



# Australia and New Zealand Urological Nurses Society

## ANZUNS Meeting Minutes

<b>Date and Time</b>	ANZUNS AGM Meeting 25 <sup>th</sup> February 2017	<b>Time</b>	Commencement 1604hrs
<b>Venue</b>	Nicholl's theatrette, Canberra Convention Centre, Canberra, Australia		

### Attendees of Executive Committee

Name	Initials	Position Title	Present	Apology
Maryanne Sinon	MS	President	✓	
Andrea Nixon	AN	Vice President	✓	
Jemma Archbold	JA	NSW Representative		✓
Leanne Morton	LM	Database/ QLD representative	✓	
Kath Schubach	KS	VIC Representative/Public Officer/ 2017 conference convenor/ ANZUP representative	✓	
Michelle Roberts	MR	Secretary/Webmaster	✓	
Pene Meiklejohn	PN	NZ Representative		✓
Jane Neve	JN	WA Representative	✓	
Sally Sara	SS	SA Representative	✓	
Lesley Roberts	LR	Treasurer		✓
Trish White	TW	NZ representative (proxy)		✓
Wendy Watts	WW	NSW representative (proxy)	✓	
Carla D'Amico	CD	2017 scientific program convenor	✓	



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Item #	Record of Meeting
1.	<b>President's Welcome Present and Apologies</b>
2.	Meeting opened at 1604hrs
3.	<b>Present and Apologies</b>
	Members present: as per attached attendance record Apologies: Pam McMahon (VIC), Leigh Pretty (SA), Lesley Roberts (QLD), Jemma Archbold (NSW), Thea O'Connor (VIC), Christine Redpath (VIC), Trish White (NZ), Pene Meiklejohn (NZ)
4.	<b>Review and Acceptance of previous Minutes</b>
	Accepted: Kay Talbot Seconded: Leanne Morton

#	Reports	Agenda Item/Discussion	Action	Who
5.	President's Report	Read by Maryanne Sinon, attached to minutes.	Accepted: Rachel Oxford, Seconded: Luke Derriman Accepted by all present	Maryanne Sinon
6.	Treasurer's Report	Full report presented by Maryanne Sinon by electronic media to all members present. Full written report tabled to accompany these minutes. Clarification to members re: C. Warren donation, Bard Party 2016, abstracts incentive	Accepted: Lynda Hardy, Seconded: Kath Schubach Accepted by all present	Maryanne Sinon for Lesley Roberts
7.	State / NZ Report	Tabled as attached to the minutes, not read	NFA	State Representatives/NZ Representative



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8.	Website Report	Tabled as attached to the minutes, not read	NFA	Michelle Roberts
9.	Newsletter Report	Tabled as attached to the minutes, not read	NFA	Jane Neve
10.	Membership Report	Tabled as attached to the minutes, not read	NFA	Leanne Morton
11.	CoNNMO report	Tabled as attached to the minutes, not read	NFA	Sally Sara
12.	ANZUP report	Tabled as attached to the minutes, not read.	NFA	Kath Schubach
<b>#</b>	<b>Item: Correspondence as attached</b>	<b>Agenda Item/Discussion</b>	<b>Action</b>	<b>Who</b>
13.	a. Incoming b .Outgoing	See attachment to minutes See attachment to minutes	Summary shown to all members present by electronic media	Michelle Roberts
<b>#</b>	<b>Item: Business Arising</b>	<b>Agenda Item/Discussion</b>	<b>Action</b>	<b>Who</b>
14.	Fee Schedule	Executive Committee vote	To be discussed with USANZ/ANZUNS MOU	Maryanne Sinon
15.	Professional Development Awards	Ongoing sponsorship of awards Review of application criteria completed.	As per President's report	Maryanne Sinon
16.	ANZUNS Nurses' Educational Program	Development of online educational modules. Astellas grant discussed - Helen Crowe provided info to members.	Update	Maryanne Sinon
17.	Sustainability of ANZUNS & Committee	Review of MOU with USANZ: MS provided members with update of requests <ul style="list-style-type: none"> <li>• Secretariat support for ANZUNS - 1 day per week, performing tasks such as database management, website updates, official mailouts, etc</li> <li>• Assistance with funding re: project work eg. Proposal writing, etc</li> </ul>	Update	Maryanne Sinon



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#	New Item	Agenda Item/Discussion	Action	Who
		<ul style="list-style-type: none"> <li>Revised conference sponsorship model where funding is sought centrally for both USANZ &amp; ANZUNS</li> <li>Retention of current agreement of paid conference costs for ANZUNS convenors &amp; President</li> <li>Sponsorship of international Nursing keynote speaker</li> <li>More inclusive USANZ/ANZUNS program</li> <li>ANZUNS to consider centralizing membership funds to USANZ (all agreed that was not a good option)</li> <li>Review of revised agreement in 2 years with 'out' clause for both parties</li> </ul> <p>Maryanne congratulated by members on progress so far.</p>		
18.	ANZUNS Practice Standards Project	BPac -currently can't afford. Andrea discussed NZ project re: looking at roles, scope of practice, educational requirements, etc for Urology Nurse in Outpatient Clinics in NZ	Update	Andrea Nixon
19.	ANZUNS Guidelines review	LUTS: Leanne Morton - unable to complete due to NP requirements I/VES: Kath Schubach updating with ANZUP - release in July 2017	EOI to be sent out to members for LUTS project officer role	Incoming President Andrea Nixon
20.	Australian Continence Exchange (ACE)	MOU between ANZUNS & ACE: ANZUNS is now a member of ACE. Info will be passed onto members via state reps.	Update	Maryanne Sinon



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21.	Sitting fee	Amended Proposal of motion for sitting fee (no \$ value) to be made available for any ANZUNS committee member to attend any agreed meeting as an ANZUNS representative, if required. (eg, CoNNMO, ANZUP, etc)	Proposed: Kay Talbot Seconded: Rachel Oxford Proposal accepted by full membership.	ALL
22.	Astellas Agreement	Helen Crowe provided members with info re: Astellas agreement. All members agreed idea is good. Steering committee to be formed.	EOI for steering committee	Maryanne Sinon
23.	Election of Officer Bearers	Resignations received: Jane Neve - WA rep Pene Meiklejohn - NZ rep Lesley Roberts - Treasurer Michelle Roberts - QLD rep Kath Schubach - VIC rep  Current Committee positions were declared open and all nominations received were read out:  President: Andrea Nixon Vice President: Kath Schubach Secretary: Michelle Roberts Treasurer: Jane Neve Database/QLD Rep: Leanne Morton		



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	<p>Webmaster: Michelle Roberts Newsletter Editor: Jane Neve Public Officer/ANZUP: Kath Schubach CoNNMO/SA Rep: Sally Sara NSW Rep: Jemma Archbold NZ Rep: Trish White WA Rep: Francesca Leggott VIC Rep: Kelly Beer</p>		
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	<p>There were no further nominations from the floor. All nominations were accepted</p>		
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	<p><b>Next Meeting: AGM 2018 at ANZUNS 23<sup>rd</sup> meeting in Melbourne, 2018</b></p>
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	<p><b>Meeting closed: 17:05</b></p>
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