ANNUAL GENERAL MEETING

5 June 2014

Start: Karakia (Tio Sewell)

Present: Jo Harry (MINUTES), Mark Baldwin, Ronèl Marais, Jo Dillon, Claire McGowan Blair, Michael Connolly, Val Williams, Anne Brebner, Rachel Cotter, Richard Renwick, David Warrington, Kate Prebble, Heather Casey, Joni Bradshaw, Debbie Jordan, Chris Lundy, Tio Sewell, Chris Taua, Daryle Deering (CHAIR), Mel Green, Cathy Tod, John Ankcorn, May Hart, Lois Boyd, Moira O’Shea, Chris Huxtable, Jack Bell-Walsh, Tio Sewell, Graeme Thompson, Mel Lienert Brown, David Warrington, Shona Neehof, Tish Siaosi (Kaiwhakahaere), Maria Baker, Tony O’Brien, Sarah Haldane, Bart van Gaalen, John Hartigan, Harriet de Vries, Joanna Davison, Gordon Johnson

Apologies: Bev Hodder, Gail Phillips, Ra Kupa, Helen Hamer, Elaine Wogan, Gina Nonumalu, Patsy Tarrant, Stacey Smart, Prue Muschamp, Shirley McKewen, Paul Stewart, Denise Thompson, Collete Ryan, Trudi Dent, Suzette Poole, Reena Kainamu, Katrina Wahanui, Donna Tearii, Jane Simperingham, Sarah Franklin, Lisa Tangitu, Richard Pears, Mark Smith.

MINUTES

- Members present, quorum established

- Apologies recorded (Jo Harry) and accepted (Daryle Deering)

1. Election of new President

Returning officer (David Warrington) advised of the results from the President election on line voting. The voting closed on May 23rd at 1200AM. The election type was First Past the Post. 121 of 438 ballots were cast – 27.6%. Anne Brebner received 78 votes (66.7%), Reena Kainamu received 39 votes (33.3%) and 4 abstained from voting. Anne Brebner was welcomed as the incoming president. Acknowledgement to Reena Kainamu, who will become a Maori Caucus Board member.

2. Minutes from 2013 AGM accepted as read – moved Chris Lundy, seconded Jo Harry
3. Matters arising –
   - Accounting around credentialing – see general business a)
   - Intellectual Disability nurses – The College has been in discussions with a representative group of Intellectual Disability nurses who are looking to belong to a professional body. The College is looking at how we may accommodate this group. Discussions also centred on mutual benefits to be gained including the potential offer of another journal. A very collegial meeting was held with representatives of this group in Christchurch recently. Potentially up to 100 nurses are on their distribution lists but if these nurses do join the College it is likely to be a small group initially. They are a collective group at present and not a professional group. Members recognised that both mental health and intellectual disability nurses work in Intellectual Disability areas.
   - Professional Development – South Island and North Island promotion series and standards launch has been completed. The outcome of this is the College has drafted a letter and sent it to DOMHNs (cc. to branch chairs) offering support and assistance in developing a professional development series of sessions across New Zealand. Ines Bruins (contractor) outlined that nurses she met wanted local seminars/workshops relevant to practice. Also nurses are feeling overwhelmed with professional practice issues. This project was also a good opportunity to share resources. Maria Baker commented that the scoping exercise to find out what nurses want with regard to professional development was useful, meeting people from outside of their own region can be useful and energising.
   - Constitution – Professional Standing and Professional Boundaries suggested as an appendix to constitution was not passed at the 2013 AGM until legal opinion was sought. This action has not been completed. Chris Lundy posed the question “Do we need to be doing this considering Nursing Council recent documents”. Membership suggestion that the College needs the professional boundaries document link from Nursing Council website on the College website. 
     Motion: Chris Lundy Make necessary changes to constitution.
     Seconded: Moira O’Shea/David Warrington
     ACTION: Jo to place professional boundaries link onto College website and make necessary changes to constitution. This will be ratified at next AGM.

4. Reports (available on web site)
   a. President – moved Kate Prebble, seconded Ronèl Marais
   b. Kaiwhakahaere – moved Maria Baker, seconded Jo Harry
   c. Treasurer – moved Chris Lundy, seconded Kate Prebble
   d. Branch and Board – moved Chris Lundy, seconded Mark Baldwin
5. Matters arising from reports –

Financial Report – Tio Sewell commented that regarding incoming expenditure, the lotto grant given to Caucus should be referenced on a separate line. **ACTION: Jo Harry will co-ordinate with Mighty Efficient company (contracted to get the College onto Xero) to ensure the Lotto Grant is listed on a separate line in Profit and Loss Statement.**

Chris Lundy queried the amount of travel/accommodation costs associated with the profit and loss report commenting it seems very high. The Board outlined that travel and accommodation costs are mostly attributed to credentialing, North Island and South Island professional development contracts, branch chair meeting and Board meetings. Cost containment has been a principle for a number of years e.g. restricting the number of Board face to face meetings.

Further discussion about investing a lump sum into an interest bearing account and it was noted that this option is being investigated. Input from an accountant is required to look at generating revenue from current assets. **ACTION: Mel Green will discuss generating revenue from current assets with the College auditing accounting firm.**

Audited Reports – have not been presented to this AGM. **ACTION: Jo Harry to put audited reports for period ended 31 March 2013 onto the website (under publications/reports/AGM2014).**

6. Constitution amendments – None received

7. Membership numbers – as of 31 March 2014

- Total member numbers (non-archived & non-expired) = 327 *(at time of posting this report there are 430 active members i.e. non archived and non expired)*
- Total members expired but not archived = 117 *(at time of this posting this report there are 60 expired but not archived members)*
- Total Maori numbers (non-archived & non-expired) = 71
- Total credentialing members = 9
- Auckland = 131
- Wellington = 46
- Canterbury = 29
- Hawkes Bay = 12
- Mid Central = 19
- Nelson = 17
- Otago = 37
- Rotorua = 28
- Waikato = 28
Northland = 23
Up to 30 website visits per day (from January 13th – February 12th 2014)

Chris Lundy commented that income from membership has dropped and asks question “What are the board doing to address this?” Jo Harry commented that the South Island and North Island regional consultations with mental health nurses had increased membership and also that the professional development series is aimed at increasing the profile of the College and improving membership. It was also commented that the membership data base is now accurate and that there is always a proportion of members who have overlooked renewing their membership.

Moira O’Shea stated that the increased support for new graduates is great with an increase to 2 years for reduced membership fees.

8. General business –
   a) Xero – the College has transitioned smoothly to Xero accounting software. The first lot of reports have been generated and these are the financial reports presented at this AGM.

   b) Credentialing update – The funded period finished 31 Dec 2013. An evaluation report is near completion, and will be distributed widely in the health sector.

   Certification - Lois Boyd (contractor) provided an update and her report is located on website (AGM reports). A teleconference with ACMHN was held recently regarding similarities of process – they are currently reviewing their requirements for credentialing (equivalent of certification in New Zealand). Lois is currently working on operationalising certification with the reference group with the possibility of a survey to be sent out to members seeking nurses input on the proposed certification process.

   c) Professional Development – as above in matters arising.

   d) Wananga and Conference update – Tish Siaosi advised that preparation for the Wananga is progressing well. Programme to be completed in next two weeks. Hoping to have 100-150 nurses attend. Looking at inviting an indigenous Kaumatua from Perth. Whetu Kanapa nominees are currently being reviewed. Wananga Date: 12-14 November. Registrations are open. Information is on the website.

   Conference 2015: John Ankcorn reported that the conference will be held in Wellington, in July 2015. It is being planned in close consultation with Directors of Mental Health Nursing.
e) Memorandum of Understanding with NZNO - A final draft has gone to NZNO board for sign off. The response from the new CEO, Memo Musa, is supportive of a collegial relationship. Daryle Deering, Tish Siaosi, Dame Margaret Bazley and Memo Musa and the chair of the NZNO Mental Health Nurses Section met and there was acknowledgment of the College position and past tensions. Tony O’Brien – signalled this was an important achievement.

f) Update on all Memorandum of Understanding – The College has a number of MoUs. Acknowledging all MoUs, Kites, DANA, PSA, Te Pou, NZNO. **ACTION: Jo Harry to put all Memorandum of Understandings onto website. This item will also remain a standing item at board meetings (for review and updated).**

g) Indemnity – Jo Harry outlined the current status, ie. all members can access AON professional indemnity insurance via the College website in the membership area. They are able to offer a cheaper rate if the College could provide 100 members to sign up for a bulk scheme. This rate however is only $23.00 cheaper than individual rates. Moira and John Ankcorn asked if we can get a better rate, and if so then the Board should continue to investigate. This item has come up at every AGM for discussion. John Ankcorn suggests something going into next newsletter. May Hart commented that if the College could offer indemnity then this might be helpful to improve the College profile. Lois Boyd suggested contacting Crombie Lockwood for another quote. Tio Sewell/Tony O’Brien – discussion regarding it is an option on the website and this is the position the Board had settled on previously. Update on availability should go out to all members. Kate Prebble – acknowledged that indemnity has been talked through many times. **Motion: Keep status quo (Kate Prebble). Seconded: Graeme Thompson.**

h) An enormous thank you to Daryle Deering for her 4 year term as President of Te Ao Māramatanga New Zealand College of Mental Health Nurses. Many members expressed their appreciation of Daryles work in this role, and wished her well. The Board, particularly Anne Brebner (incoming president) and Tish Siaosi (Kaiwhakahaere), look forward to working alongside Daryle in her role as immediate past president.

1735 hours Karakia and close
SUMMARY OF ACTIONS

ACTION 1: Jo to place professional boundaries link onto College website and make necessary changes to constitution. This will be ratified at next AGM.

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ACTION 3: Mel Green will discuss generating revenue from current assets with the College auditing accounting firm.

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