



**Annual General Meeting
Infection Prevention & Control Nurses College (IPCNC) NZNO
September 9th, 2020 at 1400-1500
Video Conference**

ATTENDEES			
Adrienne Morgan	Elise Edwards	Laura Gallen	Robyn Boyne
Aiddie Plimmer	Esther Park	Lisa Gilbert	Sandi Gamon
Aleisha Taylor	Henrietta Sushames	Louise Brown	Sarah Hydes
Amanda Hynes	Iona Bichan	Mike O’Brien	Sarah Skinner
Angela Corn	Jane Barnett	Mike O’Callaghan	Sarah Thomas
Anne-Maree Wagg	Jane Miedema	Miriam Vollweiler	Sharon Cabigon
Barb Gibson	Jeanette Blucher	Mo White	Sue White
Bobbie Buckland	Jill Gerken	Natacha Maher	Tania Pappel
Carol Jarvis	Jill Rodricks	Nicky Grae	Tanya Bish
Carolyn Clissold	Jo Stodart	Pamela Andrews	Tanya Jackways
Claire Hollows	Julianne Munro	Poonam Kamari	Vicki McKenzie
Claire Underwood	Justine Wheatley	Racquel Lewis	Waverley Brinkler
Deborah Jowitt	Karen Corban	Rebecca Crook	Wendy Blair

Minutes: Henrietta Sushames

Apologies: Ruth Barratt, Karen Hopping, Maree Hurst.

Meeting commenced at 1400.

Minutes to previous AGM:

Previous AGM minutes taken as read.

Moved: Carolyn Clissold,

Seconded: Sarah Hydes.

Previous AGM minutes signed as a true and complete record.

Moved: Carolyn Clissold,

Seconded: Anne-Maree Wagg.

Matters Arising: Nil

Correspondence: Apologies for 2020 AGM, otherwise no correspondence

Rule Change Remits: Nil

Honoraria to be paid: Nil

Reports

The Annual Report, including the:

- Chairperson's,
- Membership,
- Regional Co-ordinator's, and
- Professional Nurse Advisor's Reports,

Available before the AGM by email to members, and on the IPCNC website, were accepted as read.

Moved: Carolyn Clissold,

Seconded: Jane Barnett.

Points of note from the report

- The chairperson acknowledged stress on IPC this year due to Covid-19, work done with the IPC Technical Advisory Group for Ministry of health, and assistance received to support members and IPCNC goals. Committee goal for next year:
 - Improve communication internally and externally,
 - Improve education opportunities for members
 - Launch new IPCNC website
 - Launch IPCNC orientation programme
 - Update the NZS8134 sector standard.
- **Membership:** moderate number of members resigning and joining, overall little change. Main objective is to engage members in IPC activity.
- **Regional Coordinators:** Coordinators from Central and Southern regions keen to train new volunteers as they want to step down from the roles. Video Conferencing offers opportunity to coordinate training nationwide, to be discussed at next committee meeting with Regional Coordinators.

New Business – items for discussion

Website and Orientation Programme update: Discussed in the showcase prior to the AGM.

Relationship with NZNO

- Some members concerned that NZNO did not consult with IPCNC before publicising statements on PPE, and were not supportive of IPCNC. IPC members feeling sidelined by NZNO (and own DHBs); IPCNC not visible in national COVID-19 planning.
- Some advantages and disadvantages for leaving NZNO umbrella discussed.
- Some strategies suggested:
 - Member opinion survey in 2020
 - Chair to write letter to the NZNO Board to voice concerns
 - IPCNC to employ independent communications expert to raise the public profile of IPCNC
 - Creating an organisation that also includes multidisciplinary IPC professionals.
- Member assistance needed to progress strategy for managing the IPCNC relationship with NZNO. This issue will be discussed further with members. Sandy Gamon, Carol Jarvis, Rebecca Crook and Jane Barnett volunteered to help with progressing the strategy for consultation and managing the relationship.

Financial Summary

Annual accounts from 2019/2020 adopted.

Moved: Carolyn Clissold,

Seconded: Robyn Boyne.

Proposed budget approved for further development by the committee.

Moved: Carolyn Clissold,

Seconded: Lisa Gilbert.

Proposed Budget: 2020/2021	Budget 2019/20	Actual 2019/20	Budget 2020/21
Committee meeting expenses	\$13,000	\$12, 935	\$15,000
Regional: 2 X regional meetings (\$500 each meeting) Study Days x1 per Region (\$1000 each SD)	\$12,000	+ Conf.	\$10,000
Travel & Education Awards	\$6,000	\$5,300	\$8,000
Regional Coordinators \$200 each to attend AGM/ Conference	0	0	\$1000
Publication Awards \$50 for the Controller	\$500	0	\$500
External Group Representation Costs	\$5,000	\$2,350	\$4,000
Project work including orientation programme	0	0	\$10,000
Web-associated (monthly fee) Business plan	\$10,000	\$2,643.24	\$7,000
Journal Subscription; IFIC; Webber Teleclass Access	\$500	\$200	\$500
Total	\$48,000	\$23,428.24	\$56,000

IPCNC Awards for Service in 2019-2020

Heartfelt thanks to members contributing to work of IPCNC. Awards for service will be issued to people who have volunteered in committees and coordinators.

Election of National Committee

Nominations from

- Anne-Maree Wagg,
- Tania Papple and
- Aleisha Snep/Taylor.

Accepted onto committee without vote, with all eight position now filled.

Thanks to Claire Underwood and Justine Wheatley, who are stepping down from the committee.

Secretary role taken on by: Henrietta Sushames. Controlla Editor taken on by: Anne-Maree Wagg.

Next conference

Invercargill 2021 – Just bluffing. Promises to be a great event. Same professional conference organisers as for 2019.

AGM 2021

To be held at 2021 conference.

Meeting closed 1500 hours.