

**Annual General Meeting**  
**New Zealand Veterinary Nursing Association**

**Tuesday 19<sup>th</sup> June 2018**

**NZVNA Conference – Claudelands Event Centre, Heaphy Terrace, Hamilton**

**MEETING OPENED**

Jennifer Hamlin N.Z.V.N.A executive committee member and meeting chair, declared the 2018 26<sup>th</sup> New Zealand Veterinary Nursing Association AGM open at 12noon.

**PRESENT**

Julie Hutt – President, Amy Ross – Vice President, Fiona Hastie – Secretary, Christina Searle (nee Jenkins), Laura Harvey, Jennifer Hamlin, Luanne Corles, Libby Leader, Robyn Taylor, Lynette Hobbs, Lauren Prior, Antoinette Ratcliffe.

**REGISTRATION OF ATTENDEES**

Circulated and on file

**APOLOGIES**

Steph MacPherson and Kathy Waugh. No further apologies.

**QUORUM:**

Under NZVNA Constitution, quorum is 5, meeting chair confirmed this number, and declared meeting of members properly constituted.

**MINUTES OF PREVIOUS AGM:**

The executives have confirmed the minutes of the last Annual General Meeting held on 4<sup>th</sup> August 2017 are a true and correct record, copies of these minutes have been published on the NZVNA website. Hard copies were also made available today.

*Jennifer Hamlin moved that we adopt the minutes of the 2017 NZVNA AGM, seconded by Laura Harvey. Julie Hutt – President signed copy of 2017 minutes for file*

The motion was open for discussion, no questions were raised from the floor.

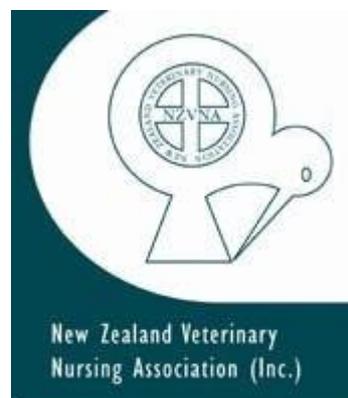
Those in favour: **all**

Those against: **nil**

Result: **carried**

**CORRESPONDENCE:**

The executives have confirmed there has been no correspondence to the AGM.



## **PRESIDENTS REPORT – Read by Julie Hutt**

At this time of the year we always like to take time to thank our members and volunteers. Without them, we wouldn't be able to achieve, find solutions and work towards a united profession.

You are so appreciated and we consider you an invaluable part of what we do. For all the meetings, skype, phone calls and the emails. The work, time and your enthusiasm and the perseverance is an inspiration to us all.

We thank you.

It has been my privilege yet again to be working with the New Zealand Veterinary Nursing Association and the Executive Committee.

Each year we move forward building on our past success and learn from what we have created. The executive come from many different areas in our profession and all bring with them different ideas and viewpoints that create a platform for positive change in our profession. The past year has had its challenges, but those challenges help us grow as an organisation. I am grateful to those who continue helping us in our ever-changing industry. Every opportunity and achievement strengthened the NZVNA, working together to build relationships and strive for better outcomes.

What we have been doing:

The NZVNA Executive have worked tirelessly behind the scenes throughout the year. Our last year's conference in Auckland a huge success and this year's conference in conjunction with the NZVA.

We have developed a new strategic plan for 2018-2021, the purpose being is to chart a course for the NZVNA over the next three years, review annually and to be implemented in alignment with the operational plans. This strategic plan has been designed to be flexible in order to cope with the future changes in the veterinary industry in New Zealand. I would like to make special mention to Sue Crampton for your help and guidance with this and keeping us on track.

NZVNA are working towards maintaining and strengthening our relationships with our stakeholders and international veterinary nursing organisations.

Increased our public profile through social media and our journal. Continual improvements to support our members. As an Association we are looking to make the public more aware of the roll of veterinary nurses. We maintained strong relationships with the World Small Animal Veterinary Association, and the NZVA and VCNZ. We also need to look at our Veterinary Nursing community and work towards supporting those equine, LA, Exotics and those working in all areas.

A special thank you to Antoinette Radcliff who is leaving the executive but I am thrilled to say she is staying on as our Journal Editor. She produces a world class publication and we cannot thank her enough.

Thank you all once again, while doing your jobs of looking after the wellbeing of animals, remember your wellbeing and of those you work with.

I would like you all to keep At the heart of the NZVA's 2030 strategic vision is the concept that the wellbeing of animals, humans and the environment is inseparable, and that veterinarians are uniquely positioned to influence positive outcomes at this 'intersection'.

*Jennifer Hamlin moved that we adopt the 2018 Presidents Report, seconded by Lynette Hobbs.*

The motion was open for discussion, no questions were raised from the floor.

Those in favour: **all**

Those against: **nil**

Result: **carried**

**TREASURERS REPORT, AND FINANCIAL STATEMENTS** – Read/presented by Julie Hutt,  
on behalf of Kathy Waugh.

As of the end of May we have enrolled 130 new members this year, bringing our membership to 1295

To reduce costs we are no longer posting out invoices unless specifically asked for and current members will not receive a renewal card but just an email confirmation. This has reduced our postage costs considerably.

New members will continue to receive a Membership pack

Our journal costs continue to rise. At last year's AGM there was discussion around the cost of printing the Journal and it was suggested this be made available on the website and members could opt out of a hard copy. This was carried out but so far only one person has opted out.

The 2017 accounts were audited by Housell & Co, Auditors and a copy of the Profit and Loss statement will be tabled today and will be published in the AGM minutes

The balance in the current account as at 31 December 2017 was \$22,909.72 and the Savings Account \$61,626.08

**PROFIT AND LOSS REPORT 2017**

## N.Z. Veterinary Nursing Association - Profit And Loss Rep

This report shows reconciled transactions only.

From : 1/01/2017

Account: \*\*\* ALL \*\*\*

To : 31/12/2017

Category	%	Nett Income	Nett Expense	GST Amount
<b>&lt;Unassigned&gt;</b>				
-Unassigned-				0.00
<b>Total</b>				<u>0.00</u>

### Income

Assess Inmat. qual	0%	60.00		9.00
Badges	0%	1,260.86		189.14
Conference income	35%	105,765.13		15,864.59
Continuing Education	0%	343.48		36.52
GST Received	0%	1,024.56		153.69
Interest Received	0%	118.72		0.00
Journal/website ads	6%	17,040.01		2,511.00
Membership subs	25%	76,493.23		11,472.70
Miscellaneous income	3%	8,134.03		1,220.10
Sponsorship	7%	20,961.53		3,144.23
Transfer	23%	70,000.00		0.00
VN Dinner	2%	4,869.62		730.44
<b>Income Total</b>		<u>336,071.19</u>		<u>35,331.41</u>

### Expense

Badge purchases	0%		991.70	(148.75)
Bank Fees	1%		2,575.12	0.00
Conference	24%	369.57	71,477.70	(10,686.24)
Council expenses	5%		15,679.11	(2,351.86)
GST Paid	4%		12,922.91	0.00
Honorarium	3%		10,000.00	0.00
Journal expenses	10%		30,796.81	(4,619.52)
Miscellaneous	3%		8,242.73	(1,236.40)
Postbox rental	0%		152.17	(22.83)
Printing/copying	1%		4,062.76	(609.41)
Professional Fees	0%		400.87	(60.13)
Refund	0%		134.79	(20.21)
Regulatory Council	1%		3,135.74	(470.38)
Stationery/postage	1%		2,890.23	(432.05)
Subscriptions/levies	0%		43.48	(6.52)
Telephone/toll calls	0%		413.98	(62.09)
Transfer	40%		120,000.00	0.00
Vitae	2%		4,470.00	(670.50)
VN Dinner	0%		521.74	(78.26)
Website	3%		8,649.35	(1,297.42)
<b>Expense Total</b>		<u>369.57</u>	<u>297,551.27</u>	<u>(22,752.55)</u>

Category	%	Nett Income	Nett Expense	GST Amount
<b>Grand Total:</b>		<u>306,440.76</u>	<u>297,551.27</u>	<u>12,578.86</u>
<b>CASH PROFIT / (LOSS) :</b>		<u>8,889.49</u>		

*Jennifer Hamlin moved that we adopt the 2018 Treasurers Report, and financial statements for the year ending 31<sup>st</sup> December 2017, seconded by Amy Ross*

The motion was open for discussion

Those in favour: **all**

Those against: **nil**

Result: **carried**

## **PORTFOLIO REPORTS**

All executive members currently holding a portfolio have submitted a report for the AGM. A summary of these were read as follows, by those holding the portfolio\*.

- Kathy Waugh – Read by Fiona Hastie on behalf
- Fiona Hastie –
- Amy Ross –
- Christina Jenkins –
- Antoinette Ratcliffe –
- Laura Harvey –

Julie Hutt presented a gift to Antoinette Ratcliffe, standing down this on behalf of the executive committee and association.

Jennifer Hamlin mentioned the upcoming 'Wage Survey' and capturing information for the benefit of the association and industry.

Robyn Taylor, Lynette Hobbs, Libby Leader, Lauren Prior and Luanne Corles were all introduced to members as executive committee members.

### **Kathy Waugh – Membership Secretary/Website**

#### **Membership Secretary**

As of the end of May we have enrolled 130 new members, bringing our membership to 1295

#### **0800 number**

This continues to be popular with approximately 30 calls per month being received

#### **Website**

We have had about 16,000 visits to our website and 95 enquiries have been received via the website this year to date.

### **Fiona Hastie – HR**

#### **HR**

As for the last few years, we continue to consistently have enquiries from members with regards to HR support. The 0800 number makes this simple, meaning more direct contact and I do hope our members are finding this service valuable.

I regularly speak to a diverse area of our membership, from around the country, veterinary nurses, as well

as practice managers 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 be the best way for our members to get in touch.

The current contract with Vitae is due for review and renewal in early 2019, I will liaise with the executive committee at that time.

Vitae has proven to be an invaluable resource, supporting our members, while providing an independent, confidential service 24/7.

Vitae Report Figures – to year ending March 2018

18 Referrals, 12% of those categorised into work related stress, 6% of those categorised as alleged workplace bullying or harassment.

At this AGM I'm standing down as Secretary, while remaining an Executive Committee Member, I'd like to thank those within the executive that have guided and supported me during this time in this role, and I wish Luanne all the best as she takes on the position of NZVNA secretary.

## Amy Ross – Social Media/NZCAC

### Partnerships

#### **NZCAC**

- There has been a lot of attention around microchips in the last year and in particular microchips that are failing to scan after they have been implanted
- As veterinary nurses we should ensure that all pets are scanned for microchips at each visit, where possible/relevant and microchip numbers checked against records.
- Remember that by law, all dogs are required to be microchipped and registered by the age of 12 weeks with the National Dog Database and local councils.
- It is strongly recommended that the microchip numbers and owner details are also registered with the NZ Companion Animal Register (NZCAR) where all species can be registered
- We encourage owners to make sure that their details are always kept up to date on the NZCAR and any new microchips for a pet are recorded (in case of re-chipping due to failure of a microchip). The NZCAR can hold up to three microchip numbers for one animal.
- Pip My Pet has recently been launched in conjunction with the NZCAR.
- This is facial recognition technology where an uploaded image can be scanned against any other images that have been loaded onto the database to identify an animal within a few minutes
- In September 2018, the NZ Companion Animal Council will be holding their conference 'Human Behaviour Changes for Animals'
- If we do not understand why humans do the things they do, and what drives them to change, we will never be effective at making the world a better place for animals. To change human behaviour we must understand the attitudes and beliefs that motivate human behaviour in relation to animals and provide solutions to develop more compassionate behaviour towards animals.
- For more information, visit <http://www.nzcac.org.nz/conference/>

## NZATBC

- The New Zealand Animal Training and Behaviour Council has been set up to provide guidelines and eventually registration for animal trainers and behaviourists.
- There will be different levels of accreditation depending on what qualification(s) you hold and what training and behaviour and what services you offer.
- Once this is in place, you will be able to become accredited through NZVNA and part of this accreditation will include continuing education. You will be able to use the same recognised accredited courses (where relevant) for this accreditation as well as your voluntary registration with the NZVNA.

## Companion Animals Regulations Implementation

- New Companion Animal Regulations will be released in October after consultation with Stakeholders and the Public. These include;
  - Muzzles on dogs
  - Dogs must have dry and shaded shelter
  - Dogs left in vehicles
  - Dogs on moving vehicles
  - Tethered goats must have access to food, water, and shelter
  - Collars and tethers
  - Docking dogs' tails
  - Removing dogs' dew claws
- Further information about these will be released via Key Stakeholders, including NZVNA, shortly

## MEDIA & Marketing

### **Facebook**

- As of Saturday 9<sup>th</sup> June 2018, 3,049 people like our page.
- Encourage your friends and colleagues to like our page. [www.facebook.com/nzvna](http://www.facebook.com/nzvna)
- Please feel free to interact with our page and post any relevant items that you think our likers would like to see.
  - Any job adverts or inappropriate items will be moved asap.
- Over the last year we have created two new Facebook Groups – NZVNA Equine and Large Animal vet nurses and techs and NZVNA Avian and Exotic vet nurses and techs
- Our two Facebook groups NZVNA Lovers of Learning and NZVNA Solo Vet Nurses are still running
  - I would like to encourage vet nurses to use these groups more and if they see a need for another group to please contact me and I will set this up [socialmedia@nzvna.org.nz](mailto:socialmedia@nzvna.org.nz)
  - These groups are now easily accessible from our Facebook page

### **Pinterest**

- We still post to our Pinterest account;

<http://www.pinterest.com/NZVNA/>

- We currently have 14 boards on our page.

#### **Instagram**

- We have 185 followers and are following 189 accounts.
  - If you or your clinic has an Instagram account, please let us know and we will follow you
- We currently have 76 posts on Instagram

#### **Vet Nurse of the Year**

- Alice Gasnier was the recipient of Vet Nurse of the Year 2017.
- Nominations are now open for Vet Nurse of the Year 2018 and I would like to encourage everyone to nominate at least one veterinary nurse that they know that often goes above and beyond.
- I would like to extend a thank you to Hill's Pet Nutrition NZ Ltd for their continued support of this prestigious award.

#### **Laura Harvey – Health and Safety/Vet Nurse Day**

##### **NZCAHF**

The NZCAHF met face-to-face last year, and a meeting is planned during the NZVA/NZVNA conference for 2018. All other committee correspondence is via email.

The main work of the NZCAHF over the past 12 months has been funding research projects, by application. These continue to be reviewed and funded as appropriate.

NZCAHF are looking at ways to become more relevant and encourage donations.

##### **Vet Nurse Day/Week**

The decision was made at the last committee meeting to turn Vet Nurse Day into Vet Nurse Awareness Week, in an attempt to gain further support from veterinary nurses/practices.

Media material for this year includes posters delivered via the journal.

Previous attempts at encouraging buy-in from veterinary nurses have had limited success.

##### **Health and Safety**

Only one Health and Safety query in the past 12 months.

Plans underway to include an FAQ section for Health and Safety on the NZVNA website, to help answer some of the more common questions e.g. info on pregnancy at work.

#### **Christina Jenkins – Professional Advancement**

We have had another successful year with nurses continuing to complete their continuing professional development points to be eligible for the list/register 2018.

We have seen these numbers nearly double in 2 years from 216 in 2016 to 423 in 2018.

Changes this year include increasing the non-accredited point from 5 to 8 in 2018. This was decided by the executive in April. We also publically noted the 2019 list/register will not be available until on or before March 1<sup>st</sup> 2019.

The portfolio has also had a name change from Continuing Professional Development (CPD) to Professional Advancement.

#### **Antoinette Ratcliffe – Journal**

I started working on new layout in September 2017 to bring the design up to an international standard with our graphic designer.

We researched e-copy opportunity after overwhelming response to this at 2017 AGM. This is available on the NZVNA website under the membership tab.

Mary resigned as journal editor, her last edition was December 2017. I took over as editor again and started an editorial board to source a larger variety of articles for our readers as this was seen as something we could develop in our strategic meeting in November 2017.

Our regular advertisers have stayed on over this year, although we're always on the lookout for new

companies interested in the advertising opportunities.  
We will be looking at addressing a price increase for advertisers in 2019 as per our bi-annual cost assessment to cover the increasing price of printing and postage for our increasing membership numbers.

*Jennifer Hamlin moved that we adopt the 2018 preceding portfolio reports, seconded by  
Laura Harvey*

The motion was open for discussion, no questions were raised from the floor.

Those in favour: **all**

Those against: **nil**

Result: **carried**

**MATTERS ARISING – Nil**

**GENERAL BUSINESS – Nil**

### **ELECTIONS**

The electoral process was distributed to all members prior to the meeting. All of the current executive committee in attendance have retained their seat apart from Luanne Corles who is elected as National Secretary. As no other nominations were required for these offices, they are duly elected.

The two elected seats were put up for nomination. Nomination documents have been made available to all members prior to the meeting. No nominations were received. As per NZVNA constitution, the deadline for nominations was two months prior to this AGM, so nominations have now closed.

Details as below:

#### **Election of Officers**

**President:** Julie Hutt

**Vice President:** Amy Ross

**Treasurer:** Kathy Waugh

**National Secretary:** Luanne Corles

**Executive Committee Members:** Christina Searle (nee Jenkins), Laura Harvey, Jennifer Hamlin, Fiona Hastie, Libby Leader, Robyn Taylor, Lynette Hobbs, Lauren Prior.

#### **NEXT ANNUAL GENERAL MEETING**

Will be held at Heritage Hotel, Auckland 14<sup>th</sup> June 2019.

Chair Jennifer Hamlin closed the Annual General Meeting, thanking all for their attendance, and invited all attendees to speak to the executive committee at any time.

**Meeting closed:** 12.26pm