

Minutes of the Annual General Meeting (AGM) of the Infection Prevention & Control Nurses College (IPCNC), NZNO

held on

Wednesday, 27th August @ 1.35pm

Via Microsoft Teams link

Attendees

Committee members:	In Alphabetical order:
Lisa Gilbert (Chair) Amanda Wood (Treasurer) Angela Corn (Membership) Angela Foster (Education) Jane Barnett (Secretary) Michelle Taylor (Communications) Ruth Barratt (co-opted Website) Wendy Blair (Professional Nurse Adviser)	Addie Plimmer, Aleisha Taylor, Amy Leese, Angela Clark, Angela Matson, Anne Hutley, Barbara Gibson, Barbara Pelayo, Bobbye Buckland, Carmel Hurley Watts, Chad Matabilas, Claire Fuller, Cynthia Evans, Ethan Walker, Eugene Andrada, Henrietta Sushames, Holly Weale (left 2.40pm), Indu Matheus, Iona Bichan, Iza Haspela, Jane Miedema, Jessica Hawke, Jill Gerken (left 2.40pm), Jill Rodricks, Joanne Azcona, Julie White, Julie Richie, Karen Corban, Kiran Abraham, Lizzie Daniell, Marie Habowski, Melissa Wildbore, Merissa Rjoo (left 2pm), Michelle Harkess (left 2.15pm), Mike O'Callaghan, Olivia Hanna, Racquel Lewis, Rainbow Lake, Ram Sankar Chilliparambi, Raschelle Tamayo, Rhiannon McHugh, Ruth Barratt, Sarah Hydes, Sarah Thomas, Sophy Butcher (left 2pm), Stephanie Mercado-Grande, Sue Dillon, Terry Rings

Apologies

Val Davey, Francie Morgan, Sue White, Jo Stoddart and Sandi Gammon

Welcome

Lisa Gilbert welcomed everyone to the meeting and led a Karakia.

It was confirmed that the quorum has been met (5% of membership so 39 members or more)

The committee introduced themselves and it was noted that Ruth Barratt has taken on a co-opted role as webmaster.

1. Minutes of the previous AGM on 22nd August 2024,

Claudeland Event Centre, Kirikiriroa, Hamilton

No changes/amendments noted. Minutes were confirmed.

Moved: Lisa G

Seconded: Aleisha Taylor

Agreed

2. Matters arising

- Budget – remit sent out after AGM. Lisa advised that the information was sent out after the last AGM confirming that the costs linked to the budget in the previous treasurer's report were part of the accounting process and did not reflect an expense. She also confirmed that the finance report not available at the meeting was shared with members and approval sought. This was not approved as insufficient members responded.
- Access of website by non-financial members. Items have now been moved to part of the website which can be accessed by non-members. Ruth confirmed that resources to support professional development are now open access and this includes the aseptic technique modules (otherwise only accessible via Healthlearn or Ko Awatea after the closure of the Learn Online).
- Review of fundamentals programme and alignment with ACIPC (Education paper included in meeting papers for discussion). To be discussed as separate item at end of agenda.
- Honorary/Life membership. Confirmed that Lorraine has accepted Life Membership of the college and has now retired.
- Honoraria – payment. Confirmed payments now available to the committee members.

3. Correspondence inwards/ outwards summary

Nil related to AGM

4. Reports

- Chair's Report Lisa briefly outlined key aspects of the report. She acknowledged the work of the committee during the past year and thanked Amanda Wood and Angela Corn who have stood down at this AGM. Sue White resigned earlier in the year. If anyone is interested in joining the committee, please reach out.

Lisa Gilbert moved to accept the report; seconded by Sarah Hyde; All attendees in favour.

- Treasurer's report Amanda Wood briefly outlined the key aspects of the Treasurer's report. The positive balance in the term saver reflects a stable financial status. However, the lack of sponsorship for the fundamentals programme has resulted in a net deficit of \$12K (previous deficit was \$25K). This will be discussed later in the agenda.

Lisa Gilbert moved to accept the report; seconded by Jane Miedema; All attendees in favour.

- Membership report Angela Corn briefly spoke to the main points in her report which reflect a membership of more than 900 with a drop in associate membership this year. Challenges with the NZNO membership database have now been addressed. We have reinstated the Regional Coordinator roles and still need one in Central and Canterbury regions.

Angela Corn moved to accept the report; seconded by Cynthia Evans. All attendees in favour.

- **PNA Report** Wendy Blair's report was taken as read. She highlighted the work of the national committee and recommended those who may like to be part of this to volunteer. She also recommended attendance at the 2026 conference in Wellington. The recently revised NZNO constitution was also noted as this may result in restructure of roles in the organisation.

5. Rule Changes and Remits – Nil

6. Policy updates - Nil

7. New business

- **Fundamentals programme review** Angie Foster spoke to her report (sent out with agenda) in which she highlighted that programme costs exceeded income due to the drop in sponsorship. The college funds paid for the gap created. The committee have therefore discussed a standard fee for attendance at the course for members and non-members. Ruth highlighted that previous feedback from members is supportive of the college using funds to support education. However, Amanda confirmed that the current approach is not sustainable as existing funds would run out in 2-3 years. Wendy also highlighted that our reserve funds also cover any risks associated with conference cancellation or failure. Angie acknowledged that the fundamentals programme has been successful and that the Travel and Education scholarship could still be available to members who wish to apply to offset costs. However, this is only available to those who have been members for two years and this course is important for beginning practitioners. It would also still come out of core college funds. Several members felt that being a member of the college should result in some reduced costs for this course (especially as we do not apply membership levies that are requested by other colleges in addition to NZNO membership). The application of levies applied by the college is something the college committee may choose to investigate further (noting that this will increase administration time/costs and would most likely reduce membership to only those actively engaged in IPC).

Stacey Wilson expressed how helpful the course was and her surprise that as an NZNO member, she had free membership of the college and the course. Jane Barnett suggested a compromise that members received reduced course fees rather than completely free course. This will also help to reduce non-completion if they or employers had partly funded this. Ruth Barratt noted that the ACIPC course is a significant income for the college hence, the high fees payable in addition to ACIPC membership, but that this course also has academic recognition which ours does not.

Following discussion, it was agreed that the existing motions in the report would need to be tabled prior to any additional amended motions.

Motion 1 *That all participants in the IPCNC Fundamentals of IPC programme be charged \$680 to enrol in the programme.* Not seconded so motion rejected.

A new motion was then submitted: *The IPCNC committee will set the cost of the fundamentals programme, retaining a benefit for college members.*

Moved by Lisa Gilbert; seconded by Sarah Hyde. All attendees in favour. Motion passed.

Motion 2 That the Committee update the Travel and Education scholarship terms and conditions to enable the Fundamentals programme to be considered for funding/reimbursement for successful applicants.

An amendment was put forward by Jane Meidema as follows: *That the committee review the Travel and Education scholarship terms and conditions*

Seconded by Lisa Gilbert; one abstention. Remaining attendees in favour. Motion passed.

Actions The national committee to discuss options to apply levies to members in addition to NZNO membership to support funding of education for members. To set costs of the fundamentals programme (motion 1) and review the T&E scholarship terms and conditions.

Lisa reported that Jo Baigent who has been the coordinator of this programme has resigned from this role so we will be seeking a replacement. There will be an application process for this role. She acknowledged and thanks Jo for her great work in this space.

- **Election of National committee member/s** Two nominations received for the national committee:
 - Ruth Barratt who would continue in role as Webmaster
 - Anne Hutley

The nominations were uncontested and therefore Lisa welcomed them onto the committee.

- **Conference 2026** Henrietta Sushames gave an update on conference planning. It will take place at the new conference venue Takina in Wellington, 25-28th August 2026. The theme is 'Innovation in Infection Prevention and Control'.

Action Ruth Barratt will put conference updates on the website as they are provided by the organising committee.

- **Representation on national groups** Lisa advised that if anyone wishes to represent the college on national committees to notify us so we can reach out (as requests are often made with minimal notice). Volunteers are recorded in the current annual plan, but this is not on the website for viewing by members and any amendments need to be approved by NZNO. Jane Barnett suggested an excel spreadsheet of members on national groups be available on the members only part of our website which was agreed.

Action Excel spreadsheet of members on national groups to be uploaded to members only part of website along with the approved annual plan. (Lisa Gilbert and Ruth Barratt)

8. Other business

- **Toi Ohomai course** Lisa Gilbert noted that Toi Ohomai has stopped taking students for post graduate diploma and Masters courses. She has written to them expressing the importance of this course. Otago University are also not running papers in semester 1 or 2 this year.

Post meeting correction: Otago NUR 472 IPC in practice is still running in current semester.

- **Changes in structure within Te Whatu Ora** has resulted in changes for IPC units. Lisa expressed a willingness to support members where possible.

Next Meeting Breakfast AGM at Wellington IPCNC Conference (date and time to be confirmed)

Meeting closed at 3pm

Action Summary	By who	By when
<i>The IPCNC committee will set the cost of the fundamentals programme, retaining a benefit for college members.</i>	IPCNC national committee	October 2025
<i>That the committee review the Travel and Education scholarship terms and conditions</i>	IPCNC national committee	October 2025
<i>The national committee to discuss options to apply levies to members in addition to NZNO membership to support funding of education for members.</i>	IPCNC national committee	October 2025
<i>The national committee will invite applications for the role of Fundamentals Course coordinator and share role description and application form/process for this</i>	IPCNC national committee	September 2025
<i>Conference coordinator will share updates about the 2026 conference with Webmaster so they can be uploaded onto our website</i>	Henrietta Sushames and Ruth Barratt	October 2025
<i>Excel spreadsheet of members on national groups to be uploaded to members only part of website along with the approved annual plan.</i>	Lisa Gilbert and Ruth Barratt	October 2025