



Sydney, NSW, The Hilton Hotel

Annual General Meeting Minutes

Friday, Sep 2nd, 2016

Meeting Opened: 1200hrs – 1300hrs

Chair: Sharryn Byers

Secretary: Kate Lin

- 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 Raftesath, Kylie Tastula, Colin Woodhouse... (59 total)
 - Apologies:** Kylie Tastula, Stephen Yu
Proxy: Kylie Tastula, Kasia Carroll
- Confirmation of previous minutes:** Mary Lomas Seconded: Linda Nichols

3. Business Arising from the previous minutes	Comments	Outcome/Action
Nil		



4. Reports

I. President

President Report – Tabled by Sharryn Byers

At a Parkinson's/Movement disorders Nurses update the first meeting of the Movement Disorder chapter of ANNA was held to ratify nominations for the chapter committee. Successful nominees were

Sue Williams	Chair
Emma Everingham	Vice-Chair
Sheree Ambosini	Secretary
Amy Jones	Treasurer and
David Tsui	Web and IT

Congratulations and Welcome to all the members of the Movement Disorders Chapter. The new chapter committee and I spent a productive meeting starting to define the aim, objectives and processes for the management of the chapter.

Importantly, at the 2016 AGM held during the conference elections will be held for the ANNA Executive committee. Both Kylie Wright (Vice-President) and I will be stepping down from the ANNA Executive Committee and neither of us are eligible for re-election having held two consecutive terms. If interested, please contact Kylie or myself to discuss the roles. Kylie and I remain committed to ANNA and will be readily available to support the new Executive members as they adjust to their new roles.

II. Treasurer

Treasurer Report – Tabled by Sandra Krpez

MONTHLY INCOME STATEMENT July 2016

	TOTAL	
	JUL 2016	JUL 2015 (PY)

Income

Conference & Seminar Income



01 National Conference Income		35,550.00
06 WA Conference Income	500.00	
Total Conference & Seminar Income	500.00	35,550.00
Interest		
01 National Interest	38.04	58.07
Total Interest	38.04	58.07
Membership Dues	1,298.31	595.48
Movement disorder's Income		
Movement disorder's Registration	576.00	
Movement disorder's Sponsorship	1,800.00	
Total Movement disorder's Income	2,376.00	0.00
Total Income	A\$4,212.35	A\$35,012.59
Gross Profit	A\$4,212.35	A\$35,012.59
Expenses		
Association Management Fees	890.31	859.18
Bank Fees		11.00
Conference Expenses		
Conference Materials		1,952.50
Conference Venue		16,780.10
Printing and Photocopying		1,837.00
Total Conference Expenses	0.00	20,569.60
Insurance Expense	187.11	
Merchant Fees	14.08	135.94
Phone Call Expenses	55.20	
Postage & Stationery	1,083.76	
Printing & Photocopying	18.88	



Storage Fees	1.65	1.65
WFNN Membership	30.76	
Total Expenses	A\$2,281.75	A\$21,577.37
Net Earnings	A\$1,930.60	A\$13,435.22

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

We are very excited to see this association is growing each year.
 For the period ending 31st July 2016, we have reached a total current membership of 260.
 There are 12 life members, 2 new members out of the total number, with no members resigned or lapsed during the last 12 months.
 There are a couple more new members registered after the report being generated just before this conference. So the total number should be more than 260 now.

IV. Journal Editor
Journal Editorial Report – Tabled by Vicki Evans

Published May & October

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

May 2010: \$2,910.00 (350 copies) ie: \$8:32/copy – 41 pages, 5 manuscripts



October 2010: \$2,847.00 (360 copies) ie: \$7.91/copy – 42 pages, 5 manuscripts
May 2011: \$3,242.00 (400 copies) ie: \$8.10/copy – 31 pages, 4 manuscripts, 1 Book Review
October 2011: \$2975.00 (400 copies) ie: \$7.44/copy – 42 pages, 3 manuscripts, 2 Book Review
May 2012: \$3756.00 (400 copies) ie: \$9.39/copy – 31 pages, 3 manuscripts, 1 Book Review
October 2012: \$3395.00 (400 Copies) ie: \$8.49/copy – 48 pages, 4 manuscripts
May 2013: \$3100.00 (400 copies) ie: \$7.75/copy – 30 pages, 3 manuscripts, 1 Poster
October 2013: \$3195 (400 copies) ie: \$7.99/copy – 26 pages, 1 manuscript
May 2014: \$3184.00 (400 copies) ie: \$9.10/copy – 55 pages, 7 manuscripts, 1 Book Review
October 2014: \$3384.00 (400 copies) ie: \$8.46/copy – 56 pages, 8 manuscripts
May 2015: \$2428.00 (250 copies) ie: \$9.70/copy – 50 pages, 6 manuscripts
October 2015: \$2200.00 (250 copies) ie: - 37 pages, 5 manuscripts
May 2016: \$2380.00 (250 copies) ie: \$9.52/copy - 47 pages, 6 Manuscripts

Sponsorship:

2011: Allergan @ \$500 October edition
2012: WCNR2012 (Neuro Rehab Nurses) – ¼ page B&W advert @ \$500
2013: (October edition) Biogen Idec (Tecfidera) @ \$1000
2014: NeuroOptics – full page @ \$1000 October edition
2015: Nil
2016: Nil

Current Format:

- Cover (wraps around) & “Perfect binding”
- Inside Cover – Conference advertisement & ABN. Copyright info box.
- Page 3: ANNA & AJoN contact names, position statement.
- Page 4: In This Issue
- Page 5: Editorial & Guest Editorial



- Page 6: Letters to the Editor, Book Reviews
- Towards end: Global News/WFNN, Conference Reports, Up-Coming Events
- Last page: Instructions for Authors – this includes handing copyright over to ANNA.
- Inside back page: Conference advert

Issues:

- ANNA Conference award speakers need to be aware that they will be required to turn their winning paper into a manuscript for publication within 12mths.
- Difficulty with the new laws for drug companies – need to be creative for advertising.
- Encouragement of members to publish their work.

V. WFNN

WFNN Report – Tabled by Vicki Evans

The WFNN is keen to highlight novel neuroscience nursing research and provide a platform for building international nursing relationships that advance the standard of care for our patients worldwide. The WFNN is committed to educational opportunities that focus on a meaningful exchange that bridges cultures, languages and national boundaries. This is the first year that WFNN has sought to broaden horizons to enable more than just the main Congress, which occurs every four years. Our aim is to have something on offer on a yearly basis.

November is a busy month for the WFNN Executive with an additional two international educational events scheduled: the first is November 10-11 at the Queens Medical Center, Honolulu, Hawaii. The program and information can be found at www.wfnn.org and is also on the Eventbrite website.

The second event is also an international educational offering at Sydney's Royal North Shore Hospital. The program and information can also be found at www.wfnn.org and on the Eventbrite website.

The WFNN Executive, Scientific Committee and Local Organising Committee are well placed to deliver an exciting venue and program for the 2017 WFNN Congress in Opatija, Croatia.

The WFNN Executive site visit went very well in June and the venue and location of the quaint sea-side town of Opatija is a beautiful setting for learning and networking.



<p>iii. New Executive Members Handover Strategies</p> <p>iv. 2017 conference</p> <p>v. Election of Office Bearers</p>	<p>In person handover will start in the next couple months, old and new executives will meet up in the next exec meeting for he handover</p> <ul style="list-style-type: none"> • Do we want to join the surgeons in the conference again? • List of benefits when collaboration with the NSA have been refreshed • Be aware of some challenges that NSA is facing, try not to be trapped in • Encourage people to apply for the registration, scholarship available through NSW Johnsheld and ANF • The days of the conference, 2 days preferable • NSA has new President now <ul style="list-style-type: none"> • President--- Jeanne Barr • Vice President---Debbie Wilkinson • Treasurer---Catherine Hardman • Scientific conference convener--- Harriet Chan • Journal editor--- Linda Nichols • Webmaster--- Sharryn stays on 	<ul style="list-style-type: none"> • Passed unanimously by all present • Passed unanimously by all present • Passed unanimously by all present
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Business without Notice		
Nil		
Next AGM 2017 TBC		

The meeting closed: 1300 hours



Appendix 1

NSW State Delegate Report:

ANNA NSW ran an education evening at Concord Hospital last September, which was very poorly attended

ANNA NSW provided logistical support to Royal North Shore Hospital 2016 symposium in March this was well received and attended. Excellent job by the RNSH group.

We have had many issues this year with Westpac, it has taken me 2yrs to gain access to the account and then more difficulty doing what needs to be done, would like to request that ANNA national take over the financial management of the state branches.

SA State Delegates Report

A notification of the annual SA Branch AGM was distributed on 11 July 2016. No formal AGM was held. As per ANNA constitution, all currently office bearers in the calendar year are required to step down. Mahlah Watchman, the secretary for the SA Branch in 2015/16 has decided not to renew her ANNA membership. No other members of SA branch have expressed interest in any of the two available positions for 2016/17. Stephen Yu, the current state delegate is happy to maintain the contact for SA branch for 2016/17.

Activities held in the year were mainly education provided by the ASNEN through the webinar workshop. We had also attempted to initiate conversation with AusMed with the hope of negotiating a discount rate for neuroscience related workshops for SA branch ANNA members. This had been unsuccessful. The year had also seen the launch of a new Graduate Diploma in Nursing Science (Neuroscience Nursing) offered through the University of Adelaide to commence in 2017. One of our members in SA was involved in the design and development of this new postgraduate degree. No further business at the time of drafting this annual report.

Professional Neuroscience Activities in 2015/2016

- o "Discharge care plans for stroke" via ASNEN webinar – 23rd March 2016

- o "Palliation after stroke" via ASNEN webinar – 25th November 2015



- "Brain Tumour Update" at Flinders Medical Center – 24th October 2015

VIC State Delegates Report

We have experienced some difficulty getting members to attend meetings. At this year's AGM – a decision to try bi annual meetings in conjunction with education sessions.

During 2016 we had 2 evening seminars.

Pituitary surgery. Included surgical and medical considerations. Guest speaker was Mr Ian Wang Neurosurgeon and Dr Kylie McLaughlin Endocrinologist and Alison Magee spoke from a nursing perspective. This was very well attended.

Motor Neurone disease – MND – This included presentations from Dr Katrina Reardon Neurologist and a multidisciplinary team approach with occupational Therapist, physiotherapy and Nursing perspectives. The main drawcard was a presentation from Neale Daniher (Former AFL footballer and coach) who is suffering from this disease. This was a extremely well attended Seminar and a great opportunity for networking.

I would like to thank Lyn Wallace and Annemarie Watson for their ongoing support.

We are very much looking forward to the ANNA Annual Scientific Meeting in Sydney.

Christine Holland

WA State Delegates Report

PROFESSIONAL ACTIVITIES

Seminar held on 4th of May to celebrate National Neuroscience Nurses Day titled:

Stroke of Genius: The Clock is Ticking! Attended by 31 people from the Perth metro area and guests travelled from as far away as Albany and Northam. We has 7 speakers on the day and lunch and morning tea was supplied. Anna Champions Nat and Lisa held networking quizzes between each speaker presentation. The event was supported by UCB, Medtronic, Stroke foundation, SCGH Corporate Nursing, Research and Education, WANRI and Codman neuro DePuySynthes.



AGM to be held in August 2016.
Strategic plan for next 3 years
Update ANNA webpage for WA; awaiting ANNA Exec's advice.

Build up membership and increase education sessions for neuroscience nursing. In 2015-2016 we have developed contacts with other hospitals in WA. These include: SJOG Murdoch, The Mount, FSH, SCGH/OPH and SJOG Midland. In 2016 and beyond we would like to add Hollywood private hospital, RPH, Joondalup and Rockingham and Peel.

ANNA WA would like to be leading in neuroscience education. Committee plans to collaborate with hospitals/health services to provide contemporary up to date education events in WA. Anna WA in conjunction with Medtronic will be offering a Symposium in October 2016 on Neuromodulation. We will be sending flyers to our members and contact hospitals.

ANNA WA believes in strong involvement with all members of the hospital team. We have involved medical staff and allied health in our education seminar by asking them to be speakers.

ANNA WA will strive to continue our strategic plan in the coming year.

Finance report: July 2015 to June 2016

Account: Opening balance	July 2015: AUD \$5,903.50
Closing balance	June 2016: AUD \$8,136.70

Income:

Membership reimbursement from PAMS: \$0.00

Aug 2015 Seminar:



UCB grant: \$550.00
Sir Charles Gairdner Hospital grant: \$600.00
Medtronic grant: \$500.00
Seminar fee: \$700.00

May 2016 Seminar:
Sir Charles Gairdner Hospital grant: \$1,000.00
Covidien grant: \$500.00
Codman grant: \$500.00 (not yet received)
UCB: sponsored lunch catering
Seminar fee: \$800.00

Interests: \$6.76 (\$1.55 30/9/15 + \$1.58 31/12/15 + \$1.67 31/3/16 + \$1.96 30/6/16)

Total Income: \$ 4,656.76

Expenses:

Aug 2015 Seminar: \$972.14
 Speaker gifts and cards: \$259.99 (cheque no. 200029)
 Classy catering (Lunch): \$660.00 (cheque no. 200027)
 Sem Tea, coffee, lollies: \$52.15 (cheque no. 200030)
 Stationary/print/certificates:\$0.00
 Venue: \$0.00

State delegate flights & Registration to 2015 ANNA Conference: \$878.00(cheque no. 200028)

May 2016 Seminar: \$573.38



Speaker gifts, cards: \$345.95 (include balloons - cheque no. 200031)
Stationary/print/certificates: \$145.00 (cheque no. 200032)
Sem Tea, coffee, food: \$82.43 (cheque no. 200033)
Catering (Lunch): UCB sponsored
Venue: \$0.00

Total expenses: \$ 2,423.52

Net Profit: \$4656.76 - \$2423.52 = \$2,233.24 (excluding the \$500.00 Codman Grant)

Harriet Chan
Treasurer
ANNA WA Branch

Movement Disorder Chapter Report

The establishment of the Movement Disorder Chapter of ANNA was voted into the constitution at the 2015 AGM. In April 2016 the PD nurses in Australia met together at the National UCB Conference in Melbourne and the committee members were nominated and elected.

Chair – Sue Williams, Royal North Shore Hospital, NSW

Vice Chair – Emma Everingham, Westmead Public and Private, Sydney, NSW

Treasurer – Amy Jones, Royal Brisbane Hospital, QLD

Secretary – Sheree Ambrosini, Goulburn Valley Health, Victoria

Web Master – David Tsui, Westmead Public Hospital, NSW

Since April the committee have met 1-2 times per month via skype. These meetings have helped to consolidate us as a team as we get to know each other and our individual strengths better. It is a pleasure to provide some details on our achievements so far.

Achievements



1. We have developed our mission statement. This was sent out for comment to the wider Australian PD nurse population, was finalised in July, and is now ready to upload to the website. Refer to document attached.
2. The PD nurses in NSW continue to meet on a quarterly basis. The QLD nurses held their first meeting in early August. The aim of these meetings is to provide professional support, education and build relationships. The NSW nurses have come to value these meetings, as they reduce the geographic isolation we all work in, and have led to the development of clinical resources and education packages. It is hoped that this model will roll out to the other states. All that is required is a local champion to arrange a date and venue, and ask a Pharma company to pay for lunch.
3. The annual Parkinson's Disease Education Day for Nurses held in NSW on the 23rd August was the first education day held under the ANNA MDC banner. This event is affectionately known as "Pump Friends" and is a Tier 1 event. PD Nurses in NSW hold this event for nurses who care for people on apomorphine pumps. These nurses are from acute wards, the community and aged care facilities. Previously this event has been solely sponsored by Hospira, now Pfizer. This year we extended the sponsorship to include Stada and Abbvie, as we also expanded the program to include Duodopa pumps by breaking in to 2 afternoon workshop groups. PAMS supported an online registration process, which enabled us to charge for the event. \$36 covered the cost of lunch, morning and afternoon tea, and the PAMS registration handling fee per person. The Sponsorship covered the facility hire and lunch for the speakers. As this program has been held for 6 years, we know it is well attended and gains very positive feedback. The speakers donate their time, some traveling over 4 hours to contribute. It was encouraging to find that the new \$36 registration fee did not deter numbers from attending. The lesson for next year is we will ask for more sponsorship from the pharma companies so we can also cover the cost of printing education packages, and consider charging \$40. We are excited at the prospect of QLD Nurses replicating this event in the near future, and encourage any state to use this model.

Work in Progress.

David Tsui has updated a Parkinson's Disease Learning package previously endorsed by the NSW PD Nurses. It is targeted at acute care, aged care and community nurses who care for people with Parkinson's disease. We plan to have this document reviewed by PD nurses in other states so that it can be endorsed by the MDC and uploaded to the website within the next couple of months.



Sue Williams has developed a Duodopa procedure document in conjunction with the PD nurses in NSW and the Abbvie Duodopa nurses. This document is currently distributed on request to centres setting up a Duodopa service. We plan to have this document reviewed by PD nurses in other states so that it too can be endorsed by the MDC and uploaded to the website within the next couple of months.

Plans for the Future

- A national conference for PD and MD nurses in 2017
- Formalise partnerships with Parkinson's Australia and each state based organisation
- Formalise partnerships with the Movement Disorder Association of Australia
- Development of an Australian competency framework for Parkinson's disease and Movement Disorder Nurse Specialists
- Development of an Australian clinical framework for the care of people with Parkinson's disease.
- Development of education pathways for Parkinson's disease and Movement Disorder Nurse Specialists

The committee acknowledges that these are huge projects and will require the expertise of Parkinson's disease and Movement Disorder Nurse Specialists from across the country. We aim to involve as many interested nurses as possible.

Challenges

Currently we have limited buy in from the PD nurses across the country. Things are seen to be very NSW centric. There is also some pessimism as similar professional bodies have been tried before with limited success. In order to overcome these issues we have sought to engage as many people as possible. The invitation for nominations for the committee went out across the country resulting in candidates from QLD, Vic and NSW. We have asked for and received comments from PD nurses across the country on the mission statement. As soon as the Web page is ready we will upload the mission statement and relevant links to existing resources.

We acknowledge that communication is crucial to the development of the MDC. This is currently done via email according to a list that has been put together at previous national conferences. Emails go out from the Chairs work email address for consistency and focus. We would like to develop a more formal means of communication in the form of a regular newsletter that members receive.



By developing benefits to the member such as access to news and updates, education and clinical packages we hope that the MDC of ANNA will develop into the hub of the Australian PD Nurse community. This in turn will facilitate further growth and development. It is encouraging to reflect on what we have achieved in our first year. I am look forward to what the next year brings.

Sue Williams
Chair MDC ANNA