our quarterly educational meetings on the first Wednesday of December, March, June and September.</li> </ul>
<p><b>IV. Webmaster</b></p>	<p>Maureen Winn an apology for AGM. Report not tabled. Please see appendix 1 for full report.</p>	
<p><b>V. Journal Editor</b></p>	<ul style="list-style-type: none"> <li>• 2012 changed colour of the journal and changed printer company.</li> <li>• Costs \$3390 to print the journal twice /year → \$8.48 per copy</li> <li>• Also received copyright income of \$1100.</li> <li>• Each Journal is 41-48 pages usually including 3 manuscripts and a book review.</li> <li>• Recently updated instructions for authors.</li> </ul>	
<p><b>State Reports</b> <b>I. ACT</b></p>	<p><b>ACT</b> – Tabled by Kylie Wright on behalf of Steenus von Steenson</p> <ul style="list-style-type: none"> <li>• Has doubled membership base in 2012</li> <li>• Three educational meetings throughout the year</li> <li>• General Meeting where last years office bearers were re-elected: Steenus von Steensen as Branch Delegate Tania Lawrence as Secretary</li> </ul>	



<p><b>II. NSW</b></p>	<p>Jill Hughes as Treasurer.</p> <p><b>NSW</b> –Tabled by Jeanne Barr</p> <ul style="list-style-type: none"> <li>• Educational session for 2012 was a joint RNSH and ANNA NSW Neuroscience Symposium on 23 March held at Harbourview Hotel in North Sydney. We had 60 people attending and the program was well evaluated by the participants.</li> <li>• Our second education session for the year was held in conjunction with the ANNA NSW AGM: Information on Organ and Tissue Donation.</li> <li>• John Sheard Travel Award - winners this year were both Vicki Evans and Caleb Ferguson.</li> </ul>	<ul style="list-style-type: none"> <li>• We encourage our membership to contact us by email to share your thoughts and also if you would like to have a joint ANNA symposium at your institution.</li> <li>• Our final education session for 2012 will be held in November.</li> <li>• <u>Proposals</u> <ul style="list-style-type: none"> <li>• Leadership Program – program for senior neuroscience nurses to mentor those new or junior in the specialty. Caleb Ferguson has drafted a proposal. Intentions to work at the State level first then expand to the National level.</li> </ul> </li> </ul>
<p><b>III. New Zealand</b></p>	<p><b>NZ</b> – No report tabled.</p>	
<p><b>IV. Queensland</b></p>	<p><b>QLD</b> – Tabled by Joan Crystal</p> <ul style="list-style-type: none"> <li>• New Branch started 2011 yet has been slow to get going with resignations, maternity leave etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Executive to continue to support.</li> </ul>
<p><b>V. Victoria</b></p>	<p><b>VIC</b> – Tabled by Mary Lomas</p> <ul style="list-style-type: none"> <li>• March -welcome luncheon</li> <li>• AGM, held in June, at Melbourne Private Hospital; preceded by Mark Marriot giving an update on treatment of MS.</li> <li>• August meeting was held at Monash</li> </ul>	<ul style="list-style-type: none"> <li>• December meeting will be held at the Alfred Hospital. This will be a forward planning meeting followed by a Christmas function.</li> <li>• The Branch finances are robust and we look forward to being able to encourage members to attend future national and</li> </ul>



<p><b>VI. Western Australia</b></p>	<p>Medical Centre at which Gabrielle O'Connor gave an eloquent presentation on the latest trends/treatments in neuro-oncology</p> <ul style="list-style-type: none"> <li>• Membership drive in the middle of the year was successful.</li> <li>• Lyn Wallace and Christine Holland spoke at the final day of the Royal Melbourne Hospital Neuroscience short course on the relevance and benefits of ANNA membership.</li> <li>• Several neuroscience units hosted lunches and afternoon teas to celebrate National Neuroscience Nurses day.</li> <li>• The branch also funded Lyn Wallace's registration fee to attend the NSA conference held early October on the Gold Coast.</li> </ul> <p><b>WA</b> - Tabled by Kate Snedker</p> <ul style="list-style-type: none"> <li>• Office bearers during the period between July 2011 and Feb 2012: State Delegate – Lisa Scully (resigned on 27<sup>th</sup> Feb 2012) Secretary – Christine Carroll Treasurer – Harriet Chan</li> <li>• Office bearers during the period between Feb 2012 and August 2012: State Delegate and Treasurer – Harriet Chan Secretary – Christine Carroll</li> <li>• Professional Activities:</li> </ul>	<p>international conferences.</p>
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<p><b>VII. South Australia, NT &amp; Tasmania</b></p> <p><b>VIII. WFNN</b></p>	<ul style="list-style-type: none"> <li>○ May 4, 2012 – Acoustic Neuromas by Dr. John Kelleher at Sir Charles Gairdner Hospital</li> <li>○ May 4<sup>th</sup>, 2012 - Neuroscience Nurses Day Celebration at Sir Charles Gairdner Hospital</li> <li>○ July 27, 2012 – Moves &amp; Grooves Functional Neurosurgery, Australian Neuromuscular Research Institute</li> <li>● Finance report: Account balance, Income, expenses reported.</li> <li>● Professional activities             <ul style="list-style-type: none"> <li>○ <u>Celebration of Neuroscience Nurses Day</u>: sponsored by Codman</li> <li>○ <u>July 2012 Seminar</u>: sponsored by Medtronic, UCB, Genzyme and Codman</li> </ul> </li> <li>● AGM: 22<sup>nd</sup> August 2012. A new WA State Branch committee team was formed with the following elected members: State Delegate: Kate Snedker Secretary: Christine Carroll Treasurer: Harriet Chan</li> </ul> <p>Nil branches.</p> <p>Vicki Evans presented the following</p> <ul style="list-style-type: none"> <li>● About WFNN</li> <li>● WFNN Membership</li> </ul>	
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	<ul style="list-style-type: none"> <li>• WFNN Missions</li> <li>• WFNN Organisations</li> <li>• WFNN Leaders</li> <li>• 2013 Congress-Japan- venue, dates, website <a href="http://www.wfnn.2013.jp">www.wfnn.2013.jp</a></li> <li>• Abstracts close 1/12/12</li> </ul>	
<b>6. NEW BUSINESS</b>		
i. ANNA Strategic Business Plan	<ul style="list-style-type: none"> <li>• President presented "Wordle" to represent feedback received from ANNA members at the 2009 ANNA Conference focus groups. This feedback included what ANNA members wanted out of the association and annual conference.</li> <li>• Strategic plan includes             <ul style="list-style-type: none"> <li>– Membership drive- undertaken this year</li> <li>– Improved communications - Regular e-flashes, continued bi-annual Brainstem newsletters, Website – Facebook/twitter, Local "Hospital champions"</li> <li>– ANNA Branding – adopting a business model, making a consistent colour for all publications (blue 284 Pantone), monitoring usage of ANNA logo</li> <li>– Promotion of ANNA through CoNNO and WFNN</li> <li>– Promotion of Professional development of neuroscience nurses through AJoN promotion, annual conference, Professional Standards- dissemination through universities.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• ANNA Executive will continue to work on Strategic plan</li> </ul>



	<ul style="list-style-type: none"> <li>– Transparency of processes – distribution of executive minutes, clear processes for quoting (3 quotes), advertising of scholarships and awards</li> </ul>	
<p>ii. Conference 2014 – ANNA's 40<sup>th</sup> Anniversary</p>	<ul style="list-style-type: none"> <li>• 2014 Conference will be ANNA's 40<sup>th</sup> Anniversary → Propose to hold the conference in Canberra (where original ANNA meeting was held) and invite original founders of ANNA as honourable guests.</li> <li>• Exploring the option of holding the conference in May- this is ANNA's founding month and when Australasian Neuroscience Nurses Day is celebrated. September will be expensive in ACT due to a national event,</li> </ul>	<ul style="list-style-type: none"> <li>• Will seek assistance through Canberra Business Events.</li> </ul>
<p>iii. Certification of Neuroscience Nurses</p>	<ul style="list-style-type: none"> <li>• Research suggests that certification improves care.</li> <li>• Certification explores processes, costs, if the process is welcomed by employers etc</li> </ul>	<ul style="list-style-type: none"> <li>• President will explore certification processes through other associations throughout 2013.</li> </ul>
<p>iv. Membership fees / comparison of costs with other associations</p>	<ul style="list-style-type: none"> <li>• President reported that ANNA has competitive and reasonable pricing for annual membership and conference registrations. For example when comparing ANNA to the Transplant Nurses Association <ul style="list-style-type: none"> <li>– Conference Day Registration \$225 vs \$100</li> <li>– Early Bird conference registration \$485 vs \$400</li> <li>– Welcome Reception and conference dinner also more expensive.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Executive to continue to monitor membership / conference costs to sustain ANNA</li> </ul>



v. 2013 AGM Treasurer end of term	<ul style="list-style-type: none"> <li>Angela Evans will be stepping down next year</li> </ul>	<ul style="list-style-type: none"> <li>Interested members who would like to be nominated for ANNA Treasurer to contact any executive member.</li> </ul>
vi. ANND Competition Winner \$100	<ul style="list-style-type: none"> <li>Competition is entered via submitting a report on your workplace Australasian Neuroscience Nurses Day 4<sup>th</sup> May celebrations.</li> <li>The competition is based on demonstration of collaboration, fun and teamwork.</li> </ul>	<ul style="list-style-type: none"> <li>2012 winner is the Prince of Wales Public Hospital, NSW Neurosciences Ward.</li> <li>A highly commended and honourable mention to St Vincent's Private Hospital, Sydney.</li> </ul>
vii. Barbara Lester Scholarship	<ul style="list-style-type: none"> <li>Nil applications for 2012.</li> </ul>	<ul style="list-style-type: none"> <li>Widely promote scholarship for 2013.</li> </ul>
viii. Proposed changes to ANNA constitution	<ul style="list-style-type: none"> <li>Reporting and Auditing obligations</li> <li>Term of State Delegate</li> </ul>	<ul style="list-style-type: none"> <li>Constitution to be changed when next reviewed to reflect               <ul style="list-style-type: none"> <li>Full audits will occur every 3 years or when the ANNA treasurer changes, and an audit review will occur annually..</li> <li>Wording to be changed to "the recommended Term of Office for a State Delegate is 3 years/no more than 3 years unless re-elected at State AGM".</li> </ul> </li> </ul>
<b>7. Business Without notice</b>	Nil business without notice.	
<b>Next meeting Conference 2013, Sydney</b>		

Meeting closed: 1525hours



## Appendix 1

### ***Web Master & Web Liaison Report***

Maureen Winn commenced in the role of Webmaster on 1<sup>st</sup> July 2012 and has been liaising with the Website provider (Heidi Goode) to ensure that the webpage remains up-to-date.

Maureen has also liaised with Sarah Hughes who is expecting her third baby this month and is moving to Queensland. Sarah has checked that the pages with links are working and current.

Numerous changes have been made to the website (minor) and information has been uploaded and removed according to need and currency of information.

Maureen has met with Heidi Goode the website provider to learn the basics of changing information on the ANNA WebPages. The face-to-face tutorial involved demonstrations on how to make changes, such as minor word edits and uploading of documents. It was agreed that Maureen would commence making simple changes to the website as required, commencing in November 2012. Changes requiring greater expertise would require Heidi's input.

Renewal of the Service Contract will be due shortly and Heidi has sent through some offers which would include keeping current service time and adding to it for a three year term for a specific price. Decision is to be made by Tuesday 16<sup>th</sup> October 2012 by close of business. Matter referred to the Executive Team, 12<sup>th</sup> October 2012.

## **Future Plans**

### **Use of Social Media**

Explore use of Twitter as a professional communication tool

Liaise with company sponsors and engage using Face Book and Twitter

Liaise with Editor of Journal regarding tweets on Twitter and professional journal articles of interest to ANNA members

Develop the use of a conference hash tag (#ANNA 2013?) and explore the use of this during the conference.



Summarise and report on the statistics from the webpage: downloads, visits, usage

Receive feedback from members and report and act upon these, as agreed upon the ANNA Executive.

Kind regards,  
Maureen Winn