

## RESPIRATORY NURSES MEETING RECORD- AGM 2023

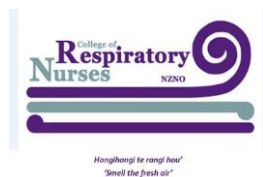
**DATE:** 18<sup>th</sup> July 2023 - AGM 12.30pm

**PRESENT:** Teresa Chalecki, Lisa Mason, Mikayla Neil, Tamsin Fitzsimmons, Miriam Manga, Jess Puru, Katherine Waters, Olivia Fraser, Karen McIntosh

**APOLOGIES:** Annette Bradley-Ingle

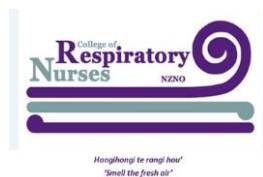
**VENUE:** Zoom from NZNO Head Office, Wellington

AGENDA ITEM	MAIN POINTS OF DISCUSSION	BY WHOM
Welcome	<p>The committee started with a karakia from Miriam Manga.</p> <p>Teresa welcomed everyone, called the meeting to order and declared the 2023 AGM open. Quorum requirements 5% of membership be present which equates to 16 members required of current 320 members. 8 members in attendance. Quorum not met. Meeting went ahead</p> <p><i>Disclaimer at beginning of AGM:</i>  <i>"Thank you very much for your attendance. This AGM will be recorded as an audio-visual record for the purpose of accurately recording the minutes of this AGM. If you would not like to be visually recorded please switch your video function off. Could you please mute your audio function unless speaking. If there is more than 1 person at a screen location, please can you type your full names into the chat function so that we can record all those present. Please use the chat function to type questions and respond as "mover" seconder". The voting will be through online polling this year. This will be monitored during the AGM. There will be time to address comments and questions during general business. Thank you very much for taking time out of your day to join us. Are there any items for general business which will need to be discussed, if so, we would appreciate those being raised now via the chat function and these will be discussion after the formalities"</i> Committee members introduced.</p>	



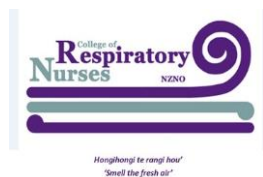
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<p>Agenda</p> <p>Minutes from previous AGM</p>	<p>Agenda put to the meeting. No other matters added, order of business kept as per the agenda</p> <p>Minutes from the College of Respiratory Nurses 2022 AGM were not read out as members had received a copy.</p> <p>Minutes accepted as the official record of that meeting    Moved: Tamsin Seconded: Mikayla</p>
<b>Matters Arising from last minutes</b>	
	<p>No matters arising</p>
	<p><b>Inwards</b>  Request from ICRN – International Coalition of Respiratory Nurses for written support of their work from the College. ICRN is a non profit aiming to champion the speciality of respiratory nursing worldwide.</p> <p>Reply from the office of the Minister for Health Dr A Verral in response to the College’s letter of introduction. Acknowledged the inequities within respiratory health and agrees that the College of Respiratory Nurses will be the first point of contact for identifying and nominating expert nurses for advisory or working groups in the future.</p> <p><b>Outwards</b>  Support statement provided to ICRN</p> <p>As above, introductory letter to the Minister for Health on behalf of the College.</p>



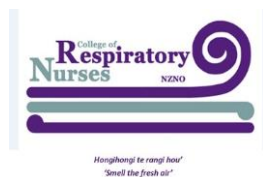
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<b>Chairpersons Report</b>	<p>Presented by Teresa Chalecki – Full report available on the website</p> <p>Points of note – ongoing affect of Covid19 on staffing. As a result of this several changes within the Committee, alongside 3x vacancies. Farewelled Chairperson Alan Shaw, Secretary Karen McIntosh, and Committee Members Jess Puru and Erin Foster.</p> <p>Teresa also resigning from Committee effective from today, congratulations to Mikayla Neil who accepts nomination into the Chairperson position.</p> <p>Teresa detailed reflection on Bronchiectasis Symposium late 2022, and issues a save the date for May 31<sup>st</sup> 2024 for the next Symposium.</p> <p>Special thanks to Annette Bradley Ingle for her invaluable work as the CRN’s NZNO Professional Advisor and also to Elisabeth Auchinvole for her support.</p>	



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	<p>Teresa put a motion forward that the Report be accepted. Motion carried.</p>	
<p><b>Financial Report</b></p>	<p>Teresa Chalecki – Treasurer  Full statements and report available on website  Commentary on the College of Respiratory Nurses NZNO Financial Statements for the Year Ended 31 March 2021. These statements are as yet unaudited but Kevin Simmonds (NZNO CPA) does not any changes to the statements.</p> <p><b><u>Income and Expenditure</u></b></p> <p>Total income for the 2022/23 financial year was \$13,927 comprising National Office funding \$10,315, symposium income \$1,822 and interest \$1,790.</p> <p>Expenses totalled \$8,744, resulting in a net surplus of \$4,887 after tax of \$296. Expenses in 2022/23 of \$8,744 comprised: a. Symposium expenses \$2,579, b. South Island Respiratory Educators Forum \$261, c. Farewell gifts \$618, d. Committee meeting travel &amp; accommodation and administration expenses of \$5,286.</p> <p>Income and expenses for the Symposium in September 2022 were less than budget as due to ongoing COVID uncertainty the Symposium was held in virtual format rather than face to face as planned when the budget was set.</p> <p>Travel and accommodation expenses were less than budget as not all committee members were able to attend all face-to-face meetings in person, and committee vacancies.</p> <p><b><u>Statement of Financial Position</u></b></p> <p>The College of Respiratory Nurses ended the financial year on 31 March 2023 with cash at bank (including term deposits) totalling \$85,451 compared to \$78,048 on 31 March 2022. The increase of \$7,403 in cash is a combination of the 2022/23 surplus for the year of \$4,887 and movements in other</p>	



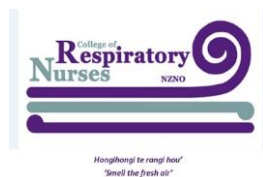
	<p>working capital items (amounts receivable versus accounts payable) of \$2,516. Scholarships available to everyone in the college- Up to \$500 per application</p> <p>Projected budget included in annual plan- no discussion from the floor so Teresa moved that it be adopted. Seconded by Mikayla and approved by the committee</p>	
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**Kua Takupu [TF1]:** Is this correct? Last years minutes stated 250 but I'm relatively sure its 500 now

<p><b>Professional Nurse Advisor report</b></p>	<p>Apologies from Annie Bradley-Ingle for being unable to attend. Full report available on website. Taken as read in Annie's absence.</p>	
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**RESPIRATORY NURSES MEETING RECORD- AGM 2023**

<p><b>Membership Report</b></p>	<p>Miriam presented the membership report as it stands as of today. Currently we have 317 members, 5 less than last year. This number is made up of: 300 females and 17 males. Biggest regions: Greater Auck- 19%, Canterbury- 15% Age range: 60% of membership over 50 years of age Ethnicity: NZE 65%, Maori 10%, Filipino 6% Indian 5% Notably Pasifika is only 2% of our membership group</p> <p>Reminded everyone that NZNO members can be enrolled in up to three NZNO college or sections so encourage colleagues to join if they have a respiratory interest.</p> <p>Moved by Miriam, seconded by Tamsin.</p>	
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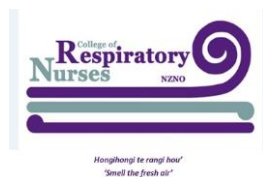


<b>Newsletter</b>	Mikayla reported that the Airways newsletter is published 3 x year. Request to members to contribute articles of interest.	
<b>Website</b>	Mikayla reported that the website had been reviewed and relevant documents updated with new links in resource section. Promoted Facebook page – NZNO College of Respiratory Nurses, focus in the next year on increasing input and content. Review pamphlets and documents. Moved by Teresa seconded by all.	

**RESPIRATORY NURSES MEETING RECORD- AGM 2023**

<b>Submissions</b>	Nil submissions to report.	
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<b>General Business</b>		
<b>Annual Plan</b>	<p>Annual plan updated yesterday, copies will be available via the website shortly. It's a live document and we encourage members to guide the committee on future respiratory work.</p> <p>We will adopt the plan today with the understanding that if anyone has any questions that they will be added to the minutes as an appendix and they will be raised at the next committee meeting.</p> <p>Annual plan approved, moved by Teresa seconded by all.</p>	



<p><b>Committee Members</b></p>	<p>Teresa announced she is stepping down after today's meeting. Thanked her committee colleagues past and present. Acknowledged new committee members.</p> <p>Farewelled – Alan, Erin, Karen, Jess and Teresa          Welcome – Miriam – membership, Tamsin – secretary, Lisa – Membership &amp; Social Media, Katherine – Treasurer</p> <p>Mikayla Neil will be taking the position of Chairperson from today onwards, she has completed one term as a valued member of the CRN so far, congratulations and thanks to Mikayla for stepping into this role.</p> <p>There are still 3 vacancies in the committee, if anyone is interested please contact committee members. Particularly in areas of Central North Island and Northland.</p>	
<p><b>Quorum</b></p>	<p>Not met today. Teresa acknowledged workload pressures meaning that members are unable to attend. Meeting closed after 45 minutes.</p> <p>Minutes (draft) from the 2023 AGM will be finalised at the 2024 AGM , August 2024</p>	

Meeting Closed with a karakia at 13.03pm

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**Next AGM meeting: 30.8.2024**