

## MINUTES OF NATIONAL COMMITTEE MEETING

Wednesday 9<sup>th</sup> September, 2009  
Teleconference

Meeting opened 16.00 with Anthony Black in the Chair

| <i>Item</i>                                   | <i>Substance</i>  | <i>Person Responsible for Action</i>             |
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| 1.1 Attendees:                                | Teleconference: Anthony Black, Tracey Weir, Erika Schlemmer, Penny Kearney, Jacqui Kiss, Terry Wells, Gillian Garrett, Lynn McBain, Wendy Harper, Monique Berger & Lesley Brennan,<br><br>Lisa Street was present representing Rani Govender.<br><br>Present: Felicity Shiel-Jones PAMS   |  |
| 1.2 Apologies:                                | Garry Fehring, Melissa Ceely, Rani Govender   |  |
| 1.3 Absent:                                   |   |  |
| 2.0 Minutes of Previous Meeting               | The Minutes of the meeting of June 17th were taken as read and a true record of the committee meeting.<br><b>Moved by: Jacqui Kiss</b><br><b>Seconded by: Erica Schlemmer</b><br><b>Carried</b>   |  |
| 3.0 Actions arising from the previous minutes | <ul style="list-style-type: none"> <li>• <b>David P and Garry F</b> are continuing preparation of checklist for Chapter President handovers. Will meet again and have final drafts ready for next meeting. Carried over.</li> <li>• <b>Gillian G</b> still trying to find a NSW/ACT member to sit on AFRM. PAMS to supply the AFRM number to GG.</li> <li>• <b>Melissa C</b> has sent the application form for RCNA points to <b>Garry F</b> for singing off and paying.</li> </ul> | DP & GF<br>Carried over<br><br>GG/PAMS<br><br>GF |
| 4.0 Reports                                   | <b>Corporate Governance</b>   |  |

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|  | <ul style="list-style-type: none"> <li>● <b>National Executive – Anthony B</b> <ul style="list-style-type: none"> <li>○ Anthony welcomed and congratulated Wendy Harper and Rani Govender to their new roles as Chapter Presidents.</li> <li>○ Anthony to write thank you letters to Trish and David for their contribution.</li> <li>○ PAMS to send out minutes from Sydney Exec meeting 17<sup>th</sup> July.</li> </ul> </li> <br/> <li>● <b>Chapter Reports</b> <p>Illawarra – Tracey W – As per tabled report<br/>           -They have decided to decrease event charge from \$25 to \$15 to encourage more attendees to study days. Next event 23<sup>rd</sup> September.<br/>           -Congratulated GG on the NSW/ACT study day.</p> <p>NSW/ACT – Gillian G – As per tabled report<br/>           -45 delegates attended the successful 24<sup>th</sup> July Study Day and AGM. New committee members Bridget Lingane and Jessica Taveira joined the team. The chapter now has ARNA representatives sitting on AROC, AFRM and CONNO.</p> <p>QLD – Wendy H – As per tabled report.<br/>           -New committee set up and they will be venturing up to the Sunshine Coast to promote ARNA to members further north. Anthony made a special mention of thanks to Trish S for all her hard work in developing the chapter along with Monique’s support.</p> <p>Spinal Nurses – Lesley B – No report tabled<br/>           -There is currently a committee but with no President. Lesley is now secretary and Erika is treasurer. They will be finalising the President role at their meeting on the 14<sup>th</sup> October, with the probable outcome being Lesley will take it on. Will submit a written report.</p> <p>SA/NT/WA – Terry W – As per tabled report<br/>           -41 delegates attended the July study day. 50% were not members, so it is hoped that some may join ARNA. At the AGM Justin Prendergast joined the committee. Planning a video conference session later in the year for members in remote areas.</p> <p>VIC/TAS – Rani G – As per tabled report<br/>           -Lisa S reported that the only changes to the report are that Alison Dupuy is now Executive Secretary and Lisa Street is Vice President. 80 delegates attended the Study Day. Anthony thanked David P for his contribution to ARNA and serving as Chapter President.</p> </li> </ul> | <p>AB</p> <p>PAMS</p> |
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|  | <ul style="list-style-type: none"> <li>• <b>Legislative compliance</b></li> <li>-</li> <li>• <b>Constitution</b></li> </ul> <p>-Penny K commented that section 19.4 &amp; 19.5 do not require changes as previously believed, as they were the result of typos in the document. PAMS has now rectified in document on website.</p>  |                           |
|  | <p><b><u>Admin &amp; Financial Management</u></b></p> <ul style="list-style-type: none"> <li>• <b>Administration / PAMS</b> <ul style="list-style-type: none"> <li>○ Lots of new members and conference registrations coming in.</li> </ul> </li> <li>• <b>Correspondence Report – PAMS</b><br/>As per tabled report</li> <li>• <b>Secretary’s Report – Penny K</b> <ul style="list-style-type: none"> <li>○ Review scholarship/grant application process so it can be done electronically</li> <li>○ AGM notice is out</li> <li>○ AGM presentations will be enhanced visually using Powerpoint slides</li> </ul> </li> <li>• <b>Treasurer’s Report – Garry F</b> <ul style="list-style-type: none"> <li>○ As per tabled report</li> </ul> </li> </ul> <p><i>Moved by: Anthony Black</i><br/> <i>Seconded by: Gillian Garrett</i><br/> <i>Carried</i></p>   | <p>PK (later in 2009)</p> |
|  | <p><b><u>Leadership &amp; Professional Development</u></b></p> <ul style="list-style-type: none"> <li>• <b>Representations on other committees</b></li> </ul> <p><b>CONNO – Amanda Buzio (NSW) Jacqui Kiss (VIC)</b><br/> CONNO – The next meeting is in October and Amanda can not attend. Gillian G is trying to find a replacement and will keep Anthony B informed of who will be attending.</p> <p><b>AROC – Sandra Lever</b><br/> AROC – Monique B reported that a reconditioning benchmarking workshop occurred in VIC. There will be another benchmarking workshop coming up on amputees. VicHealth is changing from Barthel to <b>FIM</b> functional scoring system and training will be provided between Nov-Dec.</p> <p>They have just completed a huge clinical registry project through the Australian Quality Council and ...<b>(MB to confirm name)</b>. Trying to improve the quality of data through clinical registries. Visited 30 of the 200 sites that collect data for AROC to assess and give feedback on how they measure data. AROC want to educate and improve the quality of their collection sites.</p> | <p>GG/AB</p>              |

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|  | <p><b>AFRM –</b><br/>         -Gillian G to find a NSW member to represent ARNA on this board.</p> <p>-Monique reported back on the AFRM NZ conference where she represented ARNA by setting up a table with the majority of the material being taken. ICF was recommended as model for AROC data, however incorporation has proved difficult. Was a great conference and most speakers used the benchmarking data for their papers.</p> <p><b>National Stroke Foundation – Trish S</b><br/>         -As per Trish’s forwarded email.<br/>         -Wendy H to ask Trish for a brief report summarising the upcoming meeting to be sent to the Committee.</p> <ul style="list-style-type: none"> <li>• <b>National Scholarships/Grants</b></li> <li>- Kate O’Reilley at RRCS was awarded the Research Grant on the basis of an excellent application for a worthwhile project. Formal presentation will take place at AGM.</li> <li>- -2 scholarship applications received - from Penny K and Carolyn Wilson.</li> <li>- It was decided at the Executive meeting to offer scholarships twice a year in Dec and Jun.</li> </ul> <ul style="list-style-type: none"> <li>• <b>JARNA – Melissa C</b></li> <li>- Edition will hopefully go to print next week. Just waiting on 2 more reports. Have good content for this edition.</li> </ul> <ul style="list-style-type: none"> <li>• <b>National Conference – Garry F</b></li> <li>-As per tabled report</li> <li>-Committee asked to brainstorm any goodies for the conference bags. Also that their help would be appreciated the night of the 14<sup>th</sup> to help set up things and go over AGM agenda.</li> <li>-Confirm the spelling of the Lizzie S award.</li> <li>-Penny K commented that the Lizzie S award will apply to any first time presenter with no restriction on the length of the paper. The abstract committee will judge this.</li> </ul> | <p>GG</p> <p>WH</p> <p>COM</p> <p>PAMS</p> |
|  | <p><b><u>Membership &amp; Marketing</u></b></p> <ul style="list-style-type: none"> <li>• <b>E-information Systems –</b><br/>             -Committee asked to scan the website and notify of things that need to be updated.</li> <li>• <b>Publicity &amp; Promotion</b><br/>             -</li> <li>• <b>Membership Report –PAMS</b> <ul style="list-style-type: none"> <li>○ 407 financial members</li> </ul> </li> </ul>  |  |

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| Any other Business | <ul style="list-style-type: none"> <li>Gillian G asked about increasing ARNA's affiliate membership with other relevant groups. It is very hard to make this a workable arrangement as explained by Lesley B and Monique B.</li> <li>Gillian G said that there are a few nurses who are talking about starting a Brain Injury Chapter of ARNA.</li> <li>Anthony B congratulated Penny K on the presentation she gave at the Smart Stroke Conference in Sydney. She received an award at the conference for the 'Best Scientific Paper'. This is an excellent achievement.</li> <li>Terry W asked that the SA/NT/WA website be updated</li> <li>Anthony B asked the committee that if they or their members have any issues they should advise Anthony prior to the AGM. A reminder that any business at an AGM needs to be added to the Agenda before the meeting so members are notified of what is to be discussed.</li> </ul> | <p>Special mention to be made in next edition of JARNA.</p> <p>PAMS</p> |
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The meeting closed at 1650

Upcoming meetings

The AGM is being held on Thursday 15<sup>th</sup> October at 4.45pm.

The next formal National Committee meeting will be a face to face in either late Nov or early Dec.

Please note for the next teleconference meeting all you need to do is dial the below dial in number appropriate to the city you are in followed by the PIN number 9976#

Teleconference Participants

PIN Number is 9976#

Dial-in numbers

- Sydney: 02 9696 0695
- Adelaide: 08 8220 0695
- Brisbane: 07 3811 0695
- Canberra: 02 6210 0695
- Darwin: 08 8989 0695
- Hobart: 03 6240 0695
- Melbourne: 03 8414 5110
- Perth: 08 9460 0695

Regional Aust (freecall) 1800 333 803

## NATIONAL COMMITTEE'S ACTIONS LIST

as at  
**9<sup>th</sup> September 2009**

| <b>ACTION</b>  | <b>By</b> | <b>Due By</b> |
|--|-----------|---------------|
| David P and Garry F are continuing preparation of checklist for Chapter President handovers. Will meet again and have final drafts ready for next meeting. Carried over.                     | DP/GF     | Ongoing       |
| Gillian G still trying to find a NSW/ACT member to sit on AFRM. PAMS to supply the AFRM number to GG.  | GG/PAMS   | 11/09/09      |
| Melissa C has sent the application form for RCNA points to Garry F for signing off and paying.   | GF        | 08/10/09      |
| Anthony to write thank you letters to Trish and David for their contribution.  | AB        |               |
| PAMS to send out minutes from Sydney Exec meeting 17 <sup>th</sup> July.   | PAMS      | 11/09/09      |
| Review scholarship/grant application process so it can be done electronically  | PK        | Late 2009     |
| Gillian G is trying to find a CONNO replacement and will keep Anthony B informed of who will be attending.   | GG        |               |
| Wendy H to ask Trish for a brief report summarising the upcoming meeting to be sent to the Committee.  | WH        |               |
| Committee asked to brainstorm any goodies for the conference bags. Also that their help would be appreciated the night of the 14 <sup>th</sup> to help set up things and go over AGM agenda. | COM       |               |
| Confirm the spelling of the Lizzie S award.  | PAMS      |               |
| Special mention of Penny K presentation award to be made in next edition of JARNA.   |           |               |
| Terry W asked that the SA/NT/WA website be updated   | PAMS      |               |