

MEETING NAME: New Zealand Wound Care Society Inc AGM



Date: Thursday 26th May 2016 @7pm – via Teleconference

Present:

Northland:

Auckland:

Waikato:

Bay of Plenty:

Manawatu/Wanganui:

Prue Lennox, Liz Milner, Treena Harris

Maria Schollum, Julie Betts, Jane Widdowson, Angela Carter, Clair O'Shea, Wayne Naylor,

Judy Pullar, Dawn French, Jane Edwards, Tracy de Rohan

Desley Johnson, Karen Huxtable, Christine Cumming, Anne Stone, Denise Shailer, Karen O'Sullivan, Bev Way,

Raewyn Bassett, Julie Vickery

Taranaki:

Chris Gruys, Suzanne Smith

Wellington:

Nelson/Marlborough:

Susie Wendelborn, Jane MacFarlane, Noreen Sargent, Melanie Terry, Sue Rossiter, Cushla Arnot,

Raewyn Kaihe

Canterbury:

Pamela Mitchell, Cathy Hammond, Karyn Ballance, Lyn Stark

Otago:

Rebecca Aburn, Anne Sutherland, Gill Adank, Jan Johnstone, Andrea Dawn

Southland:

Mandy Pagan, Carolyn Fordyce, Janine Graham

Hawkes Bay:

Wendy Mildon

As over 30 members of the New Zealand Wound Care Society were in attendance at the AGM a quorum was achieved.

Apologies:

Northland:

Hayley Moyle, Karen Devine, Trudy Eldin

Auckland:

Waikato:

Yvonne Taylor, Rachel Hale, Ruth White, Evelyn Hudson

Bay of Plenty:

Manawatu/Wanganui:

Erin Campbell, Jeanette McGregor, Nono Motsatsi, Jenny Phillips

Taranaki:

Wellington:

Leanne Bolton, Kate Gray, Liz Frost, Fiona Angus, Yvonne Orrell, Carol Tweed, Carolyn Peckston

Nelson/Marlborough:

Annie Lomax, Karen Ensor, Anna Sim

Canterbury:

Rachael White, Val Sandston, Rose McConchie, Jeannie Randles, Sharon Cassidy

Otago:

Emil Schmidt, Gudrun Jesch-Schmidt,

Southland:

Claire Miller, Clare Kemp, Judy Geary, Rachel Manson, Phylis Harvey, Anne Stewart

Hawkes Bay:

Pip Rutherford, Sharyn Flynn, Jane Fielding

Item	Comment/Decisions	Action
Minutes of last AGM	<p>The minutes were accepted as being a true record once the following changes have been made:</p> <p>Phylis Harvey was an 'Apology' not 'Present'</p> <p>The sentence in the section 'Health Quality & Safety Commission Roadshow' needs to be completed</p>	<p>Proposed: Wayne Naylor</p> <p>Seconded: Rebecca Aburn</p>
Matters Arising	<p>The AGM was chaired by Prue Lennox as Vice-President in Emil Schmidt's absence.</p>	
Annual Report	<p>The full 2016 Annual Report '1 July 2015- 30 May 2016' can be found on the NZWCS website in the top bar under 'AGM 2016'</p> <p>President's Report – Emil Schmidt, summarised by Prue Lennox</p> <ul style="list-style-type: none"> • A big thank you to the Conference 2015 organising committee held in Blenheim last May. Fantastic conference and wonderful evening. • Leg Ulcer Guidelines review is underway • Education Advisory Group has been established • Tissue Issue re-vamped – please share & contribute to this newsletter • Free access to Wound Practice & Research Journal through the 'Wounds Australia' (formally AWMA) website. • PHARMAC Wound Care Advisory Group being chaired by Julie Betts • STOP PI Day – we had great support from the Govt last year • Pam Mitchell is sitting of the ACC Expert Panel for Pressure Injuries • Next conference in Rotorua 18-20 May 2017 • The Society has challenges ahead, like any other charity • Many Thanks to Rebecca and Jeannette 	

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	<p>Administrator's Report – Jeannette Henderson</p> <ul style="list-style-type: none"> • A busy year. Thanks to all those National Committee members and invited assessors who reviewed all the applications for the Scholarships and the Research Grant. • Membership is down on previous year, however quite a few full members have joined a corporate group and the number of corporate groups have increased along with the number of commercial members. • Next month I will be sending out renewal for the 2016-2017 year. Look for this in your inbox. If your details have changed through the year, please make sure that you have let me know. • Tissue Issue was resurrected last November and we have not forgotten the 'Renaming competition'. The 14 suggestions will be put before the National Committee to be short listed then put out to vote. From July the Education Advisory Group will take over the editing of Tissue Issue and it will be a monthly newsletter. • Thank you all for your time and effort over and above your day jobs. You are awesome and a pleasure to work with. <p>Pressure Injury Advisory Group (PIAG) Report – Wendy Mildon</p> <ul style="list-style-type: none"> • Thank you to Leanne for chairing this group for the past year • Stop PI Day was a great success with the backing of 3 government agencies – ACC, HQSC & MoH. A big thank you to Prue Lennox who helped create these gov't links and get the ball rolling. • 2014 International Pressure Injury Guidelines – we are looking into a local printing option. • Thanks to all those involved in the Prof. Keith Harding tour of NZ in April. We had over 600 attendees across the country. <p>Leg Ulcer Advisory Group (LUAG) Report – Mandy Pagan</p> <ul style="list-style-type: none"> • Small Working Groups (SWG's) have been critiquing and extracting data from research papers that will be used to update the VLU Guidelines; data extraction is now close to the end. 	

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	<ul style="list-style-type: none"> Once the review process has been completed any new information will be used towards updating the VLU guideline. <p>Education Advisory Group (EAG) Report – Maria Schollum</p> <p>This newly formed group have had 2 meetings so far.</p> <p>The group will be taking over the editing of Tissue Issue and from July it will be a monthly newsletter.</p> <p>They will be facilitating education to the members</p> <p>PHARMAC Wound Care Advisory Group (WCAG) Report – Susie Wendelborn</p> <p>The purpose of the WCAG is to provide objective clinical advice on wound care, wound care products and related issues to PHARMAC. All members of this group have signed Confidentiality Agreements.</p> <p>Information regarding the group and its activities will be available on the PHARMAC website.</p> <p>Treasurer's Report – Rebecca Aburn</p> <p>We have saved on postage, journals and teleconferencing this year.</p> <p>Main costs have been Administration and Accounting fees</p> <p>Conference 2015 proceeds have been invested until July. We will need to withdraw funds to be involved with the LUAG & PIAG guidelines and invest in Education and Webinars</p> <p>Charitable Trust have changed the reporting procedure. Rebecca went through this new procedure this year with the accountants as it was the first time and it needed to be done correctly. This is all set up for next year.</p> <p>This financial year we intend to be cost neutral.</p> <p>Question – How does the income from the sale of the PI Guidelines breakdown?</p> <p>Answer – This is bundled together with Seminar income and expenses. We will break these out for the PIAG.</p>	<p>Proposed: Gill Adank</p> <p>Seconded: Anne Sutherland</p>

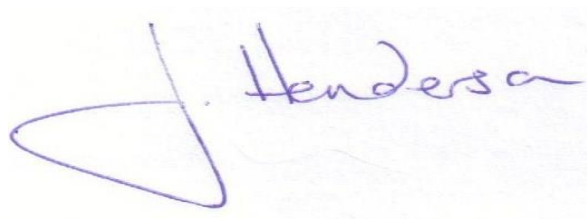
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Financial Statement from Keogh McCormack Ltd	The Society's 2015 Financial Statement prepared by Keogh McCormack is available to view on the NZWCS website.	Proposed: Wayne Naylor Seconded: Desley Johnson
Nominations	<p>This AGM we needed to vote for a Vice-President, Honorary Treasurer, National Committee Members and Area Coordinators for the ODD numbered Areas.</p> <p>National Vote:</p> <p>Vice-President – Prue Lennox Votes - Unanimously Agreed</p> <p>Honorary Treasurer – Rebecca Aburn Votes - Unanimously Agreed</p> <p>There were no 'No's' or 'Abstainers'</p> <p>Local Vote:</p> <p>Northland - Area 1</p> <p>Nominations for Area Coordinators</p> <p>- Karen Devine & Trudy Eldin (Shared Role)</p> <p>Waikato Area 3</p> <p>Nominations for National Committee</p> <p>- Maria Schollum</p> <p>Nominations for Area Coordinator</p> <p>- Shared role</p> <p>Bay of Plenty/Rotorua/Taupo - Area 5</p> <p>Nominations for National Committee Member</p> <p>– no nominees</p> <p>Nominations for Area Coordinator</p> <p>- Jane Edwards, Dawn French & Tracy de Rohan (shared role)</p> <p>Taranaki - Area 7</p> <p>Nominations for National Committee Member</p> <p>- Chris Gruys</p> <p>Nominations for Area Coordinator</p> <p>- Suzanne Smith</p> <p>Nelson/Marlborough – Area 9</p> <p>Nominations for National Committee Member</p>	

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	<p>-Susie Wendelborn Nominations for Area Coordinator - Noreen Sargeant & Melanie Terry (shared role)</p> <p>Dunedin & Otago – Area 11</p> <p>Nominations for National Committee Member -Rebecca Aburn Nominations for Area Coordinator - Jan Johnstone</p> <p>Hawkes Bay – Area 13</p> <p>Nominations for National Committee Member -Wendy Mildon Nominations for Area Coordinator - Wendy Mildon</p> <p>All nominees were voted for at the local level unanimously ‘For’</p> <p>There were no ‘No’s’ or ‘Abstainers’</p>	
Membership Fees	<p>Annual subscription fees were not increased for 2015-2016 year.</p> <p>Question – Mandy Pagan asked if the Society could look into reducing these fees as they are quite high compared with other organisations and for what the members get for their subscription.</p> <p>Answer – The Society requires \$32,000 on a normal year just to keep going. We are aware that we need to provide something substantial to the membership. The Education Advisory Group have been set up to look at ways we can offer better education/professional development platforms through updating the website.</p> <p>Goal of NZWCS – We will look into the charges of other Societies and what they are offering their members to see if the NZWCS might be able to reduce its charges and if we did so can this be sustained in the long term. We appreciate that we need to offer better value for money and increase the number of memberships.</p>	Unanimously Agreed to remain as is but also to investigate other Societies and what they offer

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Any Other Business		
Conference 2017	<p>The 8th National NZWCS Conference will be held in 2017. The organising committee is working on the Structure of the conference.</p> <p>Keynote speakers have both confirmed</p> <p>Draft prospectus by mid-June, setting out sponsorship and tiered registration/membership</p> <p>We are looking for a Main dinner theme – any suggestions? Is there anything you would like to share/suggest to make it another memorable conference? Send these through to Jeannette.</p>	
Scholarships	In 2016 we will have 4 x \$250 scholarships towards study, 2 x \$1000 for Post-Grad Study & 3 x \$1000 for attendance at a National/International Conference on offer. Applications for these will open in July with the closing date of 31 October.	
Research Grant	Once the winner of this year's Research Grant has found further funding and has approval from the Ethics committee, we will be able to name them.	
Area Names	<p>Area 4 & 5 have a huge area to cover and should be renamed Bay of Plenty/Rotorua/Taupo. We need to network the Rotorua and Taupo areas to increase membership as we have no members in this area at present. If anyone has any contacts in this area, please let Jeannette know.</p> <p>Dawn French Jane Edwards and Tracy de Rohan are sharing the role of Area Coordinator in this region.</p> <p>We have a newly formed area Northland. This are is also very large and has increased demand for education. Karen Devine and Trudy Eldin have agreed to share the role of Area Coordinator for the area.</p>	
Charging for NZWCS study events	Chris Gruys wanted to know what the charges are for members and non-members at Study events.	Jeannette to send out the Price List Guidelines to all areas.
Website access	<p>We are still having problems with people being locked out of the NZWCS website. To unblock IP addresses, you will need to send in your IP address as we do have pages of blocked IP address who have been trying to hack into the NZWCS website.</p> <p>Please let Jeannette know if you have been locked out, your IP address and any other information you think would be relevant. If you are not sure of your</p>	Wayne and Jeannette will endeavour to get this sorted as soon as possible.

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	password, please contact Jeannette for confirmation.	
Acknowledgements	<p>The New Zealand Wound Care Society thanked all the National Committee and Area Coordinators for all their hard work on behalf of the Society over the last years. Prue on behalf of all the members thanked Emil for his leadership over the last year.</p> <p>Finally ask yourselves what can you do for the Society and to increase the membership – Feedback your thoughts, get more involved. We need to keep the Society fresh and breed the next generation.</p>	
<u>Next AGM -</u>	<p>Meeting closed at 8.10pm</p> <p>The next AGM is set for 19th May 2017 at 4pm at the 8th National Conference in Rotorua.</p>	

Certified as a true record of meeting.



Signed by Jeannette Henderson – NZWCS Administrator

The New Zealand Wound Care Society members have yet to accept these minutes at the next AGM in May 2017