

AGM Meeting Notes – 27 June 2024

Meeting notes:

- Steve Kolose discussed 2024 AGM minutes and received apologies from Treasurer and members. They also discussed amending membership criteria for students to include part-time students. An SGM will be conducted to finalize the motion. Attendees will be added to the minutes after the meeting.
 - Steve discussed the meeting agenda and technical issues at the beginning of the meeting. They confirmed that they could hear each other and that the technical issues were resolved. They discussed the financial review and decided not to carry out a review unless a member requests it.
 - Steve, Fiona, and Sue discussed the agenda for the upcoming AGM. They also talked about the delay in the pipeline work and the possibility of having the AGM online. Fiona shared that she will be starting a new job on the 8th.
 - Steve, Fiona and Sue discussed the following topics in the meeting.
 - Steve chaired the meeting and discussed various topics.
- Steve, Hamish, David, Vanessa Beanland and Nicola discussed the financial report and possible remuneration for committee and PAB members. The society earned a total revenue of \$45,737 and incurred a total expense of \$43,790.
 - Steve presented the financial report for the year 2024, which showed an increase in revenue and assets compared to the previous year. The surplus for the year was \$2947, and the net assets of the society were \$56,541.
 - Hamish and Steve discussed the inconsistencies in how remuneration is applied across the society in terms of tasks and activities. They suggested ways to address this issue, such as conference fees, subsidies for the conference team involved, or even subsidized yearly memory subscription for PAB members.
 - Vanessa Beanland, Hamish, David, Nicola and Steve discussed the issue of honorariums for society activities.
 - Dan, David, Marion and Steve discussed the allocation of funds for educational student assistance grants and the possibility of holding two years of running costs in reserve. They also discussed the idea of offering free subscriptions to individuals with significant leadership responsibilities.
 - Leanne and Steve discussed potential ideas for the conference committee.
- Steve, Fiona and Marion discussed the issue of workload and fatigue in relation to the society's activities. They acknowledged the hard work of those involved and discussed potential solutions such as a credit system for CPD and attracting new members to share the load.
 - Marion and Fiona discussed the challenges of doing ends related work and the need for recompense. They suggested a credit system for things

like ends, conference, and membership. Fiona suggested looking at how other organizations manage this issue.

- Steve, Holly and Fiona discussed the importance of sharing responsibilities and getting different faces into roles to help out. Leanne shamelessly plugged for certified members to do a stint on PAB. Steve mentioned the nominations for committee and PAB, which included Vanessa Matakatea.
- Steve and Holly discussed Holly's interest in joining the committee. Holly expressed her willingness to join the team and Steve thanked her for speaking up. Vanessa Matakatea was nominated for the committee and her nomination was moved and seconded by Karl and Fiona respectively.
- Steve expressed gratitude to the committee members for their hard work and acknowledged the contributions of Karl Bridges, who is stepping down from both committee and PAB. Fiona offered to take on an educational role for the society.
- Hamish, Marion and Fiona discussed the Workforce Development project for tranche one and two. They achieved a lot in tranche two despite it being a sprint. They continued to have HFSENZ and HIS ends scholarships being awarded annually and they have been increasing in number each year.
 - Hamish provided an update on the Workforce Development project for tranche one and two. He mentioned that tranche two was meant to be a one-year project but ended up being a six-month sprint. Despite this, they achieved a lot.
 - Hamish discussed the progress of the HFE program and suggested that more work is needed to promote it across other organizations. He praised Liz for her proactive approach in promoting the program and mentioned the success of the Expo runner AUT event.
 - Marion and Hamish discussed the future of HFSENZ and the need for committee leadership. Marion thanked the team for their hard work and progress made in the last six months.
 - Steve and Fiona discussed the progress of the Workforce development program. Fiona emphasized the importance of strengthening the team's LinkedIn profile and filling the program lead role. They are working hard to show that this is a resource that needs to be met by AU tea in.
- Steve, Marion, Karl, Vanessa Beanland and Vanessa Matakatea discussed 2024 HFSENZ annual general meeting. They discussed the treasurer position and Karl nominated Dan for the position. They also discussed the need for a secretary and chair elect. The group also discussed upcoming events, including a one-day conference and a healthcare special interest group webinar.
 - Steve, Leanne and Fiona discussed the upcoming one-day conference and the need for a conference team. Fiona mentioned a scheduled healthcare special interest group webinar on August 6th with Paul Bowie.
 - Marion, Steve and Vanessa Matakatea discussed the importance of work-related health issues. Vanessa shared her experience as a judge for the safeguard awards and highlighted the lack of nominations in the work-related health category.

- Steve and Vanessa Beanland discussed the process of formally accepting the nomination for Karl to be Treasurer. They mentioned that there is a form which needs to be filled out and signed by the nominator and seconder.
- Steve and Karl discussed the nomination of a new treasurer and the process of transferring the Society bank accounts. They thanked Carol and Karen for their hard work and contributions to the Society. No other orders of business were discussed.
- Steve, HFESNZ and Dan declared the 2024 HFESNZ annual general meeting closed. The attendees thanked each other and wished each other a good weekend. Dan was welcomed aboard and was sent a nomination form to complete.

Follow-up tasks:

- **Treasurer Role:** Complete and submit the nomination form for the Treasurer position. (Dan)
- **Conference Team:** Recruit additional members for the one-day conference team. (Fiona)
- **Healthcare SIG Webinar:** Finalize and promote the healthcare special interest group webinar scheduled for August 6th. (Fiona, Carol, Dan)
- **PAB Application Process:** Conduct a meeting with potential new PAB applicants to walk through the new application process. (Leanne)
- **Safeguard Awards:** Encourage more nominations for the work-related health category in the Safeguard awards. (Vanessa M.)