



## Sheraton Grand Mirage, Gold Coast, Australia

AGM Minutes

Wednesday 30<sup>th</sup> August 2018

Meeting Opened: 1145hrs – 1230hrs

**Chair:** Jeanne Barr

**Secretary:** Kate Lin

1. **Attendance:** Jeanne Barr, Leigh McCarthy, Debbie Wilkinson, Sharryn Byers, Vicki Evens, Catherine Hardman, Kate Lin,.....52 in total
2. **Apologies:** Linda Nichols, Christine Holland, Barbara Lester, Kylie Tastula, Kylie Wright
3. **Confirmation of previous minutes:** Leigh McCarthy Seconded: Catherine Hardman

4. Business Arising from the previous minutes	Comments	Outcome/Action
Nil	Nil	
<p><b>5. Reports</b></p> <p><b>I. President</b></p> <p><b><u>President Report – Tabled by Jeanne Barr</u></b></p> <p>Highlights from September 2017 to August 2018.</p> <p>We met monthly since September 2017 with one meeting face to face and the remainder via video conferencing.</p> <p>Our achievements to date include our successful bid to host the next WFNN Congress in 2021 in Darwin. The vote held at the WFNN in Croatia in September 2017 was almost unanimous. The Northern Territory Tourism Department provided us with some beautiful images of the Northern Territory to include in our presentation. It was exciting to represent ANNA through the process.</p> <p>The AJON is now online. It is also open access, which allows for readership globally. In order to ensure the ongoing success of the journal we need a sufficient number of papers (we need nurses to submit articles for publication to the journal). Please get in touch with Linda Nichols for more information regarding publication. The benefits of an online journal include a much wider audience. This will showcase Australasian Neuroscience Nursing internationally.</p> <p>We thank those Executive members at state level as well as the Movement Disorders Chapter for their work throughout the year, in particular their achievements in providing neuroscience nursing education to our members.</p>		



Membership: Our current membership is 334. This time last year it was 260 so that is a pleasing result. We hope that this upward trend will continue. We have gone paperless with the aim of making registration a more seamless process. The recommendation is to use a home email address when signing up or renewing. We are collecting information about the age of our membership as a means of understanding the demographics.

We have continued our collaboration with the NSA in regards to our annual conference. We are also continually evaluating this collaboration and welcome feedback from our members. Leigh McCarthy has been conference convenor for the past five years so next year will be her last year in the position. Thank you Leigh for doing such an amazing job! Kate Lin has held the position of secretary for the last three years. She has been nominated to serve another term. As with the other executive positions reaching term next year we will be seeking nominations. My term as president ends next year and I will not be seeking a second term. If you have interest in these positions please approach us either at the conference or by email or telephone. Personally speaking I can honestly say that while my time as president has been time consuming it has also been rewarding. And as president you are working with an great executive team who are available for support. And by the way did you know that volunteering is a strategy to reduce dementia?

As ANNA president I represented ANNA at CoNMO in October 2017 and May 2018. There were presentations from the Commonwealth Chief Nursing and Midwifery Officer, Australian Digital Health Agency, NMB, Aged Care Workforce Strategy Taskforce and Australasian Society for HIV, Viral Hepatitis and Sexual Health Medicine. Please note the updated codes of conduct for Nursing & Midwifery, that are both concise and contemporary. There is a statement on cultural safety, which was discussed at length at the meeting in May. Some may be aware that there was misinformation in media regarding this aspect of the Code of Conduct resulting in a comment on ABC's Media Watch earlier this year. CoNMO members were invited to lend their support by co-badging with the NMBA on the joint statement released by the NMB to counter the misinformation. ANNA accepted that invitation and added our logo to the statement.

We have formalised a Memorandum of Understanding with University of Tasmania. This will have several advantages for ANNA members as outlined including a reduction in cost of their post graduate programs.

Our contract for management services with PAMS is up for renegotiation. We are awaiting a new contract to review and will then make a decision. We have reviewed other management groups and the pricing for their services would be approximately \$1200/month which is \$300 more per month then we currently pay. We are also looking at improvements to our website. Given these expenses we may need to consider an increase in memberships fees.

This year we have explored the opportunities available for online learning. There is the capacity for us to purchase a package of online learning modules that we can have on our website and/or develop our own eLearning working with a local company. We welcome your thoughts on



this, as we are cognisant of the need to offer our members other learning opportunities in addition to our conference and seminars.

In closing, I wish to thank the ANNA National Executive Team, our State & New Zealand Chapters and Movement Disorders Chapter for their commitment to ANNA during the past year. They have ensured ANNA after 40+ years continues to be a successful organization.

**Webmaster**

Updated

**II. Treasurer**

**Treasurer Report – Tabled by Catherine Hardman**

	<b>June 2018</b>	<b>June 2017</b>
<b>INCOME</b>		
Operating Activities	\$62,063	\$84,499
Non-operating Activities (Interest)	\$772	\$686
<b>Total Revenue</b>		<b>\$85,185</b>
<b>EXPENSES</b>	<b>\$59,368</b>	<b>\$82,701</b>
<b>SURPLUS (deficit) for the financial year</b>	<b>\$3,467</b>	<b>\$2,484</b>

**Current Assets & Liabilities:**

<b>CURRENT ASSETS</b>	<b>Status at June 30, 2018</b>
Cash and Cash Equivalents	\$125,733
Receivables	\$3,800
Other Assets	\$1,899
Fixed Assets	\$1,212
<b>Total Assets</b>	<b>\$132,644</b>
<b>CURRENT LIABILITIES</b>	<b>Status at June 30, 2018</b>
Trade and other payables	\$106
Unearned income (incl. membership)	\$18,008
<b>Total Liabilities</b>	<b>\$18,114</b>
<b>NET ASSETS</b>	<b>\$114,530</b>



III. **Secretary**  
**Secretary Report: Membership Profile - Tabled by Kate Lin**

**ANNA Membership Profile – 30<sup>th</sup> Jun 2018**

<b>Current Members by Chapter/Branch/State</b>	<b>ACT</b>	<b>NSW</b>	<b>NT</b>	<b>NZ</b>	<b>NZ- HTH</b>	<b>NZ- STH</b>	<b>OS</b>	<b>QLD</b>	<b>SA</b>	<b>TAS</b>	<b>VIC</b>	<b>WA</b>	<b>Total</b>
Life Member		5				1		1			5	1	<b>13</b>
Member	3	124	2	7	2	2	1	56	17	3	54	37	<b>308</b>
New Member		1						3					<b>4</b>
<b>Total</b>	<b>3</b>	<b>130</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>60</b>	<b>17</b>	<b>3</b>	<b>59</b>	<b>38</b>	<b>325</b>

<b>Current Members by Status</b>	<b>Active</b>	<b>Total</b>
Life Member	13	<b>13</b>
Member	308	<b>308</b>
New Member	4	<b>4</b>
<b>Total</b>	<b>325</b>	<b>325</b>

<b>Current Members by Category</b>	<b>Member</b>	<b>Total</b>
Life Member	13	<b>13</b>
Member	308	<b>308</b>
New Member	4	<b>4</b>
<b>Total</b>	<b>325</b>	<b>325</b>



**New Members by Month**  
(last 12 months to date)

Member Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Member	7	9	10	3	8	3	5	11	11	6	13	8	94
New Member												3	3
<b>Total</b>	<b>7</b>	<b>9</b>	<b>10</b>	<b>3</b>	<b>8</b>	<b>3</b>	<b>5</b>	<b>11</b>	<b>11</b>	<b>6</b>	<b>13</b>	<b>11</b>	<b>97</b>

**Length of Membership**  
(Current Members)

Chapter/Branch/State	0-5	6-10	11-15	16-20	20+	Undefined	Total
ACT	2				1		3
NSW	84	19	13	8	5	1	130
NT	2						2
NZ	7						7
NZ-NTH	1		1				2
NZ-STH		2				1	3
OS	1						1
QLD	47	4	3	1	4	1	60
SA	14	2	1				17
TAS	1	2					3
VIC	35	13	2	3	2	4	59
WA	28	5	2	2	1		38
<b>Total</b>	<b>222</b>	<b>47</b>	<b>22</b>	<b>14</b>	<b>13</b>	<b>7</b>	<b>325</b>



**IV. Journal Editor**  
**Journal Editorial Report – Tabled by Linda Nichols**

Linda Nichols (plus Mochi the wombat who joined our Exeley meeting in August)

2018 has been a busy year the AJON is now abstracted and indexed to a number of search engines and pages including

- BASE - Bielefeld Academic Search Engine
- CNKI Scholar (China National Knowledge Infrastructure)
- DOAJ (Directory of Open Access Journals)
- EBSCO - Cumulative Index of Nursing and Allied Health Literature
- JournalTOCs
- Keepers Registry
- OpenAIRE
- MIAR
- ProQuest - Summon
- Publons
- WorldCat
- Zenodo
- Portico

Both recent volumes have only included two article submissions with previous conference prize winners not completing their submissions and no submissions for the October edition as yet. We are currently paying for up to 20 articles so it would be great to see some more submissions, including case studies, short reports and articles of interest.

Exeley (exec should have a copy) provided an evaluation of the last 12 months and part of this included some key recommendations including the development of an ethical guidelines document. With the suggestion to also consider looking at a volume open option for publishing. This is basically a continuous publication over a 12 month period and articles will just be uploaded as they are submitted. Personally, I am not a fan of this, however I would welcome any suggestions or comments.

On average, we have 60 individuals reading each article and 71 views, however there was a significant drop in both readers and views for the May edition. There has been a fair bit of negotiation required to get the download full issue to be available, however this should be available for all future volumes.

So please submit your work for publication.



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

**Pending**

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

- I. **NSW-** pending report
- II. **QLD-**
- III. **VIC-** pending report
- IV. **WA-** updated
- V. **SA-** no more state delegates
- VI. **NZ-** updated
- VII. **Movement Disorder Chapter-** updated, pending email version to attach

NEW BUSINESS	Comments	Outcome/Action
<p><b>i. Executive vacancy issues</b></p> <p><b>ii. Conference 2019</b></p> <p><b>iii. 2021 WFNN at Darwin</b></p>	<ul style="list-style-type: none"> <li>• Sharryn will step down as Webmaster, but happy to continue to support the role if anyone interested, or if you know anyone, please nominate them.</li> <li>• Webmaster website is due for reconstruction, up for discussion</li> <li>• Try to finalizing 2019 in Wellington in NZ, not conjoint with NSA</li> <li>• The conference convenor position will up for nomination</li> <li>• May increase the ANNA membership fee</li> <li>• ANNA has won the bid</li> <li>• Stay tuned, more to come, Vicki has arranged the sponsorship from Northern Territory state</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>



<b>Business without Notice</b>		
Nil		
<b>Next AGM 2019 TBC</b>		

**Appendix:**

**NSW State Delegate Report:**

Pending, just changed to a new state delegate.

**VIC State Delegates Report**

Apologies from Christine Holland

**WA State Delegates Report**

WA STATE DELEGATE REPORT AGM 2018

Professional Activities

ANNA WA was invited to the FSH Neurology study day to introduce our organisation. The event was held Oct. 2017. ANNA champions Natalie and Mira kindly offered their time and introduced ANNA to the attendees. The feedback from FSH was very positive and we now have new members from this event.

Education seminar this year was held on the 3rd May 2018 to coincide with National Neuroscience Nurses week. The event was titled Subarachnoid Haemorrhage, "Not just a Headache". The event was opened by Prof. Stephen Honeybul Head of Dept. Neurosurgery SCGH, he also presented on the day. There were 8 speakers from medical, nursing and allied health. Topics included were A&P, diagnosis, Interventional Techniques, Neuro critical care & complications, surgery vs coiling vs clipping, endovascular gadgets, nursing case study physio and OT. Our corporate partners for the day were UCB, integrallife Science, Medtronic, Stroke Foundation and NISwa. UCB once again sponsored the





catering for the event and Medtronic and Integrallife Science both sponsored \$500 each for nurses to attend the event for free. There were 36 attendees on the day plus speakers. 14 were members, 10 were sponsored and the rest were non-members.

ANNA WA AGM 26/7/18

Present: Debbie Wilkinson (DW), Mira Balic (MB), Lorraine Deane (LD), Kate O'Dea (KO), Natalie Priestly (NP), Jennifer Fischer (JF), Judy Lee (JL), Tricia Ralphs (TR).

Apologies: Harriet Chan (HC), Christine Lawless (CL), Meg Thorburn (MT), Gill Edmonds (GE), Liz Buckley (LB), Kate Scotcher (KS), Vera Okalie (VO).

Proxies: HC, CL, VO

Election of Office bearers

State Delegate unopposed unanimous vote for Debbie Wilkinson to continue.

Secretary Veralyn Okalie accepted via proxy unopposed

Treasurer Harriet Chan, Vice Treasurer Christine Lawless both accepted via proxy unopposed. Champions Tricia Ralphs, Kate O'Dea, Natalie Priestly, Mira Balic and Lorraine Deane.

Members voted for ANNA WA to support WA State Delegate with conference fees and airfares to attend ANNA Scientific meeting at the Gold Coast.

Treasurers Report Attached.

Professional activities proposed for 2019.

Topic for next year's seminar to be held in May Acquired Brain Injury.

Venue to be at Harry Perkins again.

WA champions to hold information sessions to gain more members at Royal Perth Hospital and Perth Children's Hospital.

2019 promises to be another exciting year for ANNA WA.

Debbie Wilkinson

Treasurers Report:



<b>ANNA WA Branch Seminar 3/5/2018</b>						
	<u>Income</u>			<u>Expenditure</u>		<u>Reimbursement</u>
Seminar fee	cash x 6 participants (a student \$50)	\$550.00				paid cheque no. 200029 to Harriet Chan
	EFT fee x 1	\$100.00		Thank you cards	\$19.99	paid cheque no. 200029 to Harriet Chan
Grants	Integra	\$550.00		Catering	\$780.92	Reimbursement to Kate O'Dea
	UCB	\$850.00		tea, coffee, lollies, papers x printing	\$124.80	Reimbursement to Debbie Wilkinson
	Medtronic	\$550.00		Venue cost	\$440.00	
	<b>Total</b>	<b>\$2,600.00</b>		<b>Total</b>	<b>\$1,365.70</b>	
	<b>Net Income</b>	<b>+ \$1,234.30</b>				

30/6/2017 Opening balance                    \$2,846.06

31/5/2018 Opening balance                    \$5,659.48

31/5/2018 ANNA Exec transferred        \$2,810.00 via online TTr from WA Account to Exec Account

30/6/2018 Closing balance                    **\$2,849.70** (including interest earned per annum: \$3.12)

Harriet Chan & Chris Lawless

Treasurers

ANNA WA Branch

22 Jul 2018

**MD Chapter Report**



Pending

### **NZ state delegate report**

In September last year, the New Zealand chapter was re-opened. During this time a national conference was organized to bring all 5 of the neuroscience acute units present but also the rehabilitation units. We had 70 people come from all over New Zealand. During this time they were encouraged to sign up to ANNA and followed up by email several times to invite them to the ANNA conference this year. I am unsure of the numbers who signed up but of the people who said they wouldn't sign up, they said they only sign up to attend the conference as feel there is little benefit to signing up otherwise. Most dhbs are restricting funding to attend conferences so this is now challenging in New Zealand. Rosie Feliuai is now the secretary and myself the co-ordinator. There was no takers for financial person at this time. As a result of the conference a national oral care working party was established and as a result the work has gone national so there is a standard of care across NZ. Largely staffing has been a huge problem here in NZ and people have put a lot of effort into campaigning for more staff and more money so their attention has been elsewhere.

Next year there is a plan for a further national event which will involve acute and rehabilitation services. This will be planned in September and will be held in March 2019. In Order to get people together from across the country, we need to hold these events regularly.



## TIMETABLE

**NEUROSCIENCE SYMPOSIUM**  
"NURSING THROUGH THE JOURNEY"

### Day 1:

Wednesday 29 November  
Acute Neurosciences

0830-0850	Registration and coffee
0850-0900	Welcome and introductions <b>Caroline Woon</b> Clinical Nurse Educator, CCDHB
0900-0945	Great breakthroughs in neurosurgery <b>Andrew Paikes</b> Consultant Neurosurgeon, CCDHB
0945-1045	Journeying with Gidon <b>Kelvin Woon</b> Consultant Neurosurgeon, CCDHB <b>Caroline Woon</b>
1045-1115	Morning tea
1115-1145	Principles of EVD management <b>Robert Paikes</b> Medtronic
1145-1215	Oral hygiene in neuroscience nursing <b>Caroline Woon</b>
1215-1245	Lunch
1245-1345	The stress response <b>Kathryn Berkett</b> Educational Psychologist Engage Training
1345-1515	Workshop 1: Increasing engagement in the workplace <b>Kathryn Berkett</b>
1515-1530	Afternoon tea
1530-1700	Workshop 2: Self Care <b>Kathryn Berkett</b>

### Day 2:

Thursday 30 November  
Neuroscience Rehabilitation

0830-0850	Registration and coffee
0850-0900	Welcome and introductions <b>Angela Davenport</b> Rehabilitation Nurse Advisor, ABI Rehabilitation
0900-0945	Neuroplasticity <b>Kate Barnard</b> Rehab Physician
0945-1045	Neuro Rehabilitation Nursing: What we know and a view to the future <b>Julie Pryor</b> Director of Rehab Nursing Research & Development Unit Royal Rehabilitation, Sydney
1045-1115	Morning tea
1115-1145	Sense of self post-stroke <b>William Leveck</b> Associate Dean, University of Otago
1145-1215	Stroke perspective <b>Community Advocate</b>
1215-1300	Lunch
1300-1330	Rehabilitation through Song <b>Sounds Well Choir</b> Wellington
1330-1415	Traumatic Brain Injury: Managing expectation versus giving hope <b>Robh Selarak</b> Medical Director, ABI Rehabilitation
1415-1500	Workshop: How the role of the rehab nurse is (could be) enhanced in the workplace <b>Julie Pryor</b>
1500-1530	Afternoon tea
1530-1630	Workshop continued <b>Julie Pryor</b>

### Day 3:

Friday 1 December  
Neuroscience Senior Nurses Forum

0900-0920	Registration and coffee
0920-0930	Welcome and introductions <b>Kathi Evans</b> Charge Nurse Manager CCDHB
0930-1015	Leadership in Nursing <b>Natalie Lindsay</b> Lecturer, Victoria University
1015-1045	Morning tea
1045-TBC	Senior Nurse Presentations <b>TBC</b>

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