



## Canberra ACT , Hotel Realm

Annual General Meeting Minutes

Thursday May 8th 2014

Meeting Opened: 1500hrs – 1600hrs

**Chair:** Sharryn Byers

**Secretary:** Kylie Wright

1. **Attendance:** Sharryn Byers, Kylie Wright, Linda Nichols, Kate O'Dea, Christine Holland, Lynette Wallace, Mary Lomas, Vicki Evans, Jennifer Blundell, Sandra Krpez, Diane Lear, Mahlah Watchman, Leigh Arrowsmith, Tania Lawrence, Caroline Gareiks, Robert Jensen, Bruse Keown, Candice Barter, Joan Crystal, Stephen Yu, Barbara Lester, Rimma Kats, Anne Marie Watson, Nanette Nunlist, Analiza Rimando, Jane Raffesath, Kylie Tastula, Kate Lin, Colin Woodhouse
2. **Apologies:** Nil noted  
**Proxy:** Antoinette David, Jolina Watson, Melissa Bartley, Melissa Drury, Alison Punch, David Tsui, Catherine Hardman
3. **Confirmation of previous minutes:** Jenni Blundell      Seconded: Linda Nichols

4. Business Arising from the previous minutes	Comments	Outcome/Action
I. Coalition of National Nursing Organisations (CoNNO) II. WFNN 2021 III. Wed payments	<ul style="list-style-type: none"> <li>• Covered in President's report to follow</li> <li>• There is interest in Darwin for 2021. A submission will need to be lodged.</li> <li>• Covered in President's report to follow</li> </ul>	<ul style="list-style-type: none"> <li>• Nil further action at this time</li> </ul>



## 5. Reports

### I. President

#### **President Report – Tabled by Sharryn Byers**

- **Executive Committee:**

President/Web Master Sharryn Byers  
Vice-President/Secretary Kylie Wright  
Treasurer Sandra Krpez  
Conference Convenors Linda Nichols / Leigh Arrowsmith  
Journal Editor Vicki Evans

- **Achievements**

- Record Keeping: Policy completed by Kylie
- CONNO Meetings. November 2013 and April 2014.
- Health Workforce Australia: HW2025 report predicts shortage 109,000 nurses. Awaiting HWA Retention and productivity Project report

ANNA what should we do to promote specialty and to have specialty prepared nurses available?

Is there a role for the Mentor program?

- **ANMAC Australian Nursing and Midwifery Accreditation Council:** accredit programs leading to Registration as RN, EN, RM, NP and re-entry to practice programs. Currently 160 education providers with 500 accredited programs listed. EOI for assessment team members

Next projects: Epiq and Re-entry for  
Midwives, NP and EN Accreditation and  
National Curriculum review

- **ASANNA: Australian Student and Novice Nurses Association.** Provided information on Louie Blundell Prize.

- **NMBA:** Concurrent registration can legally be held. Challenges for ensuring scope of practice is consistent with remuneration.

Formalised process for Audit with  
compliance regarding CPD, recency of practice and criminal record checks  
Registration standards revised and awaiting Health Minister approval

- **Concern regarding access of university programs throughout Australia**

UTS not running program this year

Should ANNA consider RTO status and development of a national program leading to recognition qualification with supported clinical placements?

- **Neuroblend:** Do we know what the educational needs of members are? Should ANNA complete a state based needs analysis before extending it throughout Aust/ NZ

- **ANNA inventory completed**

- **Increase in fees** (last increase 2002)



- ANNA overall expenses include:-
- PAMS \$839/month x 12 = \$10320
- Website \$200 + \$2000 + \$1500 = \$3700
- AJON \$3500
- Insurance / workers compensation = \$3000
- Executive reimbursements – approx \$600 for airfares to visit PAMs annually
- Audit = \$1000
- Total approx costs = \$23100
- Across approx 300 members = \$77 /year just to cover expenses, excluding unexpected costs.
- Current costs are \$90 – only a \$13 buffer for margin of error
- Proposed new fees – new members \$110 and \$100 renewal – an approx 10% increase.
- Additional reasons for membership increase include insurance costs increasing each year and increasing costs to maintain technology
- **PAMs:** met with new owners  
Happy to continue to have PAMS & ANNA website separate  
The database will have a minor cleanup – no costs associated for keeping inactive names. SB reinforced that the database needed to be searchable by organisation.  
Role of State Branches and fiscal management. As national executive we remain legally responsible for state expenditure  
Need to improve State financial processes – need more robust approval processes put in place. A suggestion is that State funds are incorporated through federal funding and an authorisation process is centralised and federally controlled. This process will be cost neutral for PAMS, it decreased risks, and has the potential to decrease insurance costs.
- **Webmaster**
  - Mobile web app
  - Increased traffic on Facebook:  
Aim to increase 'likers'  
Benefits more interactive  
Quick updates and referral to website for details  
Increasing exposure  
Automatically feeds Twitter – Twitter hashtag - #anna\_nurses
- II. **Treasurer**  
**Treasurer Report – Tabled by Sandra Krpez**
  - Sandra in regular contact with PAMS
  - Audit completed



The following was presented

- o Achievements 2013/2014
- o Current financial position to May 2014
- o Future directions 2013/2014

Plan to work with the States regarding financial matters

III. Secretary

**Secretary Report : Membership Profile - Tabled by Kylie Wright**

**ANNA Membership Profile – April 2014**

Chapter	Active members	Active non-financial members	Totals
ACT	2	0	2
NSW	88	7	95
NZ-North	6	0	6
NZ-South	5	0	5
QLD	10	0	10
SA	8	0	8
VIC	47	4	51
WA	28	0	28
TAS	4	0	4
Overseas	1	0	1
Total	199	11	210

IV. **Journal Editor**

**Journal Editor Report – Tabled by Vicki Evans – See Appendix 1 for full report**

- Published May & October

V. **WFNN**

**WFNN Report – Tabled by Vicki Evans**

There are a number of new initiatives that the new WFNN Executive have been discussing since the Japanese Congress last year. These include:



- Development of a members-only section of the website dedicated to professional development.
- Development of a topic-based online discussion group that will allow for meaningful exchanges worldwide.
- Production of a teaching video to demonstrate the techniques of neurological assessment with subtitling in as many languages as we can arrange.
- Webinars that allow nursing knowledge across the world.
- Development of a WFNN membership list so that promotion of events & surveying of members can be streamlined.

There are many ways that we can promote the financial health of the organisation including increasing available revenue through grant funding and holding additional educational events in non-congress years. We are actively working on grant funding and have explored the option of additional educational events such as:-

1. Partnering with Royal Caribbean Cruises—a 4 day cruise from Florida to the Bahamas with 1.5 days of conference time. A great way to combine business with =vacation time.
2. Hawaii Conference—September 2015—partnering with Queens Medical Center in Honolulu. This would be a 1.5 day conference to provide an update on neuroscience nursing topics such as TBI, Stroke, Neurodegenerative disease, skills clinic for neurological assessment.
3. Northern Californian Meeting— hosted by the University of California Davis, located in Sacramento. This would be a 2day conference, with optional trips to the Napa Valley Vineyards and San Francisco.

The first of these events for WFNN will be the Hawaiian Conference in September 2015. Final dates will be known soon and will be distributed to members through ANNA & the WFNN website.

Also, there is the **European Association of Neuroscience Nurses Congress** Belgrade, Serbia. 13-16 May. [www.eann2015](http://www.eann2015).

#### **State Reports – See Appendix 2 for full reports**

- I. **ACT**- 2 active members. Working on increasing membership via active recruitment
- II. **NSW**
- III. **NZ**
- IV. **QLD** - From a Queensland perspective the year has been a challenge. We had a successful study day 'Thinking ahead'. The position of treasurer and secretary still are available! Its a real challenge to do it by yourself but hopefully at the conference I can enroll someone.
- V. **VIC**
- VI. **WA**
- VII. **SA**
- VIII. **TAS: Nil Branch**
- IX. **NT: Nil Branch**



NEW BUSINESS	Comments	Outcome/Action
<p><b>i. Membership fee increase</b></p>	<p>As discussed in President's report. Proposed new fees – new members \$110 and \$100 renewal – an approx 10% increase.</p>	<ul style="list-style-type: none"> <li>• Passed unanimously by all present</li> </ul>
<p><b>ii. Barbara Lester &amp; Louie Blundell Scholarship</b></p>	<p>Please promote both scholarships Guidelines and application forms on the ANNA website</p>	
<p><b>iii. Conference 2015</b></p>	<p>Looking at Brisbane/Gold Coast or Darwin/Alice Springs as possible venues. Darwin / Alice Springs –trade may have difficulty getting there, more expensive so may deter delegates Brisbane/ Gold Coast – cheaper, easier, and may align with the NSA in September 2015 so delegates could attend both conferences.</p>	<ul style="list-style-type: none"> <li>• Website Poll to follow</li> </ul>
<p><b>iv. International Brain Tumour Alliance</b></p>	<p>Partnership considered – Links with website &amp; Facebook. Similar links with Parkinson's Association already in existence.</p>	<ul style="list-style-type: none"> <li>• ANNA will propose a business plan to formalise link</li> </ul>
<p><b>v. Linda Nichols- Indonesia visit</b></p>	<p>Linda represented ANNA in February at the inaugural Indonesian neurosurgical Nursing Conference. There were 800 delegates, and opened a new 'Brain Hospital" whilst she was there. Linda did some work for the University of Tasmania whilst in Indonesia and will be bringing Indonesian students across to do post graduate courses. Linda gave 5 presentations at the conference, and 9 hour of teaching.</p>	<ul style="list-style-type: none"> <li>• Partnerships have been formed and collaboration established</li> </ul>



<p><b>Business without Notice</b></p> <p><b>i. Clinical Care Standard for Stroke Australian Commission on Safety &amp; Quality in Health Care</b></p> <p><b>ii. ANNA taking over Educational Program</b></p>	<p>This document has been circulated for comment. ANNA urges Stroke nurses to comment on behalf of ANNA as lobbying and being involved is important to the neuroscience specialty</p> <p>Should ANNA take over neuroscience nursing programs. Other associations do this e.g Aboriginal Health, College of Remote Area Nurses, Emergency Nurses. This is unable to be achieved within the current executive.</p>	<ul style="list-style-type: none"> <li>• Call out to members who would be interested to assist in this concept to inform executive</li> </ul>
<p><b>Next AGM 2015 TBC</b></p>		

Meeting closed: 1600hours



## Appendix 1



### Australasian Journal of Neuroscience

Registered by Australia Post Publication No. NGB9480

Published May & October

Editor: Vicki Evans – [Vicki.Evans@health.nsw.gov.au](mailto:Vicki.Evans@health.nsw.gov.au) or 9463 2745

**Timeframes:** 2week turnaround for reviewers.

**Printers:** MBE Lane Cove. Printers need at least a week for printing and approvals.

**Costs:** to include - Colour, B&W, delivery (to PAMS) & "Perfect binding".

May 2010: \$2,910.00 (for 350 copies) ie: \$8.32/copy  
October 2010: \$2,847.00 (for 360 copies) ie: \$7.91/copy  
May 2011: \$3,242.00 (for 400 copies) ie: \$8.10/copy  
October 2011: \$2,975.00 (for 400 copies) ie: \$7.44/copy  
May 2012: \$3,756.00 (for 400 copies) ie: \$9.39/copy  
October 2012: \$3,395.00 (for 400 copies) ie: \$8.49/copy  
May 2013: \$3,100.00 (for 400 copies) ie: \$7.75/copy  
October 2013: \$3,195.00 (for 400 copies) ie: \$7.99/copy

**Sponsorship:**

1. Allergan \$500 for October 2011 edition.
2. WCN2012 (Neuro Rehab) – ¼ page B&W @ \$500 October 2011 edition.
3. Nil sponsors for 2012.
4. Biogen Idec (Tecfidera) – full page colour @ \$1000 October 2013 edition.
5. Nil thus far for 2014.

- Difficulty with the new laws for drug companies – can't advertise/need to be creative.
- Need to advertise on website for AJoN manuscripts and encourage everyone.
- We are registered with CAL (Copyright Australia Limited) – calculates our copyright fees. This will help with the AJoN printing costs.

**Review of previous editions:**

May 2010: 41 pages, 5 manuscripts, 2009 Conference Abstracts.  
October 2010: 42 pages, 5 manuscripts, Visiting Academics, Vale.  
May 2011: 31 pages, 1 Book Review, 4 manuscripts, added *Up-Coming Events*  
October 2011: 42 pages, 2 Book Reviews, 3 manuscripts, list of 2011 Conference Abstracts, added *Global News, Conference Reports*  
May 2012: 31 pages, 1 Book Review, 3 manuscripts, ANNA Conference winning poster, Conference Report  
October 2012: 48 pages: 4 manuscripts, 2012 ANNA Conference Abstracts  
May 2013: 30 pages; 3 manuscripts, 1 poster  
October 2013: 26 pages; 1 manuscript, ANNA Conference Abstracts 2013, WFNN Congress Summary, Biogen Idec (Tecfidera) Sponsorship

**ISSUES for discussion:**

- Winners of prizes need to be aware that they are required to publish in the AJoN.  
Respectfully submitted by

Vicki Evans  
Editor: Australasian Journal of Neuroscience





## Appendix 2

### NSW State Delegate Report:

Myself and Jane Raftesath have been nominated as President and Secretary of the NSW branch. We took over the role in January this year so we a government in transition.

We held our AGM with an educational evening in March. We intend on holding a joint ANNA RPA educational day in October. We have had discussion around the types of educational opportunities that are available to staff. In an attempt to do something different we may look at a more practical day, with different skills station maybe aimed at different levels of staff. We are keen to get the education side going with ANNA and look at different ways to do this. Keeping in mind everyone's busy schedules and requirements.

We have had 1 applicant for the John Sheard Travel Award this year. This award is for applicants who apply for assistance with travel, accommodation and registration costs associated with professional development.

### SA State Delegates Report

ANNA SA Branch is re-introducing itself to ANNA in 2014. I have been privileged to take up the role of the State delegate along with Amy Wright who is the State Secretary. No treasurer has been sought at this stage as we are still in the preliminary stage of trying to work on the strategic plan of organizing how SA Branch would be run most effectively. I have been able to liaise with the past SA branch delegate who held the position for a number of years and who is still a current active member. The proposed plan at this stage is to communicate with the existing members for ideas on education/seminar activities. We are also hoping to have our inaugural AGM later in the year or early next year.

There are currently 9 active members in the SA branch. Of the 9, there was 1 new member signed up and 1 past member re-joining ANNA. There are currently 23 active members registered on the Mailing List (ML). Only 16 of which has an email address. Two separate introduction emails were sent out to active members and ML members. Only one response received from a long time member.

As part of our strategies to increase membership, Amy will look at trialling a 5 minutes promotion of ANNA at the end of the hospital's (Lyell McEwin Hospital) neurology in-services to the attending staff members. This has been approved by the hospital's education facilitator. If successful, we will also be looking at doing the same at other hospitals.

Total current active members	9
New member joined	1
Past member re-joined	1
Members registered as Mailing List	23



### **VIC State Delegates Report**

Unfortunately the Victorian Branch has been largely inactive since our last meeting in April 2013.

This has been in part due to various members of the Executive being away overseas or on medical leave for a prolonged period.

Vic. Branch is currently in negotiation with Nicole King at St Vincent's Private Hospital, regarding a collaboration with a Neuroscience Twilight Session to be held June/July.

Our AGM was held on Thursday 3<sup>rd</sup> April 2014.

Financial support has been provided to those members who have applied, to enable participation in the upcoming 40<sup>th</sup> Anniversary Scientific Meeting to be held in Canberra.

I stood down as State Delegate at this AGM. I have not been able to give the position the attention it requires to maintain an active branch of the Association. I no longer have the network of Neuroscience colleagues that one needs to be able to keep abreast of current activities.

I am pleased to announce that Christine Holland accepted the nomination for State Delegate and there being no other candidates, was elected unanimously by those present at the AGM.

I will continue to support ANNA as a Life Member and wish the incoming State Delegate every success.

I wish to thank Lyn Wallace (State Secretary) and Anne-Marie Watson (State Treasurer) for their assistance during my tenure. Mary Lomas

### **WA State Delegates Report**

Office bearers during the period July 2013 and June 2014:

State Delegate – Kate Snedker

Secretary – Christine Carroll

Treasurer – Harriet Chan

Professional Activities:

Organized for August 15th 2014: The Ups and Downs of ICP

Full Day seminar with Morning tea and Lunch provided

Speakers include 2 x consultant neurosurgeons

Also, an interactive session doing bur holes into skull models.

Flyer attached

Professional Sponsors: Sir Charles Gairdner Hospital, Codman, Medtronic, Covidien, UCB

Finance Report:

Account: opening balance 1st July 2013 AUD \$5302.82

closing balance as at 1st May 2014 AUD \$4666.50

Further information not provided by Treasurer at time of report

AGM: AGM to be held on 15th of August 2014 at 1500

voting forms to be circulated (30 days prior to meeting).

Membership: following the last seminar membership increased and we now stand at 94