



**Brisbane, Queensland, Novotel Hotel**

**Annual General Meeting Minutes**

**Thursday Sep 10th 2015**

**Meeting Opened: 1115hrs – 1220hrs**

**Chair:** Sharryn Byers

**Secretary:** Kate Lin

1. **Attendance:** Sharryn Byers, Kylie Wright, Linda Nichols, Kate O'Dea, Christine Holland, Lynette Wallace, Mary Lomas, Jennifer Blundell, Sandra Krpez, Diane Lear, Mahlah Watchman, Leigh Arrowsmith, Tania Lawrence, Caroline Gareiks, Robert Jensen, Bruse Keown, Candice Barter, Joan Crystal, Stephen Yu, Rimma Kats, Anne Marie Watson, Nanette Nunlist, Analiza Rimando, Jane Raffesath, Kylie Tastula, Colin Woodhouse... (70 in total)
2. **Apologies:** Vicki Evans, Barbara Lester  
**Proxy:** Antoinette David, Jolina Watson, Melissa Bartley, Melissa Drury, Alison Punch, David Tsui, Catherine Hardman
3. **Confirmation of previous minutes:** Jenni Blundell      Seconded: Linda Nichols

| 4. Business Arising from the previous minutes                   | Comments  | Outcome/Action  |
|---|---|---|
| I. ANNA involvement in Neuroscience Education Program 2014-2015 | <ul style="list-style-type: none"> <li>• Should ANNA take over neuroscience nursing programs. Other associations do this e.g Aboriginal Health, College of Remote Area Nurses, Emergency Nurses. This is unable to be achieved within the current executive.</li> </ul> | <ul style="list-style-type: none"> <li>• Call out to members who would be interested to assist in this concept to inform executive</li> </ul> |
| II. Wed payments  | <ul style="list-style-type: none"> <li>• Covered in President's report to follow</li> </ul>   |   |



## **5. Reports**

### **I. President**

#### **President Report – Tabled by Sharryn Byers**

The legal and fiscal management of not for profit associations continues to change with possibly the biggest change relating to the Executive committee. While always aware of the legal responsibilities of managing ANNA as President it is now apparent that legally the Executive Committee is seen as a Board of Directors. Fortunately, this does not require a change in fiscal management but does create an increased awareness of ensuring the Executive Committee members do not become vulnerable to personal liability. ANNA continues to have sound processes for fiscal management with PAMS (Professional Association Management Services). There are three signatories to authorise payments with either the Treasurer or President of ANNA and the Managing Director of PAMS, Stephen Lake required to authorise payments. Any expenditure by members of the Executive Committee must be approved and documented in the minutes of Executive Committee meetings held monthly. Authorisation of expenditure cannot be approved by the person seeking reimbursement. Additionally ANNA participates in independent audit processes, further details in the Treasurers report. ANNA holds insurance to protect the voluntary committee members in the course of ANNA work, eg car accident on the way to a meeting, as well as insurance to protect ANNA against financial misappropriation. These examples are to highlight that ANNA is a well administered association.

Another significant change is increasing difficulty in gaining sponsorship for ANNA. Despite sending out over 70 sponsorship prospectus to companies there has been minimal interest even considering we determined Brisbane as the location because prior sponsors identified it would be a preferred location. One of the reasons companies have reported is that nurses are not seen as the decision makers in equipment purchasing. The changes to sponsorship guidelines also has also contributed.

#### **Change to branch structure**

This year has seen the dissolution of the ACT and New Zealand branches. The Executive Committee recognises the impact of voluntary work that is required to run a state branch and we are happy to consider alternatives that may improve state based activities including geographical realignment. See appendix 1

ANNA was also approached by Movement Disorder Nurses regarding affiliation with ANNA. A memorandum of understanding is being developed and the recommendation from the Executive Committee is that a specialty branch be established. The Movement Disorder branch will comply with the same financial regulations as mentioned above. This is an exciting development and I am confident the members will agree it is important that nurses caring for patients with neurological or neurosurgical diagnosis are welcome members of ANNA. This will also see enhancement of education delivered via the ANNA website. A memorandum of understanding is being developed. See appendix 2.

#### **Life membership Nominations**

Two nominations for life membership have been received and full CV's will be available at the AGM.

- Jennifer Blundell was a founding member of ANNA and has worked in Executive and State based committee positions including Editor, Australasian Journal of Neuroscience, 2004-2006. Currently, Jennifer continues to be active within ANNA as Archivist and a judge at the



Annual Conference. Jennifer has presented at ANNA conferences 11 times since 1993 and at the World Federation Neuroscience Nurses conference in 1997 as well as contributing via publications in the Journal of Neuroscience Nursing. The Louie Blundell prize has also been established, in memory of her mother Louie Blundell, for the best paper by a student. Nominated by Sharryn Byers and Kylie Wright. See Appendix 4

- The second nomination is for Harriet Chan. Harriet has been a member of ANNA since 1990 and held various positions at the state level since 1995 including State Delegate, Treasurer and committee member. Harriet has contributed to the ANNA professional standards in both the second and third editions and has published in the Journal of Neuroscience Nursing. Nominated by Christine Carroll and Debbie Wilkinson. See appendix 5

Another project commenced is the development of an educational needs analysis of ANNA members to facilitate the development and implementation of educational programmes via the website. This project team includes Dr Jacqueline Baker, Sonia Matuik and myself. The progress has been hampered by my health and if interested in contributing please see any of the team members listed to discuss.

#### **Webmaster**

As Webmaster in association with Heidi Good an enhanced website is under development which will include internet payment for membership and activities. A member's only section will also be included. We had hoped to launch this earlier, but was unable to progress due to health issues. ANNA Facebook page is at 445 likes from across the world. Have you seen the question posed by a member regarding GCS frequency? If not pop onto the Facebook page and add your comment. Together we make a difference!

#### **Conference 2016 / NSA Proposals**

The Neurosurgical Association of Australasia has approached ANNA regarding collaboration. At this stage the NSA has two proposals including conference co-location and management services provision. The contract with PAMS will expire in 2017 so the next Executive can consider the latter proposal prior to a decision.

One of the significant advantages to the co-location proposal is that the NSA will guarantee sponsorship in 2016 of \$15000 compared to \$5500 this year. While the location of the conference in 2016 has been determined future meetings would be determined collaboratively. Currently the proposal has separate sessions for ANNA and NSA presentations with the offer of guest speakers already engaged by the NSA at no cost to ANNA. There is also a generous offer to assume a significant portion of the administrative duties which will free up ANNA executive members.

One of the disadvantages is the potential for loss of identity of ANNA as a standalone association. Loss of delegates to NSA sessions would also need to be managed. As the social events would be shared there was also some concerns around networking.

From the perspective of the President I find this an encouraging and progressive step. Economies of scale will be increasingly important as the sponsorship dollar becomes harder to attract and in order to keep costs to a minimum for members. There is also the opportunity to have access to a broader range of high quality speakers including the NSA guest speakers. Like any opportunity it needs to be well managed to minimise risks. Certainly we would need to speak with the Australian New Zealand Association of Neurologists to present a balance of experts from both the medical and surgical fields. See appendix 3

#### **Future Planning**

A project to be developed is the consideration of ANNA in sponsoring a delegate from less affluent countries in the Australasian area. This year



we have offered a free registration to a delegate from Malaysia and the Executive would like to develop a formal process where this can occur on a yearly basis and potentially attract commercial sponsorship of this initiative. Further work needs to occur. University of Tasmania, School of Health Sciences has made a formal request to develop a memorandum of understanding to the mutual benefit of ANNA and U Tas. This is to be pursued post conference when my health is expected to improve.

#### **Positions Vacant 2016**

2016 sees the completion of two terms of office for Kylie Wright (previously Secretary and now Vice-President) and myself as President/Webmaster and Public Officer. Neither Kylie nor I will be standing for re-election with the exception of the position of Public Officer which I am happy to continue for a further year.

Members should be considering how their skills can support the association in these roles and also what skills can be gained in these roles. Please feel free to speak with Kylie and myself regarding these roles and how we plan to assist in the transition. The President/Webmaster roles are currently combined but do not need to be, certainly in terms of workload these roles should be separate.

The Journal Editor, Treasurer and Conference Convener positions may also be available.

#### Appendix 1

The members of ANNA support the realignment of states to facilitate improved communication. The configuration to be determined at the State Delegates meeting

#### Appendix 2

That members of ANNA support the development of speciality groups such as Movement Disorders that share the same purpose as ANNA, that is to facilitate and foster the advancement of neuroscience nursing thus enabling optimal patient centred care achieved through the provision of opportunities to network, access to resources, promotion and support of a neuroscience speciality. Any group will be members of ANNA and comply with the ANNA Constitution.

#### Appendix 3.

That members of ANNA endorse a co-location of ANNA and the NSA in 2016 as a trial to determine feasibility for continuation. That subject to a satisfactory outcome of 2016 ie financial viability and enhanced program that frequency of future co-location be determined by the Executive Committee giving consideration to equity of location.

#### Appendix 4

That members of ANNA endorse Life Membership for Jennifer Blundell.

#### Appendix 5

That members of ANNA endorse Life membership for Harriet Chan.



**II. Treasurer**

**Treasurer Report – Tabled by Sandra Krpez**

**Overview:**

- Achievements of 2014-2015
- Current financial position to June 2015
- The future

**Achievement in the 2014-2015 financial year.**

- Clearer understanding of role and responsibilities
- Ongoing PAMS continual financial management
- Annual review PAMS, Melbourne to discuss ANNA's position
- Monthly financial reports available
- Online account monitoring
- Ongoing updates to ANNA

**Current financial position to June 2015**

- The 2014-2015 saw the closure of operations of the New Zealand and ACT branches of ANNA.
- NSW, VIC, SA, QLD and WA are the remaining state branches still operating.

**Current Assets:**

- |                              |              |
|------------------------------|--------------|
| • Cash:                      | \$90,378.74  |
| • Other Current Assets:      | \$36,187.17  |
| • Receivables:               | \$ 2,200.00  |
| • Fixed Assets:              | \$ 5,649.63  |
| • <b>TOTAL:</b>              | \$134,433.91 |
| • Total Current Liabilities: | \$ 2,293.11  |
| • Total Members Funds:       | \$33,663.09  |
| • Equity:                    | \$78,084.55  |
| • <b>TOTAL:</b>              | \$134,433.91 |

**Future Directions:**

- Ongoing monitoring of income and expenditure
- Monitor conference funds
- Follow up concerns and issues from a financial point

**III. Secretary**

**Secretary Report: Membership Profile - Tabled by Kylie Wright**



**ANNA Membership Profile – 30<sup>th</sup> Jun 2015**

| SUMMARY               |            |            |           |
|-----------------------|------------|------------|-----------|
| <b>Active Members</b> | Jun-15     | Oct-14     | Mvmt      |
| LIFE                  | 10         | 10         | -         |
| M                     | 225        | 201        | 24        |
| <b>Total members</b>  | <b>235</b> | <b>211</b> | <b>24</b> |

| <b>Active Members</b> | ACT      | NSW        | QLD       | VIC       | TAS      | SA        | NT       | WA        | NZ        | Other    | Total      |
|-----------------------|----------|------------|-----------|-----------|----------|-----------|----------|-----------|-----------|----------|------------|
| LIFE                  | -        | 3          | 1         | 5         | -        | -         | -        | -         | 1         | -        | 10         |
| M                     | 3        | 100        | 16        | 51        | 2        | 11        | -        | 28        | 11        | 3        | 225        |
| <b>Total</b>          | <b>3</b> | <b>103</b> | <b>17</b> | <b>56</b> | <b>2</b> | <b>11</b> | <b>-</b> | <b>28</b> | <b>12</b> | <b>3</b> | <b>235</b> |

| <b>Mailing List</b> | Jun-15     | Oct-14     | Mvmt      |
|---------------------|------------|------------|-----------|
| ML                  | 950        | 926        | 24        |
| <b>Total</b>        | <b>950</b> | <b>926</b> | <b>24</b> |

**IV. Journal Editor**

**Journal Editorial Report – Tabled by Vicki Evans – See Appendix 6 for full report**

- Published May & October



**V. WFNN**  
**WFNN Report – Tabled by Vicki Evans**

**State Reports – See Appendix 7 for full report**

- I. **ACT-** Closed 2015
- II. **NSW**
- III. **NZ-** Closed 2015
- IV. **QLD** - From a Queensland perspective the year has been a challenge. Keen to get QLD branch growing and to have own epilepsy clinic running and a new clinical educator.
- V. **VIC-** public transport not helping for education session and reduce meeting numbers to once per year.
- VI. **WA-** AGM like today in the middle of the session may be used in the future. Asking for badges for new members. Increase education events for nurses and recruit more members.
- VII. **SA-** no major plan for this year, looking for opportunity next year.
- VIII. **TAS: Nil Branch**
- IX. **NT: Nil Branch**

| NEW BUSINESS  | Comments   | Outcome/Action   |
|---|--|--|
| <ol style="list-style-type: none"> <li>i. <b>Movement and Disorder Chapter Parkinson's Nursing</b></li> <li>ii. <b>Welcome Kate Lin to secretary role</b></li> <li>iii. <b>The President and the Vice president role vacated 2016</b></li> <li>iv. <b>Treasurer and conference convenor for re-election 2016</b></li> </ol> | <p>Propose we accept the Movement and Disorder Chapter Parkinson's Nursing to ANNA</p> <p>12 months mentorship offered by current ones</p> <ul style="list-style-type: none"> <li>• Suggest to stay on one more term</li> <li>• Can look at Skype meetings in the</li> </ul> | <ul style="list-style-type: none"> <li>• Passed unanimously by all present</li> <li>• Welcome nominations</li> </ul> |



|  |   |   |
|--|---|---|
| <p><b>v. Life membership nominations</b></p> <p><b>vi. Scholarship for financially disadvantaged country</b></p> <p><b>vii. Collaboration with NSA</b></p> | <p>future, reduce cost</p> <ul style="list-style-type: none"> <li>• Can have members from every state for the executive board</li> </ul> <p>2 this year, CV available for people to review</p> <ul style="list-style-type: none"> <li>• Look formalizing this scholarship for international attendees</li> <li>• Need to meet the criteria and ANNA covers the registration only</li> <li>• Pam dose the back stages services: banking and etc.</li> <li>• Not fair for current executives to make decisions, will leave for the new executives to decide</li> <li>• NSA can source international speakers at no cost to ANNA</li> <li>• 1500 dollars guaranteed sponsorship from NSA</li> <li>• Venue for next year meeting has been decided in Sydney, everything else can be negotiated</li> </ul> | <ul style="list-style-type: none"> <li>• Passed unanimously by all present</li> <li>• SB to follow up</li> <li>• Passed unanimously by all present</li> </ul> |
| <p><b>Business without Notice</b></p> <p>Nil</p>   |   |   |
| <p><b>Next AGM 2016 TBC</b></p>  |   |   |

Meeting closed: 1220 hours



## Appendix 6



### Australasian Journal of Neuroscience

Registered by Australia Post Publication No. NGB9480

Published May & October

Editor: Vicki Evans – [Vicki.Evans@health.nsw.gov.au](mailto:Vicki.Evans@health.nsw.gov.au) or 9463 2745

**Timeframes:** 2week turnaround for reviewers.

**Printers:** MBE Lane Cove. Printers need at least a week for printing and approvals.

**Costs:** to 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: \$3,756.00 (for 400 copies) ie: \$9.39/copy  
October 2012: \$3,395.00 (for 400 copies) ie: \$8.49/copy  
May 2013: \$3,100.00 (for 400 copies) ie: \$7.75/copy  
October 2013: \$3,195.00 (for 400 copies) ie: \$7.99/copy

**Sponsorship:**

1. Allergan \$500 for October 2011 edition.
2. WCN2012 (Neuro Rehab) – ¼ page B&W @ \$500 October 2011 edition.
3. Nil sponsors for 2012.
4. Biogen Idec (Tecfidera) – full page colour @ \$1000 October 2013 edition.
5. Nil thus far for 2014.

- 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 everyone.
- We are registered with CAL (Copyright Australia Limited) – calculates our copyright fees. This 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 manuscripts, 1 poster  
October 2013: 26 pages; 1 manuscript, ANNA Conference Abstracts 2013, WFNN Congress Summary, Biogen Idec (Tecfidera) Sponsorship

**ISSUES for discussion:**

- Winners of prizes need to be aware that they are required to publish in the AJoN.  
Respectfully submitted by

Vicki Evans  
Editor: Australasian Journal of Neuroscience



## Appendix 7

### **NSW State Delegate Report:**

The NSW Branch has done some recruiting into our executives we now have on board Pip Spiers and Kylie Whittam.

We held a combined Neuro Conference with ANNA and RPA last November which was very well received. Our numbers were small, only 35 registrants, but the feedback was overall quite positive. We did a combination of practical sessions and face to face presentations with 8 different skills stations being run in the afternoon. We are going to look at trying to do this every 2nd year maybe.

We held our AGM this year in June in combination with an education evening in which we invited one of our Neurosurgeons to debate the topic of Vertebral Artery Dissection with 2 Osteopaths (both the president and vice president of Osteopaths NSW) It was a lovely interesting debate to say the least!

We plan on holding another education evening later in the year at the Concord hospital looking at some more Neurological disorders.

### **SA State Delegates Report**

SA Branch AGM was held on 2 July 2015. A quorum of 2 current members attended the AGM. Stephen Yu (Lyell McEwin Hospital) has volunteered to remain as the State delegate for SA in the next calendar year while Mahlah Watchman (Calvary Hospital) has agreed to take on the role of Secretary. Treasurer's position is intentionally vacated at the moment pending further direction from the Executive Committee.

There were a number of neuroscience activities in 2014. Some of them were organized by member of ANNA. Unfortunately, there were no changes in membership in 2015. No strategy had been put in place at this stage for 2016 in view of the inauguration of the newly built Royal Adelaide Hospital (scheduled opening in 2016) and the planned configuration and merger of a number of neuro/stroke units among the metropolitan hospitals.

### **Professional Neuroscience Activities in 2014**

Brain Injury Awareness Week – in conjunction with Sammy D Foundation at Flinders Medical Center – 11-17 August

Trauma Management Week at Lyell McEwin Hospital – 25-29 August

Brain Tumour Awareness Week at Flinders Medical Center – 26 October – 1 November



### **VIC State Delegates Report**

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 8 July 2015.

This meeting was held at St Vincent's Private Hospital at the Fitzroy Campus.

Rhiannon Carey presented her Tonnie Koenen Prize Winning Paper entitled Defying the Odds of Gravity: the Case of the sinking skin flap. This prize is awarded for the paper presented during the Australasian Neuroscience Nurses' Association's Annual Scientific Program in May 2014 that makes a significant contribution to the practice of neuroscience nursing.

This year in collaboration with the Education Department at St Vincent's Private we have had 2 Twilight Seminars.

The Neurosurgical Twilight on Cerebral Aneurysms was held on Monday 18th August 2014

- Ms Rhiannon Carey RN, CNS gave an overview of cerebral circulation
- Mr Christopher Thien presented in Neurosurgical intervention
- Mr Carlos Chung Presented on Neurovascular intervention -Coiling and stenting.
- Ms Georgina Lademann RN presented on nursing care, pre and post neurovascular intervention and the Cath Lab experience

The Spinal Surgery Twilight was held on Wednesday 5th August 2015

- Ms Nicole King RN Clinical Educator, gave an overview of spinal anatomy and physiology
- Mr Yuan Wang presented on Minimally Invasive Spinal Surgery
- Mrs Vicki Gill Physiotherapist presented on the do's and don'ts post lumbar surgery to facilitate early mobilisation and independence.
- Ms Alison Magee RN presented on Nursing management

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 meetings would be held at St Vincent's Private as this is a central venue and easy for members to get to with an aim of having 2 meetings a year and 2 Seminars.

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.

Christine Holland

### **WA State Delegates Report**

AGM: AGM to be held on 15th of August 2014 at 1500

Present: Harriet Chan (HC), Debbie Wilkinson (DW), Kate O'Dea (KOD), Natalie Priestly (NP), Lisa Watson (LW), Jocelyn Taylor (JT), Kate Scotcher (KS) and Christine Carroll (CC).

Meeting opened 15.05hrs:

Nominations and Re-election 2015 - 2016

DW re-elected as State Delegate, HC re-elected as Treasurer and CC re-elected as Secretary. Nomination process followed according to the constitution.



Meeting was held at the end of the 2015 seminar. As most members choose not to stay it was discussed and decided to hold the AGM during the 2016 seminar and not wait till the end of the day.

#### Treasurers Report:

\$600 cash to be banked post seminar.

6 sponsorship places thanks to SCGH CNE/Research. Thanks to Sue Davies for her ongoing support.

Grant for \$550 received from UCB towards catering for seminar. Awaiting funding of \$500 from Medtronic. Thanks to sponsors for their grants.

Currently bank balance around \$6000.

#### Report from ANNA WA Champions, NP and LW.

New members recruited and both active in promoting the seminar and the ANNA conference. LW to price new badges to raise awareness. CC to set up meeting with Sinead Corcoran to promote ANNA with theatre staff in metro hospitals.

NP to contact Lorelee Deane regarding setting up an education session at Fiona Stanley Hospital.

Thanks to NP and LW for their contribution to ANNA WA.

#### General Business.

Lorelee Deane approached and accepted to be an ANNA champion for Fiona Stanley Hospital.

KOD left the meeting at 15.18hrs

Members have expressed difficulty applying for online membership. There is a delay of up to one month in getting a response. One member sent 3 emails prior to receiving a response from ANNA. Infection Control has banned lanyards from the clinical area. Is it possible for ANNA to provide badges to new members?

Topics discussed for next year's seminar? Stroke.

HC mentioned about "neurological assessment" workshop being run by private company, costing \$500.00 per person. ? ANNA WA can provide similar workshop.

Thanks to the surgical division of SCGH for providing sponsorship to four (4) members to attend the upcoming conference in Brisbane. KS, KOD, Stef Tovey and Mel Sarti will attend the ANNA conference and report back to ANNA WA.

ANNA WA will provide financial support to our State Delegate DW in the form of paying registration fees and flights to Brisbane. Total \$878.00 (Eight hundred and eighty seven dollars)

Thanks to DW our State Delegate for her ongoing work with ANNA WA.



A quick look at our evaluation reports from the seminar, which were extremely positive.

Meeting closed 15.40hrs

Finance Report:

Finances for July 2013 – June 2014: audit completed and passed by PAMS

Finance report: July 2014 to Jun 2015

Account: Opening balance July 2014: AUD \$4685.58  
Closing balance June 2015: AUD \$5903.50

Income:

Membership reimbursement from PAMS: \$0.00

Aug 2014 Seminar:

UCB grant: \$500.00

Sir Charles Gairdner Hospital grant: \$400.00

Codman grant: \$500.00

Seminar fee: \$300.00

Interests: \$14.45

Total Income: \$ 1714.45

Expenses:

Speakers gift and cards: \$ 264.50 (reimbursement to Harriet cheque no. 200025)

Classy catering: \$132.00 (cheque no. 200026)

Venue: \$0.00

Total expenses: \$ 396.50