

MINUTES OF NATIONAL COMMITTEE MEETING

Wednesday 1st June, 2011
Teleconference

Meeting opened at 4.30pm with Melissa Ceely in the Chair.

<i>Item</i>	<i>Substance</i>	<i>Person Responsible for Action</i>
1.1 Attendees	Gillian Garrett, Wendy Harper, Kay Stevens, Lisa Street, Melissa Ceely, Maria Draper, Terry Wells, Tracey Weir, Pam Hesketh Present: Katie Tkatchenko & Felicity Shiel-Jones – PAMS	
1.2 Apologies	Carolyn Wilson, Anthony Black	
1.3 Absent	Trish Spreadborough, Suzie Hooper	
2.0 Conflict of Interest	None declared.	
3.0 Previous Minutes	Minutes of the previous meeting were accepted as a true and accurate record of the meeting held on 06/04/2011. Passed Tracey Weir, Seconded Wendy Harper - Carried . Actions arising from the previous minutes: <ul style="list-style-type: none"> • SH – Decide on new 2012 member fee • Chap Pres – return completed budget to Suzie • CW – to review research grant requirements. • WH – to review any items that might need to be amended for the constitution to align with the new Operational Plan. • AB – to forward the meeting consultation dates of Stroke Foundation to the COM 	
4.0 Items of business	<u>Leadership & Professional Development</u> <ul style="list-style-type: none"> • JARNA – MC <ul style="list-style-type: none"> ○ Ad placed in ANJ for editorial board, and also sent to ARA. PAMS to send e-Flash to members also. Closing date extended to 30/6/11. ○ Dates to be sent out for submission of articles for next edition – MC ○ Some concerns raised that Chapter President articles in last edition were proofed/edited by Cambridge. MC to compare original President submissions with final print, and follow up as required 	PAMS MC MC

	<ul style="list-style-type: none"> • Research Grant – MC/CW/TS <ul style="list-style-type: none"> ○ The guidelines need to be reviewed to ensure they are current and regular quarterly reporting is mandated. ○ On hold until CW returns. MC to follow up as to when CW can recommence. • Nurse Practitioner – MC/CW/TS <ul style="list-style-type: none"> ○ What is the issue with Nurse Practitioners? MC to follow up with TS. • Representations on other committees <ul style="list-style-type: none"> ○ CONNO – SH – ○ AROC – SL – ○ National Stroke Foundation – TS – 	<p>MC</p> <p>MC</p>
	<p><u>Corporate Governance</u></p> <ul style="list-style-type: none"> • ARA – MC/AB <ul style="list-style-type: none"> ○ – • National Executive – AB <ul style="list-style-type: none"> ○ – • Chapter Reports <ul style="list-style-type: none"> ○ QLD – CW Workshop held last Saturday morning had very good attendance ○ NSW/ACT – GG AGM being held 22/7/11 – all positions up for re-election. GG, Secretary and possibly Treasurer not standing again. Issue of potentially having no committee - what would this mean constitutionally? GG doing a mail out re: committee to encourage participation, when nomination forms are sent. ○ Illawarra – TW Held an education evening on Stroke on 26th May – 20 attended. ○ VIC/TAS – LS 6th May Study Day in Hobart attracted 43 attendees (18 VIC, 23 TAS) from 16 locations. AGM being held 26/8/11 – LS stepping down. Lyn McBain (Vice Pres) keen to step up. ○ SA/WA/NT – TW AGM being held 29/7/11 – TW planning on renominating. Previous National Committee minutes have minuted that NT is the planned location for the 2012 ARNA conference (followed by TAS in 2013) 	<p>GG</p>

	<ul style="list-style-type: none"> ○ Spinal – PH PH to provide a report on Spinal Nurses chat room. ● Legislative compliance – PAMS <ul style="list-style-type: none"> ○ – ● Constitution <ul style="list-style-type: none"> ○ – 	PH
	<p><u>Admin & Financial Management</u></p> <ul style="list-style-type: none"> ● Secretary’s Report – WH <ul style="list-style-type: none"> ○ In the process of reviewing 20 conference abstracts – will probably end up taking 15 or so. ○ Standardisation of documents – LS/MD working on – should be done in another week. ● Treasurer’s Report – SH <ul style="list-style-type: none"> ○ – ● PAMS – KT/FSJ <ul style="list-style-type: none"> ○ – ● Correspondence <ul style="list-style-type: none"> ○ As per tabled report. 	
	<p><u>Membership & Marketing</u></p> <ul style="list-style-type: none"> ● National Conference – WH <ul style="list-style-type: none"> ○ Where are we up to with awards? WH to follow up with SH ○ 500 word abstracts are quite long – could take a little longer to review. ○ Link to abstracts seems to have dropped off website – PAMS to re-establish ● Membership – PAMS <ul style="list-style-type: none"> ○ As per tabled report. ○ All going well at moment – need to work out ideas for increasing membership base, and how we can operationalize them all. ○ A new member has not received a copy of the new JARNA. PAMS to contact Cambridge and compare mailing list vs. current membership report, to ensure no other new members have missed out. ● E-information systems – WH/KS <ul style="list-style-type: none"> ○ WH provided a Website Functional Brief for consideration. Members to be able to join online as part of new site. ALL to provide feedback to WH on proposal by COB 10/6/11 ○ All feedback re: e-Flashes has been good ○ ARNA on Facebook – about a dozen people have ‘liked’ ARNA on Facebook. Should a reminder be sent out? ● Publicity & Promotion – WH/KS 	<p>WH</p> <p>PAMS</p> <p>PAMS</p> <p>ALL</p>

	○ -	
5.0 General Business	<ul style="list-style-type: none"> Gillian Garrett will not be re-standing for the NSW/ACT Presidency at the next AGM. The Executive Committee thanked Gillian very much for the work she has done. She has done a fabulous job. Her dedicated work, support & friendship over the years has been highly valued. 	

Meeting closed at 5.22pm.

Next Meeting/s: Executive Teleconference – 4.30pm, Wednesday 6th July 2011
National Committee Teleconference – 4.30pm, Wednesday 3rd August 2011

ACTION	By	Due By
Wendy to review any items that might need to be amended for the constitution to align with the new Operational Plan.	WH	1 June
Decide on new 2012 member fee	SH	July
Chapter Presidents return completed budget to Suzie	Chapter Presidents	30 April
AB to forward the meeting consultation dates of Stroke Foundation to the COM.	AB	4 May
CW to review research grant requirements.	CW	June
PAMS to send e-Flash to members re: JARNA editorial board	PAMS	3 June
Dates to be sent out for submission of articles for next edition of JARNA	MC	June
Follow up as to when CW can recommence review of Research Grant guidelines.	MC	
Follow up with TS re: nurse practitioners	MC	
Send a mail out re: NSW/ACT committee, when nomination forms are sent.	GG	June
Provide a report on Spinal Nurses chat room.	PH	3 August
Where are we up to with conference awards? Follow up with SH	WH	
Re-establish link to abstract requirements on website	PAMS	3 June
Contact Cambridge and compare mailing list vs. current membership report, to ensure no other new members have missed out on current edition of JARNA	PAMS	June
Provide feedback to WH on website functional brief	ALL	10 June