



Perth, Western Australia- Hyatt Regency

Annual General Meeting Minutes

Thursday October 6th 2011

Meeting Opened: 1515hrs – 1425hrs

Chair: Sharryn Byers

Secretary: Kylie Wright

Development and presentation of new ANNA website www.anna.asn.au

By Heidi Good.

Demonstration of website given. Will include:-

- PayPal option to pay / re-new ANNA registrations
- Link to Facebook & Twitter
- Quicksearch & Quick links
- Member login section
- Visually pleasing on ipads & iphones

1. Attendance: Sharryn Byers, Kylie Wright, Angela Evans, Linda Nichols, Lisa Scully, Myra Drummond, Cheryl Hansen, Linley Trott, Christine Carroll, Robyn Scott, Christine Holland, Lynette Wallace, Mary Lomas, Jeanne Barr, Elizabeth O'Brien, Maureen Maquire, Kim Foxall, Sheila Jala, Shae Miller, Mark Flynn, Joan Crystal, John Crofts, Jennifer Blundell, Jane Raffesath, Elaine McGloin, Pok Keng Ee, Violette Michael, Violeta Sutherland, Margaret Sorridimi, Adele McMahan, Steenus von Steensen, Naveeni Natkunarajah

Apologies: Lisa Street, Harriet Chan, Vicki Evans, Barbara Lester, Katrina Mastello

Proxy: Amanda Goode, Vicki Evans

2. Confirmation of previous minutes: Mary Lomas Seconded: Lynette Wallace

3. Business Arising from the previous minutes	Comments	Outcome/Action
1. Anna Membership Database – State Delegate Access	<ul style="list-style-type: none"> • Most State Delegates have signed business rules and have access to their state's information • Issues with those who reside in Queanbeyan (near ACT) but working 	<ul style="list-style-type: none"> • Database being accessed by ANNA Executive, Branch Delegates. • Secretary to arrange access for new State Delegates that have recently taken over these roles



<p>II. State Delegate – Westpac Accounts</p>	<p>in ACT coming up as NSW members in database.</p> <ul style="list-style-type: none"> • The establishment of Westpac accounts is to be addressed by outstanding states. • State accounts at different financial institutions makes financial reports very difficult to compile. 	<ul style="list-style-type: none"> • Secretary to work with PAMS regarding Queanbeyan/ACT members. • State Delegates to establish Westpac accounts if have not already done so – liaise with Treasurer regarding details.
<p>III. Professional Standards for Neuroscience Nurses – 2011 Review</p>	<ul style="list-style-type: none"> • Vice President has led a working party to review these standards – at final draft stage 	<ul style="list-style-type: none"> • Standards to be finalised by executive. Posted on website for comment and endorsement.
<p>IV. Life Membership Guidelines</p>	<ul style="list-style-type: none"> • Last AGM request made by Barbara Lester for review of Life Membership guidelines with concerns that there is a risk of having too many life members with the current guidelines. • Life membership criteria reviewed to include publications in AJoN and involvement in ANNA state or national executive roles. • Suggestions made to include years of service and positions held within the association 	<ul style="list-style-type: none"> • Life membership criteria to be amended including these new suggestions and posted on website for comment and endorsement.
<p>V. PAMS</p>	<ul style="list-style-type: none"> • Have experienced problems with PAMs and will be looking at other options at provision of background business management to the association. • Contracted with PAMS until 2013 – will 	<ul style="list-style-type: none"> • Meeting with President & Treasurer with PAMS planned for January 2012. • Ongoing communications with PAMS re: service needs. • Executive to follow up with PAMs the process of membership renewal.



	<ul style="list-style-type: none"> continue to persevere Ongoing feedback from members stating glitches with current processes Members asking for feedback or notification from PAMS when membership renewal received and processed. 	<ul style="list-style-type: none"> Delegates to make sure all contact details are correct i.e. mailing addresses and email addresses. If not receiving notifications please contact PAMs. All members present who have had problems with membership payment receipts please e-mail President and/or Treasurer with details.
<p>4. Reports</p> <p>I. Presidents</p>	<p>Comments</p> <ul style="list-style-type: none"> Report Tabled <p>Challenges</p> <ul style="list-style-type: none"> A changing and developing team-learning curve for all! <ul style="list-style-type: none"> Karen Kullas- resigned as Conference Convenor All other team members first time in roles. Attended CoNNO meeting Attended WFNN Board meeting in Belgium <ul style="list-style-type: none"> NeuroBlend Ongoing relationship with PAMs Reviewed Life Membership Rules Changing environment of organisational management- sponsorship, contractual arrangements <p>Future Direction</p> <ul style="list-style-type: none"> Privacy policy Media policy and disclaimer E-mail policy <ul style="list-style-type: none"> WFNN requesting e-mail 	<p>Outcome/Action</p> <ul style="list-style-type: none"> Executive committee will continue in current roles Will continue to represent ANNA at bi-annual CoNNO meetings Will continue to liaise with WFNN / Vicki Evans representative To be discussed later in agenda Executive to continue to manage ANNA executive to compile new policies and work on ongoing projects



<p>III. New Zealand</p> <p>IV. Queensland</p> <p>V. Victoria</p> <p>VI. Western Australia</p>	<p>Caleb Ferguson has drafted a proposal. Intentions to work at the State level first then expand to the National level.</p> <ul style="list-style-type: none"> Regional Neuroscience Nursing Education – Neuroscience Nurses going to the rural hospitals to provide education. <p>NZ – Tabled by Adele McMahan</p> <ul style="list-style-type: none"> Membership is down. Ongoing work and commitment of branch to increase profile of state branch. Financial – yet to open Westpac account <p>QLD – No report tabled. New Branch started 2011.</p> <p>VIC – No representative to table report State Delegate Nigel Wapling and Treasurer Anne-Marie Watson intending to vacate their positions. Leaving no state branch members to run a Victorian Chapter.</p> <p>WA - Tabled by Lisa Scully</p> <ul style="list-style-type: none"> AGM held 6th July State Delegate Harriet Chan stepped down, Lisa Scully taking over role. Harriet Chan as Treasurer. Two Professional development activities held – 23/2/11 & 4/5/11. 	<ul style="list-style-type: none"> Relook at advertising campaign and Australasian Neuroscience Nurses Day Date set as Oct 31st to change to Westpac bank account. Executive to continue to support. Executive to liaise with Victorian Members with the aim to continue State Branch.
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<p>VII. South Australia & Tasmania</p> <p>VIII. WFNN</p>	<p>Nil branches.</p> <p>WFNN – Nil report to be tabled – will discuss later in agenda</p>	<ul style="list-style-type: none"> Next congress to be held Japan September 13-17, 2013
<p>5. NEW BUSINESS</p> <p>I. Nomination / elections of Executive positions</p>	<ul style="list-style-type: none"> Recognition to Karen Kullas who held the co-joint conference convenor's position for the first ½ of 2011. <p>Nominations of Executive positions:</p> <ul style="list-style-type: none"> Conference Convenor – Lisa Scully & Linda Nichols Webmaster – Nil nominations 	<p>Nominations passed for positions of conference convenors. Nil objections, all nominated happy to accept positions.</p> <p>Calling for expressions of interest to contact a member of the executive.</p>
<p>II. ANNA Member highlighted on website</p>	<ul style="list-style-type: none"> Suggestion to showcase / highlight an ANNA member on the website. Showcase Neuroscience nursing diversity. To be on the 'members only' section. 	<p>Voting attended 32 votes yes + 2 proxy = 34 votes 0 votes no Motion moved and 100% agreed to showcase neuroscience nurses on the 'members only' section of the website.</p>
<p>III. Reduced conference registration fees for speakers</p>	<ul style="list-style-type: none"> Proposed by executive committee to reduce conference registration for speakers. Suggestions of a 5-10% reduction or early bird rate for any conference presenter. 	<p>Voting attended – on early bird rate for presenters 32 votes yes + 2 proxy = 34 votes 0 votes no Motion moved and 100% agreed to have early bird conference registration rate for presenters at ANNA conference regardless of time of registration.</p>
<p>IV. NeuroBlend - WFNN</p>	<ul style="list-style-type: none"> Neuroblend is a co-operative endeavour looking at a web based creative commons licensed global education project for neuroscience nurses. It has 	<ul style="list-style-type: none"> ANNA President will continue liaising on behalf of ANNA regarding this NeuroBlend project.



	<p>been developed over several years initially as a project funded by the EU on the basis of equity and collaboration amongst EU countries.</p> <ul style="list-style-type: none"> Request from WFNN for ANNA member details so that WFNN can contact neuroscience nurses via e-mail. ANNA executive will compile a privacy policy to protect members (ANNA members are automatically WFNN members). 	<p>Voting attended – on ANNA forwarding member e-mails to WFNN 32 votes yes + 2 proxy = 34 votes 0 votes no Motion moved and 100% agreed to forward e-mail contact details of ANNA members to WFNN.</p>
V. Conference 2012	<ul style="list-style-type: none"> ANNA Executive is exploring options utilising the Tourism Bureaus of each Australian State – this is a cost saving to ANNA regarding conference venue site inspections and each State is competing for our conference business leading to better opportunities. 	<ul style="list-style-type: none"> Site visits planned to Tasmania and Queensland- decision will be made by executive based on accessibility, costs, benefits etc Option of group flights and accommodation will be explored.
VI. Conference 2013	<ul style="list-style-type: none"> WFNN Japan September 13-17 2013 and ANNA conference normally convenes in October – concerns that ANNA members will not be able to attend either conference if they are held so close together. Proposal for 2013 only, as a one off, that ANNA combines with 'Smart Strokes' which will be held in Brisbane August 2013. President has been liaising with Smart Strokes organising committee regarding this possibility. 	<ul style="list-style-type: none"> President to continue liaising and exploring this possibility for 2013.
6. Business Without notice		
Acknowledgement of Western Australian	<ul style="list-style-type: none"> Robyn Scott announced 	



<p>Neurosurgeon</p> <p>Acknowledgement of Allied Health ANNA Member</p>	<p>acknowledgement of Western Australian Consultant Neurosurgeon Dr Emil Popovic who passed away 22/3/11. He displayed great dedication to Neuroscience Nurses at Mount Medical Centre, Perth WA.</p> <ul style="list-style-type: none">• Myra Drummond acknowledged and welcomed Social Worker, Violette Michael as an allied health ANNA member.	
<p>Next meeting Conference 2012</p>	<p>Location to yet to be determined</p>	

Meeting closed: 1635hours

Appendix 1

Webmaster Report

Executive Summary

- The Australasian Neuroscience Nurses' Association (ANNA) throughout 2011 has reviewed, revised and created a new ANNA website. A proposed date for "go live" for the website will be established following the AGM.

Summary of Webmaster Activity

- The website host will be WOOFBYTE
- The current website will remain in place and active until the official "Go Live" date with the new website developed behind the current website – this will ensure minimum downtime when the exchange of websites occurs
- The new website has been created with a customised content management system so that staff members will be able to make updates to the website independently
- State branches will become a main menu feature in the "new" website
- There will be 2 login levels: Executive log in and Member log in.
- There will be one common login username and password for all members and one common username and password for all Executive members



- Executive members only will have access to all sites

Summary of Webmaster Activity

- The option of PayPal for conference registrations and membership renewals will also be featured
- Project costing of the new website includes a manual for reference purposes and 2 hours training with instructions for use of the CMS system.
- ANNA has also purchased a 40 hour service agreement for utilisation over 24 months.
- To ensure that the ANNA website is accessible and modern Woofbyte has created enhanced features that allow ANNA to be found easily on search engines such as Google.
- Other modern features added to the new website will include but are not limited to; Facebook integration, Blog for latest news and information and Mailchimp newsletter from members.
- All direct correspondence regarding the website is undertaken between the Webmaster of ANNA who represents the Executive Committee of the Australasian Neuroscience Nurses' association and Woofbyte.
- Standard administration duties for the current website and new website will be conducted by the Webmaster of ANNA, inclusive but not limited to: upload and removal of website material, reports on current site activity and maintenance of website content.

Recommendations

- State delegates have a representative that works directly with the ANNA Webmaster to ensure that state information on the website is current
- Quarterly reports from Webmaster to Executive Committee and State Delegates regarding website activity and future plans.

Myra Drummond, Webmaster

Appendix 2

Journal Editor Report

Australasian Journal of Neuroscience

Registered by Australia Post Publication No. NGB9480

- Published May & October
- Editor: Vicki Evans – vevans@nscchahs.health.nsw.gov.au or 9926 8724
- Timeframes: 2 week turnaround for reviewers.
- Printers: Tecnoprint, Artarmon. 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: \$2975.00 (for 400 copies) ie: \$7.44/copy

Sponsorship:

1. Allergan \$500 for October 2011 edition (funds received 2010 per Dominic)
2. WCNR2012 (Neuro Rehab Nurses) – ¼ page B&W advert @ \$500
 - 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, continuously!
 - We are registered with CAL (Copyright Australia Limited) – all correspondence will be sent to PAMS first then to me. CAL believes we are owed \$738.49 for copyright fees. This will help with the AJoN printing costs!

Current Format: 2011.

- Cover (wraps around) & "Perfect binding"
- Inside Cover – Conference advertisement & ABN. Copyright info box.
- Page 3: ANNA & AJoN contact names, position statement.
- Page 4: *In This Issue*
- Page 5: *Editorial & Guest Editorial*
- Page 6: *Letters to the Editor, Book Reviews*
- Towards end: *Global News/WFNN, Conference Reports, Up-Coming Events*
- Last page: *Instructions for Authors – this includes handing copyright over to ANNA once manuscript is published.*
- Inside back page: Conference advert

Vicki Evans