



RESPIRATORY NURSES MEETING RECORD- AGM 2025

DATE: 2nd Mary 2025- AGM 7:45 am

PRESENT: Teresa Chalecki, Mikayla Neil, Annette Bradley-Ingle , Katherine Waters, Jacquie Westenra. Elisabeth Auchinvole (ZOOM), Melinda Ward, Erin Morris, Nikki Tering

APOLOGIES: Nil

VENUE: The George, Christchurch (prior to SIREF conference)

AGENDA ITEM	MAIN POINTS OF DISCUSSION	BY WHOM
Welcome	<p>The committee started with a karakia from Jacquie Westenra.</p> <p>In behalf of Committee Jacquie welcomed everyone, called the meeting to order and declared the 2024 AGM open. Introduced Committee members.</p> <p>Quorum requirements 5% of membership be present which equates to 16 members required of current 320 members. 9 members in attendance. Quorum not met. Meeting went ahead on the understanding that no decisions made in the meeting today would be binding. Mikayla to take minutes.</p>	



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Agenda	Agenda put to the meeting. No other matters added, order of business kept as per the agenda	
Minutes from previous AGM	Minutes from the College of Respiratory Nurses 2024 AGM were briefly summarised, members had received a copy. Minutes accepted as the official record of that meeting Moved: Annie Seconded: Kathryn Motion carried.	
	Matters Arising from last minutes	
	No matters arising	
	<p>Read out by Mikayla.</p> <p><u>Correspondence in:</u></p> <p>Sue Gasquoine: Proposal to support access to budesonide/formoterol inhalers to enable 3 monthly dispensing</p> <p>Anne Brinkman: Triple Therapy Inhaler (combined) is not currently on Nursing Councils Nurse Prescribers Medicines List</p> <p>Lucia Bercinsakas: Seeking feedback on manufacturing of engineered stone</p> <p>Jacqueline Westenra: Remit for change of the College rules on the Honorarium</p> <p>Joanna Turner: Sponsorship for ARFNZ Respiratory Conference</p> <p><u>Correspondence out:</u></p> <p>Submission to not repeal current insulation requirements</p> <p>Letter to Joanna Turner for further information on applying to be a sponsor and exhibitor at the ARFNZ Conference</p> <p>Moved: Mikayla Seconded: Annie Motion carried.</p>	



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<p>Chairpersons Report</p>	<p>Presented by Jacquie. – Full report available on the website and members encouraged to read it. Hard copies present on the day also.</p> <p>Points of note: Changes within the Committee, alongside 5x vacancies. Farewell Lisa Mason, co-chair. Noted submissions work, Annual plan KSF work and ideas for changes to honoraria to help attract and keep Committee members. Outlining mai ranga mai.</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> <p>Brief summary of College and Sections day in Wellington. It was a good opportunity to hear presentations, network and work closer with other colleges and sections including sharing of ideas and resources. Gave the opportunity to improve visibility of Respiratory College and promote nursing excellence.</p> <p>Brief summary of 2024 Symposium in Auckland. Special thank you to Theresa for their support.</p> <p>Jacquie proposed report be accepted. Moved: Jacquie Seconded: Katherine Motion carried.</p>	<p>Jacquie</p>

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Financial Report	<p>Katherine Waters – Treasurer</p> <p>Full statements and report available on website</p>  <p>CRN Treasurer Report 2025 Annual C</p> <p>Jacquie proposed report be accepted. Moved: Jacquie Seconded: Annie Motion carried.</p>	<p>Katherine</p>
Secretary Report	<p>Read out by Mikayla</p>  <p>Secretary Report 2025.docx</p>	<p>Mikayla</p>


Professional Nurse Advisor report	<p>Full report available on website and read to those present by Annie Bradley-Ingle. Annie read this out.</p> <p>Moved: Jacquie Seconded: Katherine Motion carried.</p>	<p>Annie</p>
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Membership Report	<p>Lisa notes numbers have remained stable at 329. No breakdown of members and their locations or quals provided.</p> <p>Jacquie proposed report be accepted. Moved: Teresa Seconded: Katherine Motion carried</p>	<p>Mikayla</p>
Newsletter	<p>Mikayla reported that the Airways newsletter is published 3 x year. This has been sent out once this year so far. Request to members to contribute articles of interest.</p>	<p>Mikayla</p>
Website	<p>Mikayla reported that as per the Annual Plan we as the committee are working through reviewing the website to ensure the links and relevant documents are up to date in the resource section. Noted a continuing focus in the next year on increasing input and content and advertising need for Committee members and members to be involved with KSF revamp/update.</p>	<p>Mikayla</p>



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Submissions	<p>Please refer to correspondence above which went through submissions going out from the College. We are in the process of providing a submission to expedite adding Triple Therapy (LAMA/LABA/ICS) to time Nurse Prescriber prescribing list.</p> <p>Rules & remits – to establish an honorarium \$500 per year paid at secretary, chair or treasurer for max 2 years. Voluntary to accept honorarium. Post-poned until next year due to not meeting quorum</p> <p style="text-align: center;">  honorium proposal.docx </p>	Jacquie & Annie
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General Business		
Annual Plan	<p>Annual plan updated March 2025, copies are available on the website. It's a live document and we encourage members to guide the committee on future respiratory work. We would like to look toward paediatric version of the Knowledge & Skills Framework.</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 August 2025.</p> <p>Jacquie proposed Annual plan be accepted. Moved: Mikayla Seconded: Katherine Motion carried Annual plan approved</p>	Jacquie



Knowledge and Skills Framework	The KSF was due to be reviewed in 2024. However, due to the number of committee members we were unable to achieve this. Annie has spoken to other PNA's of other colleges whom have contracted a technical writer who would do required researches and updated needed for the KSF. This would come at a cost of approximately \$3000NZD. The committee and College would have final sign off. We have agreed that this is a viable option for us and will find out more information. Working alongside other colleges who have recently updated their KSF as well to not "re-invent the wheel" with a focus on Tikanga and Maranga Mai.	Jacquie & Annie
2026 Symposium	1 st May 2026 Wellington – topic TBD Welcome members suggestions and feedback.	
Committee Members	Officially noted Lisa Mason's resignation. There are 5 vacancies in the committee, if anyone is interested please contact committee members. Particularly in areas of Central North Island and Northland.	
Quorum	Not met today. Jacquie acknowledged workload pressures meaning that members are unable to attend. Meeting closed after 45 minutes.	

Meeting Closed with a karakia at 8:30 am

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Next AGM meeting: 1st May 2026