

MINUTES OF NSW/ACT CHAPTER MEETING

Monday 14th December, 2009
Royal Rehabilitation Centre

Meeting opened **1615hrs** with **Gillian Garrett** in the Chair

<i>Item</i>	<i>Substance</i>	<i>Person Responsible</i>
1.0 Attendees:	Maureen Brereton, Amanda Buzio, Joe de Jesus, Gillian Garrett, Bridget Lingane	
2.0 Apologies:	Sandra Lever, Jessica Tavieria	
2.1 Absent:		
3.0 Minutes of Previous Meeting	The Minutes of the meeting of 19 th October 2009 were taken as read and a true record. <i>Moved by <u>Bridget Lingane</u> "that the minutes be accepted"</i> <i>Seconded by <u>Gillian Garrett</u></i> <i>Carried</i>	
4.0 Actions arising from the previous minutes	4.1 ARNA Web content , Bridget to monitor – Current as of last week, to check for 2010 study day flier. 4.2 AFRM representation , Gillian – no further movement on this item as understand Anthony is representing ARNA but was unable to make last meeting 4.3 Brain Injury Special Interest Group – voted not to go ahead at the BIRNN meeting. No further action. 4.4 On line ARNA new membership - Gillian to address at next National meeting, carry over 4.5 ARNA poster content to be reviewed – to be carried over to post study day – Sandra to coordinate 4.6 2010 Chapter Study Day planning – See below	
5.0 Portfolio Reports	<u>5.1 Corporate Governance</u> Portfolio report Checking web content for NSW/ACT <ul style="list-style-type: none"> • Both Bridget and Jessica had difficulty finding up to date information from NSW/ACT chapter on the ARNA website. Others at the AGM raised this as an issue. <i>ACTION - Bridget to monitor website to ensure content is kept up to date</i> 	Bridget
	<u>5.2 Admin & Financial Management</u> Gillian forwarded by email Chapter fees and membership data. Nothing further to add	

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	<p><u>5.3 Leadership & Professional Development</u></p> <p>Previous action – Sandra’s recommendations around <i>Therapy Intensity and the Nursing Role</i> – Awaiting response from National Committee</p> <p>Portfolio Report 5.3.1 – Study Day 2010 planning</p> <ul style="list-style-type: none"> • Theme of day – <i>Teaching and Coaching</i> • Confirmed and paid for venue– Epping Club with 30 designated parking spaces. Cost of day is \$55/person • Flier and registration circulated to members. Registrations have commenced (2 to date). • Advertise in NSWNA Lamp – <i>ACTION - Amanda to contact and send details</i> • Chapter report submitted by Gillian for next JARNA includes details of Study Day • Sponsorship of \$350/sponsor– 8 sponsors invited, 3 have accepted , Brightsky, Allergan and Independence Australia. These 3 have been invoiced. However last study day, there were difficulties with tracking when invoices have been paid. • Need to keep in contact with Felicity at PAMs to determine when invoice has been paid and ensure it is allocated to the NSW Chapter. • Molnlycke, Besshard, Coloplast, Statina, 3M, Tender Loving Cuisine. <i>ACTION- Joe to send follow up email to remaining sponsors after the New Year.</i> • Need to check constitution re holding AGM earlier and voting of membership to committee - <i>ACTION – Bridget to check constitution</i> • Content of day – Proteus inspirational speakers - offer a free sponsorship package – <i>ACTION - Gillian to f/up</i> • Smoking cessation speaker (speaker has requested 1 hour) – <i>ACTION – Sandra to f/up</i> • Proposed program <ul style="list-style-type: none"> ○ 8-8.30am registration ○ 8.30 Welcome ○ 8.40-9.40 First speaker - Proteus ○ 9.40-10.40 Second speaker- Nicotine cessation ○ 10.40-11 Morning tea ○ 11-11.45 Third speaker – carer or client to speak specifically about the coaching and teaching provided by nurses – <i>ACTION -Joe suggested he could speak with his team re suitable client/carers</i> ○ 11.45-12.45 Teaching & Coaching – Julie Pryor– specific strategies for teaching and coaching clients with a variety of different needs – <i>ACTION -Gillian to email details of requirements to Julie</i> ○ 12.45-1.30 Lunch ○ 1.30-3.30 Teaching & Coaching – Julie Pryor (cont) ○ 3.30-3.45 – Evaluations and Close ○ 3.45 – AGM (TBC) 	<p>Sandra</p> <p>Amanda</p> <p>Joe</p> <p>Bridget</p> <p>Gillian</p> <p>Sandra</p> <p>Joe</p> <p>Gillian</p>
	<p><u>5.4 Membership & Marketing</u></p> <p>Portfolio Report Nil to report</p>	
6.0 Other Business	<p>6.1 Invoices for members – Gillian has emailed Gary re receipting at the Chapter level, awaiting response from Gary.</p>	Gillian

The meeting closed at 1720hrs

The next Chapter Committee meeting is scheduled for **Monday 18th Jan 2010, 4pm, Royal Rehab, Dixon Conference room.**