



AGM Meeting Minutes 2025

Section/College:	CCYN	File Record Code:	
Committee/Division/Region:	National Committee		
Purpose of meeting(optional):	Annual General Meeting		
Date & Time (dd/mm/yyyy):	11 th November 2025, 12pm.		
Location (eg city):	Butterfly Creek Auckland/ Online TEAMS meeting		
Facilitator	Jo Clark-Fairclough & Donna Burkett		
Minute Taker	Kathy Clark		
Attendees	Jo Clark-Fairclough, Donna Burkett, Kathy Rose, Marg Bigsby, Michael Brenndorfer, Ellyn Proffit, Jo Heap, Ashleigh Smith, Jacqui Finnigan, Julia Laing, Pamela Marino, Melinda Horopapera, Fiona Swainson,		
Apologies	Sarah Williams, Anita Price, Danielle Polyblank, Sharon Cassidy, Jayde Kawana		

TOPIC	Discussion	Action
Welcome, roll call and apologies	Jo Clark-Fairclough opened the AGM with karakia. Donna welcomed everyone present and declared the meeting open 1203. Quorum is 5% of approx. 500 members. Therefore 25 members make a quorum. 13 CCYN members were present, therefore a quorum was not reached. The meeting continues on the understanding that no decisions can be made. Donna introduced the committee and each person from the committee introduced themselves and stated what their role on the committee was. People on zoom were invited to introduce themselves. The AGM papers are available to everyone on the CCYN website. Everyone in the room is happy with how the agenda stands for the AGM and no additions were made.	Nil
Minutes of last meeting 2 nd November 2023	Motion that the minutes be taken as read and approved There are no additions, deletions or alterations to be made to these minutes Moved: Ellyn Proffit Seconded: Julia Laing Carried Abstentions: Nil	A copy of the minutes to be signed by Chairperson and given to administration support person – Done by DB & JCF and given to Marg Bigsby at conclusion of meeting..
Matters Arising from previous minutes	Nil.	Nil
Inwards correspondence	Nil to be tabled at the AGM Moved: N/A Seconded: N/A Carried Abstentions: Nil	Nil
Outwards correspondence	Nil to be tabled at the AGM Moved: N/A Seconded: N/A Carried Abstentions: N/A	Nil

Financial Report	Commentary on the College of Child and Youth Nurses NZNO (CCYN) Financial Statements for the Year Ended 31 March 2023  20251027_221048.pdf Donna asked if there was any discussion or questions from the floor about the financial report, of which there were none. Discussion re proposed budget for next year (ongoing) nil discussion from members. Moved: Michael Brenndorfer Secunder: Jo Heap Carried Abstentions: Nil Passed unanimously.	Nil
Chairperson report	Chairperson Report from Donna Burkett and Jo Clark-Fairclough  CCYN AGM Co-Chair Report 2025.docx 2025 College of Child and Youth Nurses, Tapuhitia Ngā Mokopuna Mō Apōpō Chair's Report For the Annual General Meeting (AGM) Motion: that the Chairperson's report be adopted Moved: Donna Burkett Seconded: Kathy Rose Carried Abstentions: Nil Passed unanimously	Nil

PNA report	Professional Nursing Advisor Report Professional Nursing Advisor Report AGM 7th November 2025 Tapuhitia ngā Mokopuna mo Apopo NZNO College of Child and Youth Nurses  2025 Nov PNA Report CCYN AGM fir Motion: that the PNA report be received. Moved: Michael Brenndorfer Seconded: Jo Heap Carried nil Abstentions: Nil No discussions following this report. Passed unanimously	Nil
Remits	No remits have been submitted for the AGM this year.	Nil
Announcement and Election of new committee members	Sarah handed over to Donna Burkett and Jo Clark Fairclough as the new Co-Chairs of the College to bid farewell to the existing committee members. Donna provided overview of current committee: • 2026 will see Donna, Jo C, Ellyn, Jo H and Michael and Marg as members of the committee. • No nominations have been put forward. • Opportunity put forward name during meeting, • Current vacancies for secretary role and social media person. Donna and Jo will hold these roles until filled. • Secretary role is minute taking at meetings and checking correspondence inbox from time to time. Question from Julia Laing about clarity of the roles available. Donna & Marg answered: The work of the secretary generally involves overseeing scholarship fund, contributing to communications to college members (x 2 per year) in way of newsletter, contributing to submissions for consultation, Participating and representing the college at wider NZNO activities such as college and section forums, flying the CCYN flag at these forums General Committee overview also provided. Open invitation to any Nurse who is passionate about tamariki and rangatahi health, very happy to receive nominations for those who aren't interested in a set role but to be a contributing member. This is a volunteer role and we appreciate any support.	Donna to contact Julia Laing to complete committee nomination form - done following conclusion of meeting.

	Julia Laing kindly put name forward to become a committee member – supported by Donna Burkett. We are grateful for the support from all those who have joined online. Jacqui Finnigan past Committee member of 6 years!) raised support for us and her experience and will put word out there to encourage people to join our committee/become members. Jo Heap kindly put name forward for treasurer role. Ellyn Proffit kindly put name forward for Secretary role. Full support of these nominations and roles given by existing committee.	
General Business	There is no general business to be discussed.	Nil
Other Business	Next AGM will be held in November 2025. Jacqui Finnigan brought up that we should avoid Paediatric Society Conference next year in order to promote attendance at our AGM..	Nil
Close of meeting	The meeting closed with Karakia from Jo Clark Fairclough	Nil

Meeting Closed (Time): 12:42

Next meeting will be in November 2026

Date minutes confirmed (usually done at next meeting)	
Signed	
Name	

NB: Please sign 2 copies of these minutes. One copy is then to be given to your NZNO national administrator, for archiving, and one copy is to be kept in CS records. Records more than 2 years old should be sent to your national administrator for checking against current archives and filing if needed.