

MINUTES OF THE ANNUAL GENERAL MEETING

ADSNA

Sunday 30 October 2005

Meeting Commenced 1035

at

‘Surfair’ Marcoola Beach, Queensland

1	PRESENT	Chair: Wendy Adams, Helen Carne (Min. Taker), Michelle Birks, Teena Brush, Jacqueline Hurley, Maralyn Hutchinson, Celia Leary Libby McAuliffe, Fiona Svamvur Helen Taylor, Mary Tricker.		
2	APOLOGIES	Cathy Cross		
3	CONFIRMATION OF MINUTES AGM HELD NOV 21, 2004	Moved: Fiona Samvur Seconded: Mary Tricker Ammendments: Fiona Svamvur was <u>present</u> at the AGM ‘Treasurer’ - spelt incorrectly ‘Priscilla’ - spelt incorrectly		
AGENDA ITEM NO.	SUBJECT FOR DISCUSSION	DISCUSSION NOTES	ACTION REQUIRED & PERSON RESPONSIBLE	DUE DATE
4	PRESIDENTS REPORT	Presidents Report tabled Moved: Celia Leary Seconded: Mary Tricker		
5	TREASURERS REPORT	2004-2005 Report tabled and financials presented Statements audited by McKenzie Coultas & Company Auditors report tabled Moved: Wendy Adams Seconded: Helen Taylor		

AGENDA ITEMS.	SUBJECT FOR DISCUSSION	DISCUSSION NOTES	ACTION REQUIRED & PERSON RESPONSIBLE	DUE DATE
6	PORTFOLIO ANNUAL REPORTS			
6.1	JOURNALS	<p>Presented by journal editor Celia Leary: Editors report tabled (to date October 2005) Celia thanked Michelle and Mary for their assistance throughout the year</p> <p>Journal assistant editor Michelle Birks presented Journal Articles Report Report tabled</p> <p>Michelle stated that she had no recourse but to resign if the lack of support for the journal continued</p> <p>A discussion followed suggestions to improve the situation: Fiona Taylor suggested a newsletter from each state committee after each ADSNA meeting Each state to provide a contact member for journal articles That we request journal articles from conference speakers if they are suitable That special interest groups be targeted</p>		
6.2	EDUCATION	<p>Presented by Mary Tricker Guidelines continuing, anticipate finalizing 'Pain Management Guidelines' and 'Paediatric Guidelines' in Day Surgery early 2006 ADSNA committee members have been invited as speakers for other groups The journal as an education tool continues</p>		
6.3	MARKETING	<p>Presented by Fiona Svamvur Marketing report tabled ADSNA website statistics tabled</p>		

		<p>Website has grown from 50-78 pages Will add a link on the website to NSW College of Nursing and the RCN Excellent feedback on the web page. The format is simple and easy to download ADSNA has purchased 2500 little black diaries</p>		
6.4	GUIDELINES	Stock adequate		
6.5	PORTFOLIOS ACCEPTED	<p>Moved: Celia Leary Seconded: Michelle Birks</p>		
7	CHANGE OF REPRESENTATIVES	<p>South Australia will have a change and will notify ADSNA after their meeting on 28 November, 2005 QLD representatives will swap positions</p>		
8	PORTFOLIO ALLOCATION	<p>President – Wendy Adams Nominated, seconded and accepted by: Committee unanimous Treasurer – Maralyn Hutchinson Nominated, seconded and accepted by: Committee unanimous Treasurers Assistant – resolved position would not be filled Secretary (General) – Teena Brush Nominated, seconded and accepted by: Committee unanimous Secretary (Minutes) – Helen Carne Nominated, seconded and accepted by: Committee unanimous Proof Reader Minutes - Libby McAuliffe Nominated, seconded and accepted by: Committee unanimous Journal Editor – Celia Leary Nominated, seconded and accepted by: Committee unanimous Journal Assistant Editor – Michelle Birks Nominated, seconded and accepted by: Committee unanimous Marketing – Fiona Svamvur Nominated, seconded and accepted by: Committee unanimous National Data Base – Jaqueline Hurley Nominated, seconded and accepted by: Committee unanimous Education – Mary Tricker Nominated, seconded and accepted by: Committee unanimous</p>		

		Education Assistant – Helen Taylor Nominated, seconded and accepted by: Committee unanimous Guidelines – Teena Brush Nominated, seconded and accepted by: Committee unanimous		
9	NEW BUSINESS			
9.1		Treasurer to submit back-up discs for past years for Presidents file		
9.2	BUSINESS PLAN 2005/06	Business Plan tabled for discussion 598 Members Need to know numbers of nurses working in day surgery Suggested we obtain Power Point for conference	Fiona to write to request numbers	
9.3	Education Guidelines	Have been produced and distributed 2006 to review discharge guidelines Pain management and paediatric guidelines ongoing To place a reciprocal advertisement in ACORN and information re November 2006 ADSNA Conference		
9.4	Journal	Costs are reducing Goal to make journal profitable Require a full compliment of articles for the journal to remain a going concern Aim to raise peer review States to provide contact member for Michelle		
9.5	ADSNA Profile	The convenor for ADSNA on ADSC Require to raise profile in peri-operative workforce Wendy Adams visit to Spain well received Aim to promote concepts and benefits of day surgery to the community		
9.6	Deferment of Business Plan	Discussion unable to continue as several delegates had to meet airline departure deadline Completion of the business plan will occur at next General Meeting February 2006 date to be advised		
9.7	AGM 2006	Date to be held Sunday 12th November 2006		
9.8	Meeting Closed	1215 hours		

