Annual General Meeting  
New Zealand Veterinary Nursing Association  

Thursday 19th June 2014  

NZVNA Conference – Claudeland Event Centre,  

Hamilton  

MEETING OPENED:  

Julie Hutt, President of N.Z.V.N.A, declared the 2014 AGM open at 12.05 p.m. Julie welcomed all those attending, and then outlined the agenda for the meeting.  

PRESENT:  

Julie Hutt (President), Amy Ross (Vice President), Fiona Hastie (National Secretary), Kathy Waugh (Membership Secretary / National Treasurer), Hayley Langford, Amy Ross and Ginny Thomas, Laura Harvey, Mary Fawcett.  

APOLOGIES:  

Jennifer Hamlin.  

REGISTRATION OF ATTENDEES:  

On file  

MINUTES OF PREVIOUS AGM:  

Minutes of the previous AGM 2013 were published on the NZVNA website. Hard copies were also made available at the AGM.  

There were no matters arising from the 2013 AGM minutes.  

Motion: Steph McPherson moved that the 2013 AGM Minutes be accepted as a true and accurate record. Seconded by Fiona Hastie. The motion carried unanimously.  

PRESIDENT’S REPORT:  

Julie Hutt  

Good afternoon and welcome to the AGM of the New Zealand Veterinary Nursing Association.  

- Apologies – Jennifer Hamlin  
- Attendee sheet – Circulate & Sign  
- Minutes of previous AGM  

Presidents AGM Speech 2014
I would like to welcome you all here to our AGM.

Hi my name is Julie Hutt, your NZVNA President. First of all I would like to acknowledge all past council members, without them we would not be where we are today. Our current council, Kathy Waugh who does so much Treasurer, Website, Membership, Amy Ross who produces a fantastic journal. Fiona Hastie our HR person and journal, Ginny Thomas, AVNP and the rest of council who all have their own rolls who commit so much time and energy to keep the NZVNA running smoothly. I thank you for your dedication, support, and friendship. Sue Crampton, for her continued support of the NZVNA and VNCA, Jan Bedford for her knowledge, guidance and support. Our sponsors, especially Hills Pet Nutrition, ProVet, SVS and others, I cannot give you enough thanks for all you do for veterinary nursing.

I love veterinary nursing, I love what veterinary nurses do in our profession. We all know that historically veterinary nurses have been underpaid, underappreciated and to quote Dr Mark Robson “under the thumb of unimaginative vets who use veterinary nurses merely as fetchers, carriers, cleaners and coffee makers”, this is slowly changing and I would like to thank those veterinarians who are making changes for the better, keep up the great work. Veterinary nurses provide the hands-on veterinary care that is in veterinary clinic and hospitals, also that well over 90% of the love and attention paid to animals in veterinary clinics is given by the veterinary nurses. Often this is because the vets are busy doing other tasks, but often it is because vet nurses genuinely love animals. They have to work for love, because the traditional pay structure does not justify working for the money!

So how do we cope, - humour helps. The ability to laugh at life helps us deal with daily disappointments and setbacks. Humour gives professionals the nerve to serve in our increasingly complex and challenging environment. Humour helps you stay in control, stay positive, and maintain balance and perspective. Laugh at the tough stuff, say hello to humour and goodbye to burnout. Use appropriate humour as a tool not a weapon, play along the way and enjoy your work. Laughter and humour effectively and inexpensively counter stress, improve morale, and create a work environment that is friendlier, less stressful, and more productive.

With today’s rapidly evolving workplaces, veterinary nurses (VN’s) must work harder than ever to influence and engage others. Good VN’s consistently ignite the fire of hope in others. They muster the nerve to serve in a complex and challenging environment. VN’s today need tools and to both influence, energize and engage.

To me it is vital to have vet nurses who understand what they are doing and why they are doing it, which are not just told to perform a task in a mechanical way. They should not get to the end of the day and wonder “why did that animal die”, or “why did I do that job for that animal?” We need vet nurses, who can think on their feet, provide initiative and liaise with owners. Highly trained veterinary nurses, can free up veterinarians to do what only veterinarians can do, which is to diagnose, establish treatment plans (and these should be established in conjunction with owners and nurses) and to do surgery. Trained veterinary nurses can perform every other task.

Utilising vet nurses properly leads to less stressed vets, which is a good thing for the vets and nurses, better practice profitability and to veterinary nurses feeling that they are maximizing their potential.

The new qualifications for veterinary nursing are well under way and along with this we are working towards Self-Regulation and ultimately Regulation of our profession – to be recognised in our own right. It will be great to finally see unity throughout New Zealand with our qualifications, and to have a qualification that is recognised overseas.

It is important that veterinary nurses take responsibility for their continuing education and well done to all those who completed the Accredited Veterinary Nursing Programme.
This year we also started a new E new letter; this goes out in between our journal. FaceBook has taken a new lease of life, thank you to Amy, Jennifer and I have to put my postings in as well. Twitter, Instagram is also in our media focus. As well as our 4 meetings a year, we now hold Skype meetings, forums on our website, dropbox and emails. This has been a great help to streamline our communications. We are also looking at peer reviewed articles for our journals.

My job as President is to inspire and guide, create a culture of respect and appreciation, to create a sense of involvement and belonging.

“Follow Me I’m Right Behind You!”

Kathy Waugh – Treasurer and Portfolio report

TREASURER
Profit and Loss report tabled together with Treasurer’s report for 2014 – Profit and Loss Report attached and copy below.

Moved that the Treasurers report be accepted as a true and accurate record, seconded by Fiona Hastie
MEMBERSHIP SECRETARY
I took over as Membership Secretary at the end of April 2013. At that time there were 585 current members. To date the membership number stands at 683, 80 of those being student members.

Membership fees have been the same since 2006 so it is proposed at the 2014 AGM to increase the membership fees to $80.00 for full and associate members and $50 for student members.

WEBSITE
The website has now been running for approximately 2 years with the ability to join or renew memberships online, together with the facility to pay by credit card. This method has proved to be very popular with most new members enrolling this way.

0800 NUMBER
The 0800 number has proved to be very successful and is used, not only by members, but by members of the public, especially those interested in becoming veterinary nurses.

ANVP
Ginny Thomas

AVNP Awards 2013:
Julie Hutt projected a list of the names of all the nurses completing the AVNP this year on to the large screen for all attendees to view.

Journal Liaison and HR
Fiona Hastie

Portfolios reports for Journal Liaison and HR.

Journal Liaison
For another year the NZVNA journal has gone from strength to strength. While my role is very much support for our excellent editor Amy Ross, I love being able to contribute to such a high class production.

It’s pleasing to see more advertising to offset the costs of producing the quality journal.

Again Amy’s planning and representation as editor means things seem to just fall into place (which I’m certain isn’t the case, and I know there is a lot of hard work involved). We have articles ahead of time, a series of articles being presented by authors and repeat writers which is a real treat each quarter.

I look forward to continuing in this role, and carrying on assisting with other proofing type roles for the association (e.g. conference proceedings).

HR
Again since our last AGM, I’ve had a variety of enquiries come my way as the HR support. With the availability of the 0800 number to members its meaning more direct contact and I do hope our members are finding this service valuable.

I consistently speak to a diverse area of our membership, from around the country, veterinary nurse in a
variety of roles and with a number of different issues and needs for support from our association.

I’m available to confidentially support and assist our members, and if I don’t know the answer to the query I’ll find the correct person to speak to about it.

The direct email and 0800 number for the association seem to assist this transition for our members to get in touch.

One thing I personally feel would be of huge value to our members is access to Vitae (counseling services), this is something Julie Hutt is still progressing with NZVA, however I’ve been in touch with Vitae directly and will be continuing to propose this to council in the coming year.

Other

During 2014 I’ve been asked to represent NZVNA on the CAS Healthy Pets initiative, while this is in its early stages I’m pleased to be involved and will represent veterinary nurses as well as the association on this group.

Finally I’d like to extend my thanks to Hills Pet Nutrition and the NZVNA for the opportunity to attend VNCA conference in April this year in Brisbane.

ANTECH Portfolio Report

Ginny Thomas

The ANTECH Board met on 09.08.13.

TRoQ report

Given that the Targeted Review of Qualifications is underway, the revised Animal Care and Veterinary Nursing Qualifications were submitted to NZQA in February 2013. They are expected to be approved in 2014, allowing training providers to prepare new qualifications in 2015 ready for a 2016 delivery.

There is a proposal that all animal care / veterinary nursing qualifications at certificate level or above (this would include the new versions of the current NCAC, NCVN, NDVN, NCRAT) be governed by the NZVA / NZVNA. All other qualifications would remain the domain of Primary ITO.

It is proposed that there be a:

Diploma in Veterinary Nursing
Certificate in Animal Nursing Auxiliary
Certificate in Rural Animal Technology

Moderation report

At cluster moderation in November 2013 the following unit standards will be moderated:

<table>
<thead>
<tr>
<th>National Certificate in Veterinary Nursing</th>
<th>National Diploma in Veterinary Nursing</th>
<th>National Certificate in Rural Animal Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>5155: Prepare animal patients for surgery</td>
<td>5171: Collect, prepare, and examine blood samples from animals</td>
<td></td>
</tr>
</tbody>
</table>
At panel moderation in March 2014 the following unit standards will be moderated:

<table>
<thead>
<tr>
<th>National Certificate in Veterinary Nursing</th>
<th>National Diploma in Veterinary Nursing</th>
<th>National Certificate in Rural Animal Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>5156: Assist with animal surgery as a circulating veterinary nurse</td>
<td>5208: Nurse companion animal patients with an infectious disease</td>
<td></td>
</tr>
<tr>
<td>5157: Assist with animal surgery as a surgical veterinary nurse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5181: Provide emergency first aid care to companion animals</td>
<td>5197: Manage an animal nursing clinic and carry out client services</td>
<td>5152: Monitor health and provide husbandry for horses</td>
</tr>
<tr>
<td>5183: Handle and transport</td>
<td>5219: Perform manual,</td>
<td></td>
</tr>
<tr>
<td>injured companion animals</td>
<td>ultrasonic, and rotodontic dental scaling on small animals</td>
<td></td>
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<tr>
<td>---------------------------</td>
<td>----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>5176: Collect and test diagnostic samples from companion animals, and prepare the samples for dispatch</td>
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</tbody>
</table>

**General report**

Valerie Lee has stepped down as NZVNA representative on the ANTECH Board. She will be replaced, alongside Julie Hutt, by Virginia Thomas. It was suggested that an article be published in the NZVNA Journal outlining and recognising Valerie Lee’s commitment. A ‘concern form’ is available on the VCNZ website which can be used to raise concerns about veterinary surgeons or veterinary practices. It was suggested that an NZVNA Journal article could be used to raise awareness about this useful resource. Julie Hutt is going to discuss this with Janet Eden.


**Dates to note:**

The ANTECH Board will next meet at the cluster moderation meeting on 07.11.13 to be held at ITO House, Wellington.

The 2014 winter forum will be held on 17.06.14 at Claudelands Event Centre, Hamilton.

**IVNTA Portfolio Report**

**Ginny Thomas**

July 2013: Contacted Sandy Hass, secretariat for INVTA, to update details and register Virginia Thomas as the NZVNA representative for the IVNTA. Entered into email correspondence resulting in Virginia Thomas reformatting the IVNTA constitution. There was also discussion surrounding next year being the association’s 20th anniversary. Virginia Thomas suggested the event be marked in some way and Sandy Hass is considering options.

July 2013: Contacted the BVNA, IVNA and VNCA to pursue the prospect of journal exchanges. BVNA: No response IVNA: Favourable response and to date we have each sent the other association a copy of our journal with the intention of considering a more formal exchange relationship with the approval of our respective Councils. VNCA: Already have close ties with the NZVNA via President Julie Hutt and journal editor Amy Ross. Therefore they do not wish to pursue a formal journal exchange relationship.

**NZCAHF Portfolio Report**

**Ginny Thomas**

July 2013: Contacted Robyn Forrester at NZVA to update details and register Virginia Thomas as the NZVNA representative for the NZCAHF.
Membership Secretary Report

Kathy Waugh

I took over as Membership Secretary on 15th April 2013. At that stage membership numbers stood at 585. To date membership numbers are 624. The number of new members is 66.

Revenue from Full memberships from 15th April to 15th September (5 months) has been $12,931.50, Clinic memberships $8113, student memberships $966, Associate $357.50 and AVNP $899.50.

I have been working with larger clinics and Institutions to enable their memberships to be paid once a year on one invoice. Clinics who have taken up this option so far are:
Forrest Hill Vet Clinic
Otago Polytech
Totally Vets
Vetsouth
Town & Country Vets
Stoke Vets
Halifax Vets
Vet Centre
Massey University
Dunedin South Vet Clinic
Clutha Vets
Aorangi Vets
Wanganui Vets

The database is up to date and the orders are being processed within 24 hours. The new Membership cards are being utilised as are the folders for new members. Both look much more professional.

0800 PHONE NUMBER

This has proved successful and it being well utilised. Majority of calls are from the public asking advice on veterinary nursing courses

WEBSITE

In the past 12 months the website has had over 13,000 visitors. Out of those approximately 8000 visits were from first time visitors, the rest coming from returning visitors. 40% have come from direct access and 40% have come from search engines with the balance coming via other websites. There have also been 22 enquiries

Election of Officers

President: Julie Hutt
Vice President: Amy Ross
Treasurer/Membership Secretary: Kathy Waugh
National Secretary: Fiona Hastie
Council Members:
Laura Harvey, Ginny Thomas, Jennifer Hamlin and Mary Fawcett

Ratified new council member:
A single nomination had been received for each of the positions. Profiles of the nominees had been made available and a ballot paper was sent to all current full members.

GENERAL BUSINESS:

PROPOSED AMENDMENTS TO THE NZVNA CONSTITUTION

Amendments are being proposed to the Membership heading as follows:

An additional class of membership shall be added to read

3.1 (e) student membership

It is proposed that an additional clause be added under Membership:

3.9 Student membership status shall be open to people who are enrolled in a Veterinary Nursing, Animal Care, Rural Animal Technology, or Bachelor of Veterinary Technology course that is recognised by the NZVA and NZVNA. They must supply proof of enrolment. Student members continuing to study towards a Diploma or by distance learning may renew their membership at the student rate

It is proposed that Clauses under the heading of Application for and Termination of Membership be reworded as follows:

4.1 Applications for membership of the Association may be submitted in writing on an official application form (photocopies are acceptable) or by enrolling via the website. Documented proof of qualification is required for both full membership and student membership

4.3 Applications for membership shall be considered and approved by the Membership Secretary upon receiving sufficient documentation of a proposed member’s qualification and payment of the appropriate membership fee. Every person elected to membership of the Association shall receive notice of the approval for membership by email. This will be followed up by a membership card which will be sent to them by mail as soon as possible

6.3 If a subscription remains unpaid, a reminder notice will be sent just prior to the membership expiring. If membership is not renewed then that person’s membership will lapse and they will be removed from the database. They have the right to reapply at any future date using the same application criteria and their membership renewal month will change according to when they renew again

11.4 Remove the words “with a limit for the President’s position of three consecutive years”

Once these amendments have been voted on at the AGM, and accepted, they will be registered with the Companies Office and the changes incorporated in to the NZVNA Constitution.

PROPOSAL TO INCREASE MEMBERSHIP FEES

The last time there was an increase in membership fees was in 2006, other than when the GST increased from 12.5% to 15%, therefore it is proposed that membership fees be increased as follows:

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>New Fee</th>
</tr>
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<tbody>
<tr>
<td>Full member and Associate Member</td>
<td>$80.00</td>
</tr>
<tr>
<td>Student Member</td>
<td>$50.00</td>
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</table>
No objections were received to these motions. All proposals moved by Amy Ross, seconded by Fiona Hastie.

**OTHER BUSINESS:**

There was no other business.

*Meeting closed 12.32 p.m.*