

Meeting held in Q Block SCGH 5th August 2010 at 17.20hrs.

Those present were Harriet Chan, Lisa Scully, Jacqueline O'Brien, Christine Carroll.

Lisa has secured Rochelle Firth (FFACNP) Nurse Practitioner in Neurosurgery from Royal North Shore Hospital to speak. Rochelle will speak about the development of her role. LS to book flight. HC to book accommodation. JJ to pick Rochelle up from Airport and take her to the Duxton Hotel. Arrangements need to be finalised for getting Rochelle to the seminar ? Taxi or one of us to pick her up. LS to obtain Rochelle's mobile number with permission.

Karen Jackson has cancelled due to impending surgery. Discussion on who will replace Karen. LS suggested Lucy Lewis and HC is to approach her on Monday to discuss "Evidence based practice in Neuroscience Nursing". If unavailable, JJ to seek out Helen to lecture at seminar.

Duties were discussed as follows:

Day before, set up venue.

Obtain urns, turn fridge on, obtain key from John. HC to organise milk. Set up registration table. Position banners inside theatre and in foyer. LS to obtain small arrowed signs to direct people from outside. Check kitchen for rubbish bins and plastic bags, tea towels, washing up liquid.

Complete registration packs with insurance liability forms, evaluation forms and seminar programme. LS suggested including membership forms in non member packs.

Table cloths booked from catering. Gold table cloth for registration table from CC. LS to make up sign for "Registration table"

Raffle to be held selling tickets at 3 for \$5 or 8 for \$10. LS to ask Kellie Burgess to run raffle. CC to purchase raffle tickets books. CC to arrange float for raffle.

Thanks to JJ for purchasing gifts for speakers and obtaining paintings for Rochelle's gift. Gifts will be wrapped.

LS to donate bottle of wine for door prize.

LS to prepare quiz questions.

In the event of Steve Honeybul running late, the plan will be to have the quiz and ask Mark Olson to speak early and then to extend lunch.

Discussions were held regarding ordering crockery and food.

Order has been placed with Delish for baguettes and fruit platters which will be delivered at 12.30hrs. JJ to contact "Lawleys" to order and arrange pick up of food for am/afternoon tea. CC to purchase apple/orange juice, cheese crackers. CC to purchase plates, glasses, serviettes with a blue/white theme. CC to organise flowers and JJ to bring 2 large vases.

JJ to donate 4 bottles of champagne for "wind up" of seminar.

Meeting closed 18.45hrs.

Next meeting Friday 20th August at 15.00hrs in Q block.