

# AGM Meeting MINUTES



Meeting Details	Attendees & Apologies
<p><b>Date and Times: 17.10.2019</b></p> <p><b>Open: 13:30</b> <b>Close: 14:30</b></p> <p><b>Via Zoom meeting – join at</b> <a href="https://zoom.us/j/996450815">https://zoom.us/j/996450815</a></p>	<p><b>Executive</b></p> <ul style="list-style-type: none"> <li>_ Jeanne Barr (JB) – President and CHAIR</li> <li>_ Debbie Wilkinson (DW) – Vice President</li> <li>_ Catherine Hardman (CH) - Treasurer</li> <li>_ Kate Lin (KL) – Secretary</li> <li>_ Leigh McCarthy (LM) – Conference Convenor</li> <li>_ Linda Nichols (LN) – Journal Editor - Apologies</li> </ul>

#	Agenda Item
1.	<b>Welcome &amp; Apologies</b>
	JB welcomed all to the meeting. Attendees: 33. Apologies: Jocelyn Pack, Barbara Lester, Susan Williams
2.	<b>Previous minutes of meetings</b>
	<ul style="list-style-type: none"> <li>• Previous minutes of meeting held at Gold Coast in 2018 tabled Accepted: CH Second: CW</li> </ul>
3.	<b>Business Arising</b>
4.	<b>New Business/Items for decision</b>
	<ul style="list-style-type: none"> <li>a. Mr John Watty of McPhail and Partners as ANNA financial auditor for FY2019-2020 onwards, has been endorsed.</li> <li>b. Re-branding ANNA logo: options opened for members to discuss. Most feel that the core of the ANNA logo as a neuron, should stay. Some questioned about the relevant cost, which has been quoted as approx. \$5000 inclusive. Members to consider and make decisions with the new ANNA president in the future meetings.</li> <li>c. Dec webinar is the first initiative for ANNA to keep members engaging online, via Zoom, in order to provide more education to those members who have difficulty travelling or attending the conferences. Free for ANNA members, \$25 for non-members.</li> <li>d. Exec committee nomination: Diane Lear has been nominated and passed the vote during the AGM as ANNA president. Votes for the vice president, 17 for DW, 35 for LM, congratulation to Leigh. Votes for the increasing membership fee, 45 yes, 4 no, votes to pass with majority for increasing the fee, effective immediately. Votes for auto payment, 28 yes, 19 no, votes to pass with majority for auto payment.</li> </ul>

	e. ACT just formed a branch, Danniele Hunter will be the state delegate for ACT.
<b>5.</b>	<b>Reports</b>
	<ul style="list-style-type: none"> <li>a. President report: will be attached</li> <li>b. Treasurers report: will be attached</li> <li>c. WFNN report: will be attached</li> <li>d. Journal Editor report:</li> <li>e. State delegate report: will be attached <ul style="list-style-type: none"> <li>a. VIC: Pending</li> <li>b. WA</li> <li>c. NZ</li> </ul> </li> </ul>
<b>6.</b>	<b>Correspondence</b>
<b>7.</b>	<b>Other Business/Close</b>
	<b>Next meeting – TBA</b>
	<b>Meeting closed</b>

## Appendix 1.

### **President's Report from September 2018 to October 2019.**

The ANNA Executive has met monthly since September 2018 with one meeting face to face and the remainder via video conferencing.

Our contract for management services with PAMS was up for renegotiation. We received quotes from several management companies including PAMS. After careful deliberation, we signed on with Finehaus. The company co-directors are Connie Finestone and Nicki Hauser. Our admin manager is Roz Manester and Louise Smith is the account manager. Our monthly management fee has increased, however, we are receiving greater value for money with our new management company. An important achievement for ANNA that Finehaus guided us through was the development of a strategic plan and operational plan this year. Please have a look on the website as it clearly delineates our goals and objectives over the next three years. Other work being done includes a review of the Neuroscience Nurses Standards of Practice that the Western Australian Chapter has kindly taken on as a project.

We thank Executive members at the state level as well as the Movement Disorders Chapter for their work throughout the year, in particular their achievements in providing neuroscience nursing education to our members. We want to increase involvement at an Executive level with our state/chapter delegates and therefore will be inviting them to participate in our monthly meetings.

**AJON:** Thank you to our journal editor Linda Nichols for her work in producing our journal which is online and open access. We encourage those doing neuroscience nursing research as well as quality projects, case studies and so on to consider submitting their work for publication in the journal. While we share with our international colleagues similar issues having access to a uniquely Australasian nursing journal is important. The journal will only continue to flourish if we have a commitment from our members to submit for publication.

**WFNN Report:** There will be a **Sydney Symposium** on Friday 26th June 2020 at Royal North Shore Hospital, Sydney. There will be two International guest speakers: – Christi DeLemos (USA), President WFNN and Dawn Tymianski (Canada) Secretary/Treasurer WFNN. A **Darwin Site Visit for 2021** will take place 27-29 June 2020 – reviewing logistics and scientific needs.

**WFNN Congress, Darwin 2021:** [www.wfnn.org](http://www.wfnn.org). Conference dates are 20-23 July 2021 Venue: Darwin Convention Centre. Abstracts open – 1st April 2020 and close 1st November 2020. Authors notified 30th November 2020. Registrations open: December 2020. The Social program is complete – including Crocosaurus Cove Reception, Mindil Beach Markets, Gala Dinner & more. The Scientific program template is complete - consists of 2 morning satellite sessions, 4 plenary sessions, 63 concurrent sessions, 3 panel discussions and poster display. ENLS (Emergency Neuro Life Support) course will be offered by the Neurocritical Care Society the day prior to the WFNN Congress, as a separate event in the Darwin Convention Centre. The process of seeking sponsors, is underway with Sponsorship Prospectus available.

**WFNN website offers:** Paediatric and adult Neuro Assessment videos; Webinars & videos; Conference list; Coming soon - a shop for neuro resources  
Dawn Tymianski (Canada) will be taking over as Vice President from Vicki Evans at the 2021 Congress (after 25years on the WFNN Executive).

**Membership:** Our current membership is 244. This time last year it was 334 so we hope to see improvement over the next year. We hope there will be an upward trend over the next few years. A reminder again is that the recommendation is to use a home email address when signing up or renewing. Our executive members Kate Lin and Catherine Hardman attended a seminar on membership and how to build membership in associations when it isn't compulsory. Some important points from the presentations were that members want value for money. To that end, we have developed our strategic plan and our operational plan with initiatives that we believe will add value. One initiative is a mentorship program. Catherine will present that at the conference in greater detail, but in a nutshell our objective is to provide an avenue for experienced nurses to mentor junior nurses in their career. We also have a program of webinars starting in December. We want to provide education opportunities for our members in addition to our annual conference.

We have collaborated with the Neurosurgical Society of Australasia when hosting our annual conference in the past few years. This has some definitive benefits. However the choice of venue for the NSA meeting this year and next year wasn't going to work for ANNA and the year after is the WFNN Congress in Darwin so we may join again with the NSA in 2022.

Thank you Leigh for doing such an amazing job over the last six years as Conference Convenor! This year Caroline Woon assisted Leigh as local chair so thank you Caroline. Kate Lin held the position of secretary for the last three years and renominated to serve another term last year. This year we have several executive re nominating which is wonderful. My term as president ends this year. I will stay on the Executive as past president. Volunteering for ANNA certainly has been a rewarding experience. We are hoping to get more members engaged in projects in the upcoming months and years.

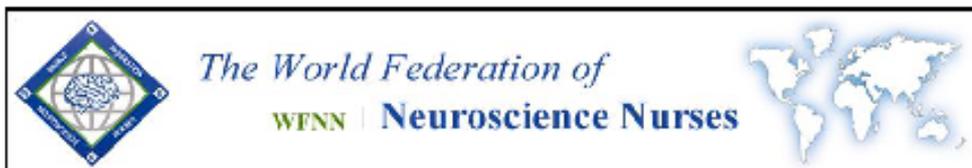
As ANNA president, I represented ANNA at CoNNMO most recently on 4 October in Sydney. The discussion included RN prescribing, review of the Medical Benefits Scheme, and information about 2020 designated as the Year of the Nurse by WHO (Florence Nightingale's birthday). There was also a presentation on Nurse Informatics as a career path.

We have again signed a Memorandum of Understanding with University of Tasmania. This will have several advantages for ANNA members, including a reduction in cost of post graduate programs for those outside of NSW (NSW already have that through the NSW State Health).

Thank you to the ANNA National Executive Team, our State & New Zealand Chapters and Movement Disorders Chapter for their commitment to ANNA during the past year. These are all voluntary roles and most have full time work and family commitments.

Submitted by  
Jeanne Barr

Appendix 2.



## **WFNN Report for ANNA AGM 2019**

**Vicki Evans - WFNN Vice President**

**Sydney Symposium: Friday 26<sup>th</sup> June 2020 at Royal North Shore Hospital.**

- International guest speakers: – Christi DeLemos (USA), President WFNN and Dawn Tymianski (Canada) Secretary/Treasurer WFNN.

**Darwin Site Visit for 2021:**

- 27-29 June, 2020 – reviewing logistics and scientific needs.

**WFNN Congress Darwin 2021: [www.wfnn.org](http://www.wfnn.org)**

- Dates: 20-23 July, 2021
- Venue: Darwin Convention Centre
- Abstracts open – 1<sup>st</sup> April 2020
- Abstracts close: 1<sup>st</sup> November 2020
- Authors notified 30<sup>th</sup> November 2020
- Registrations open: December 2020
- Social program is complete – including Crocosaurus Cove Reception, Mindil Beach Markets, Gala Dinner & more...
- Scientific program template is complete - consists of 2 morning satellite sessions, 4 plenary sessions, 63 concurrent sessions, 3 panel discussions and poster display.
- ENLS (Emergency Neuro Life Support) will be offered by NCS the day prior to the WFNN Congress, as a separate event in the Darwin Convention Centre.
- Seeking sponsors – Sponsorship Prospectus available

**WFNN website offers:**

- Paediatric and adult Neuro Assessment videos
- Webinars & videos
- Conference list
- Coming soon - a shop for neuro resources

**Other:**

- Dawn Tymianski (Canada) will be taking over as Vice President from me at the 2021 Congress (after 25years on the WFNN Executive).

Respectfully submitted,

Vicki Evans  
WFNN Vice President  
[Vicki.Evans@health.nsw.gov.au](mailto:Vicki.Evans@health.nsw.gov.au)

## State Delegate Report – New Zealand

This year has been an exciting and busy one. We had a national neuroscience conference in March 2019 where people were actively encouraged to sign up to ANNA and attend the conference in October. This conference covered acute and rehabilitation areas. However rehabilitation have their own association. Nurses felt they were not supported by their own DHBs to attend events or register as a member so the process was slow. I went to visit Auckland hospital to encourage partnership as they used to be involved with ANNA.

I think a big barrier for New Zealand nurses is the cost as DHBs are releasing less funds for this purpose. However nurses are keen for growth in their knowledge and skills.

Being in New Zealand this year, the conference has been widely promoted but still slow to gain membership although those registered are very keen to be a part of the conference.

I hope that in the future we can continue to grow in membership, provide some cost effective education so more can attend and our ability to network as Australasian Nurses increases. Next year I hope to encourage others to speak at the conference or create a poster. We hope to have some representatives at the world conference in 2021 from New Zealand.

Next year in March there will be another national conference to again encourage membership!



## Appendix 4.



## **AUSTRALASIAN NEUROSCIENCE NURSES ASSOCIATION**

### **WA Branch Delegate Report 2019**

This year's Seminar was held on 2<sup>nd</sup> May at Harry Perkins. The topic was The Trauma of Acute Brain Injury.

It was a very interesting and educational and was enjoyed by all. Thank you for your valued help ANNA WA Committee members.

Seven speakers from many different specialties presented. Topics included TBI and ED perspective, understanding CT, Science, trials & ethics, ICU management, rehab both from medical and physio point of view and substance misuse and challenges to recovery.

The day was supported by UCB and Integra who supplied catering and sponsorship for nurses to attend the event. There was approximately 40 people who attended throughout the day including speakers. Seven people were sponsored half price on the day.

Unfortunately, this years AGM was not well attended because of a lot going on at the time. Four members attended and there were nine apologies. Due to there been no quorum to vote all positions are held from last year.

State Delegate: Debbie Wilkinson

Secretary: Veralyn Okolie

Treasurer: Harriet Chan

Vice Treasurer: Christine Lawless

Treasurers Report attached: WA still have funds due to sponsorships and seminars.

Current membership financial at time of report 30/10/19 is 25.

Looking forward to another exciting year with next year's topic NEURO ONCOLOGY.

Debbie Wilkinson

WA State Delegate