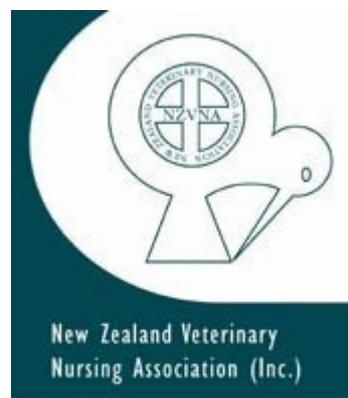


Annual General Meeting
New Zealand Veterinary Nursing Association



Thursday 23rd June 2016

NZVNA Conference – Arena Rooms, Claudelands Event Centre, Hamilton

MEETING OPENED

Julie Hutt, President of N.Z.V.N.A, declared the 2016 AGM open at 2.36pm

PRESENT

Julie Hutt (President), Ginny Thomas (Vice President), Fiona Hastie (National Secretary), Kathy Waugh (Membership Secretary / National Treasurer), Jennifer Hamlin, Amy Ross, Kate Leveridge, Laura Harvey and Christina Jenkins.

APOLOGIES

Jan Bedford (Past President), Stuart Burrough (Patron) and Robyn Taylor – no other apologies from the floor.

REGISTRATION OF ATTENDEES

Circulated and on file

MINUTES OF PREVIOUS AGM:

Minutes of the previous AGM 2015 were published on the NZVNA website. Hard copies were also made available at the AGM.

Matters arising - None

Motion: Julie Hutt moved that the 2015 AGM Minutes be accepted as a true and accurate record. Seconded by Jennifer Hamlin. The motion carried unanimously. No objections.

Julie Hutt - President's Report

Read/presented by Julie Hutt

I would like to thank and acknowledge my NZVNA Council and the Allied Veterinary Profession Regulatory Council (AVPRC) as well as the Educational Standards Committee and Professional Standards Committee.

Thank you for the wonderful job you have done over the past 12 months and for the professionalism you have shown leading our veterinary nursing community forward. I would like make special mention to Kathy Waugh, Kathy keeps the engine of the NZVNA running we would be where we are today without you, the dedication and hours of voluntary work you do, I cannot thank you enough.

Antoinette Ratcliffe for her amazing effort in ensuring that the Journal remains at a high standard and is

delivered on time. Fiona Hastie and Mary Fawcett for their help with the journal. Jennifer Hamlin for building on the foundations that I built for the regulation of our industry.

I would like to thank Hills, Provect, Merial ,SVS and REM Systems for their ongoing support through advertising.

Through the next year I will endeavour to guide and lead our veterinary nursing community. To me community are those in our allied veterinary profession, industry colleagues and not forgetting our clients and the animals and pets we care for.

Our community is made up of people who have a desire to promote the best practice care for our patients but we also need to care for ourselves and our colleagues. We have a responsibility for others and that of mutual respect, cooperation and consideration. Only when we can do this can our community grow.

What is it that makes veterinary nurses such strong advocates for their patients? Veterinary nurses across New Zealand are caring for their patients, ensuring their needs are met. There are veterinary nurses spending their holiday working in voluntary rolls, working in charities, helping improve the lives of animals.

There are veterinary nurse setting alarm clocks disrupting their lives by voluntarily hand rearing litters of puppies and kitten. Veterinary nurses love their job; thrive on the professional satisfaction it gives them. Professional responsibility and accountability are areas that we need to think about in our daily lives. We are veterinary nurses, a profession in its own right. Many clinics now have preventative health care programmes to ensure pet health rather than treat disease. These commonly involve the active participation of trained veterinary nurses. These are not mini-vets but highly qualified professionals. They are an essential component of the clinics team and provide veterinarians with essential support in the care of the animal patients. This means that we need to spread with word among the general public that veterinary nurses are not just 'a cheap substitute vet' or an 'aspiring vet' but a professional member of the team with different responsibilities to veterinary surgeons. Veterinary nursing staff are knowledgeable and will interact directly with pet owners to give advice on a wide range of care matters. With professional responsibility we must remember our role as a veterinary nurse, we do not do not prescribe, diagnose or cut. With regulation will come accountability, and to do the very best for our profession.

Our industry faces many challenges and only through working together can we address the changes that are occurring. We need to embrace these challenges and I am enthusiastic and optimistic for the future. I look forward to working with you all.

[Kathy Waugh – Treasurer/Membership Secretary/Website](#)

TREASURER

Balance in 00 account as at end of May \$37,153.31

Balance in savings account as at end of May \$51,349.41

Report presented at conference - Income in the past year has been derived mainly from membership subscriptions and from our sponsorship agreement with Hills Pet Nutrition and we thank them for their continued support. Income is also derived from email advertising and Journal advertising

Expenditure has increased as membership increases. Our main expenditure is the Journal, and I would like to thank Antoinette Ratcliffe for her sterling effort in ensuring that the Journal remains at a high standard and is delivered on time. Thanks also go to Fiona Hastie and Mary Fawcett for their help.

I would like to thank Hills, Provect, Merial , SVS and REM Systems for their ongoing support through

advertising.

Unfortunately we made a loss in 2015 of \$5656.08. Postage costs continue to increase and as our membership numbers rise, so does the cost of postage. Membership numbers are now nearing the 1000 mark.

Money has also been spent in redesigning our website – work is well underway and we should be able to launch the new look shortly

With the advent of voluntary registration we have been assisting in the setting up of a committee which has been given the interim name of Allied Veterinary Profession Regulatory Council (AVPRC) and this council has appointed an Educational Standards Committee and a Professional Standards Committee. All funding will be done through NZVNA at this stage. We have also had badges made for those who have their names on the List or Register

The balance in the current accounts as at 31 December 2015 was \$**19,619.58** and savings Account \$**51,180.39** and a full Income Statement has been produced and tabled today.

Kathy Waugh as Treasurer presented and tabled the 2016 financial report, this was seconded by Amy Ross.

Profit & Loss Report

N.Z. Veterinary Nursing Association - Profit And Loss Report				
This report shows reconciled transactions only.			From :	1/01/2015
Account: *** ALL ***			To :	31/12/2015
Category	%	Nett Income	Nett Expense	GST Amount
Income				
Badge	0%	27.83		4.17
Conference Income	38%	85,321.06		12,745.64
Continuing Education	0%	196.63		29.50
GST Received	1%	2,894.04		434.11
Interest Received	1%	1,966.63		0.00
Journal/website ads	8%	17,385.37		2,562.81
Membership subs	25%	56,232.31		8,332.93
Merchandise	0%	26.09		3.91
Sponsorship	8%	17,605.53		2,567.48
Transfer	20%	45,000.00		0.00
Income Total		226,555.49		26,680.55
Expense				
Badge purchases	0%		727.25	(109.10)
Bank Fees	4%		8,870.00	0.00
Conference	23%		52,969.81	(7,945.48)
Council expenses	5%		11,114.21	(1,667.12)
Gifts	0%		93.91	(14.09)
GST Paid	5%		11,860.95	0.00
Journal expenses	13%		31,194.11	(4,679.13)
Merchandise	0%		900.00	(135.00)
Miscellaneous	1%		3,004.35	(452.65)
MZVA levy	0%		630.43	(94.57)
Postbox rental	0%		152.17	(22.83)
Professional Fees	1%		1,490.00	(223.50)
Refund	0%		373.92	(56.08)
Stationery/postage	1%		2,929.16	(439.39)
Subscriptions/fees	0%		43.48	(6.52)
Telephone/toll calls	0%		324.53	(48.68)
Transfer	41%		95,000.00	0.00
Website	5%		10,512.39	(1,576.84)
Expense Total			232,211.57	(17,471.98)
Grand Total:		226,555.49	232,211.57	9,208.57
CASH PROFIT / (LOSS) :		(5,656.08)		

MEMBERSHIP SECRETARY

As at 18 June 2016 membership stands at 965

New members:

April 32
May 48 !!

Renewals:

April 73
May 142

Clinic invoices:

April	4
My	6

0800 NUMBER

April	31
May	33

WEBSITE**Marketing emails:**

April	9
May	6

New visits:

April	2590
May	2845

Return visits:

April	1147
May	1311

Enquiries:

April	14
May	26

Orders:

April	77
May	165

Lots of calls from members asking for their log in details and asking about the requirements for registration.
A couple of enquiries about wage recommendations

We have had quite a few issues with the new registration badges – a few people have complained that the badges fall off – this is an ongoing situation

WEBSITE

Website redesign is well under way with the final on line meeting set for 19th July, at which time we will make the final tweaks and be able to launch. At the same time we will be launching the new CPD portal via WCEA which will give our members an enormous amount of CPD, both free and fee based.

There were a few issues linking from our website through to this portal but Zeald have finally sorted it out.

[Fiona Hastie – Journal Liaison/HR](#)

Journal Liaison

Once again the NZVNJ is remaining a strong, professional resource for our members and the wider

veterinary nursing community. My role remains very much support for our excellent editor Antoinette Ratcliffe, I love being able to contribute to such a high class production. The transition and handover from Amy Ross our previous editor to Antoinette has been seamless, allowing our members to continue to receive a quality publication.

While I'll remain the link to the editor and support for the journal as of June this year I've opted to stand back from proofing the journal, something I've done and enjoyed for the last approximately 8 years.

It's pleasing once again to see more advertising to offset the costs of producing the quality journal. The support we continue to receive from our sponsors, particularly Hill's, SVS and Provet is very much appreciated. This is an area we're constantly looking for support, and through relationships with our industry partners we hope to see this improve in the future.

Antoinette's structured approach the journal has meant more theming to each quarters production, continuing with repeat authors as well as international contributors. Local nurses have certainly been putting their hands up to be published which is always excellent to see. The network of reviewers continues to grow with regards to peer reviewing, as many articles are able to be submitted for review.

I look forward to continuing in this role with the team of Antoinette, Mary Fawcett (Assistant Editor) and Laura Harvey.

HR

Over the last year, 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 consistently speak to a diverse area of our membership, from around the country, veterinary nurses 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.

I'm pleased to report the NZVNA Executive Committee agreed to extend the contract with Vitae and the association for another year, while the users have been small we certainly feel there is value in this level of support for our members. Having independent experts available 24 hours a day is something we can all make use of if the need arises.

Ginny Thomas – ANTECH/AVNP/IVNTA

CPD (formerly AVNP)

The convener of the New Zealand Veterinary Nursing Association's continuing professional development (CPD) scheme (formerly the Accredited Veterinary Nurse Programme - AVNP) is Virginia Thomas VN, BA (Hons) Lit, Cert. Adult Ed, Cert. Adult Lit Ed. Virginia has held this position since joining the NZVNA council in February 2013.

The CPD scheme has changed significantly for 2016 with the introduction of the voluntary list and register

for veterinary nurses. The AVNP scheme (together with its merit and distinction categories) has now been phased out, essentially replaced by the list and register.

VNs are still required to complete at least 20 hours accredited CPD per year and this is now logged on 'My CPD Record' on the NZVNA website. Veterinary nurses who achieve this, together with a minimum of 40 hours clinical work during the year, are entered on the list (VN certificate holders) or the register (VN diploma holders). In 2016 89 VNs were entered on the list and 147 on the register.

CPD is now assessed and, where appropriate, accredited under the NZVNA accredited CPD scheme.

A further change for 2016 is that the CPD year now runs for a full calendar year i.e. from 1st January to 31st December.

With effect from this AGM the management of the CPD portfolio will be transferred to NZVNA executive committee officer Christina Jenkins.

IVNTA

The NZVNA representative on the International Veterinary Nurses and Technicians Association is Virginia Thomas VN, BA (Hons) Lit, Cert. Adult Ed, Cert. Adult Lit Ed.

Virginia has held this position since joining the NZVNA council in February 2013. In October 2014 Virginia also became Secretary General to the IVNTA following the resignation of Sandy Hass.

A general meeting of the IVNTA was held at the annual conference on the British Veterinary Nursing Association (BVNA) in England in October 2015 with representatives from the BVNA, Irish Veterinary Nursing Association (IVNA), National Association of Veterinary Technicians in America (NAVTA), NZVNA, Registered Veterinary Technologists and Technicians of Canada (RVTTTC), and Veterinary Nurses Council of Australia (VNCA) in attendance. Virginia Thomas and Laura Harvey represented the NZVNA.

Following this meeting the NZVNA is now a permanent, core member of the IVNTA (along with the other associations represented at the meeting). As such the NZVNA will pay an annual subscription to the IVNTA and will benefit from being a full member of the association.

The NZVNA now also takes a full and active role in the quarterly teleconference meetings of the IVNTA. With effect from this AGM the management of the IVNTA portfolio will be transferred to NZVNA executive committee officer Laura Harvey.

Amy Ross – Journal/Social Media/NZCAC

NZCAC

- The New Zealand Companion Animal Council's AGM is on the 6th July 2016
- Bob Kerridge who has been part of NZCAC from the beginning, stepped down as a NZCAC member and Patron during the year. His contribution to NZCAC on behalf of companion animals has left behind a huge legacy for us to build on.
- The New Zealand Companion Animal Register (NZCAR) has continued to grow, with 450,000 animals now registered and over 800 organisations. A strategic partnership with PetsontheNet is underway and Scanner Angel was launched in New Zealand with around 650 scanners donated to organisations. Work progressed on a revamped NZCAR website and social media. We value the work of Nygllhuw (Nigel) Morris and the team at Animal Register Limited and there will be some exciting innovative developments to look forward to in future to help reunite lost pets.

- The appointment of Dr Jessica Walker to the position of Manager of the New Zealand Companion Animal Council Inc. Dr Walker has extensive academic and practical experience in companion animal welfare. Since 2012 she has been a Lecturer in Applied Animal Welfare at Unitec and is also Associate Editor of the Journal of Pet Behaviour Science. Prior to this she was a Teaching Associate at the University of Queensland. During her career she has held a diverse range of roles in the companion animal industry such as; veterinary nurse, animal behaviour consultant, animal welfare officer, companion animal attendant and research assistant. Her qualifications include a Doctorate (PhD) from the University of Queensland, a Master of Science (MSc) in Applied Animal Behaviour and Animal Welfare from the University of Edinburgh, a Bachelor of Applied Animal Technology (BAppAnimTech) from Unitec and a Graduate Diploma in Higher Education (GDipHE).

MEDIA

Journal

- In August 2015 Antoinette Ratcliffe joined the editorial team of the New Zealand Veterinary Nurse and officially took over as journal editor in September 2015.

E-Newsletter

- We have continued to deliver the E-Newsletters to our members on a quarterly basis. We are also allowing non-members to subscribe to this E-Newsletter so that they can see what your Council is doing for you and our community.
- We are now accepting paid (relevant) advertising in the e-newsletter.
- We are also using this format to help promote new benefits for NZVNA members.

Facebook

- As of Sunday 19th June, 2473 people like our page. This is an increase of 530 people since August 2015 (our last AGM).
- Encourage your friends and colleagues to like our page. 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.
- While the majority of our likers are from females and from NZ, we also have a significant following from around the world (552 total).
- Our two Facebook groups NZVNA Lovers of Learning and NZVNA Solo Vet Nurses are still running though there has been no interaction in the NZVNA Solo Vet Nurses group. We have recently seen sharing of upcoming webinars in the NZVNA Lovers of Learning group.

Pinterest

- We still post to our Pinterest account; <http://www.pinterest.com/NZVNA/>
- We currently have 14 boards on our page.

Twitter

- This year it was decided to remove our Twitter account as we had no interaction from our members and very little interaction from those within the veterinary community.

Vet Nurse of the Year

- Wendy Jarnet was the recipient of Vet Nurse of the Year 2015.

- Nominations are now open for Vet Nurse of the Year 2016 and I would like to encourage everyone to nominate at least one veterinary nurse that they know that often goes above and beyond.

Laura Harvey – Health and Safety/Vet Nurse Day

Health and Safety

Health and Safety legislation has undergone significant changes in 2016 with the new Health and Safety at Work act 2015 replacing the previous Health and Safety in Employment Act 1992 in April of 2016. While this change in legislation is relevant to all our members, those employed in clinics or other workplaces that were fully compliant with previous legislation won't need to make significant changes to their current health and safety policies.

To keep members up to date with when the legislation was changes, and what changes may impact them, various eNewsletter announcements and Facebook posts have been sent to members. These direct members to relevant pages of the Worksafe website, and will continue throughout the year. There have been no specific health and safety queries from members to date.

Vet Nurse Day

Vet Nurse Day 2015 wasn't as successful as hoped so we have made some small changes to encourage greater uptake in 2016. However, the true success of Vet Nurse Day is hard to measure.

A copy of this year's Vet Nurse Day poster was printed in the June edition of The Veterinary Nurse, giving members a preview of the poster, and hopefully reminding them of the event. The September edition of The Veterinary Nurse will include an A3 insert for members to display in their veterinary clinics (or other places of work).

Changes for 2016:

- Keeping with a consistent theme in the poster design with a change to the colour scheme, allowing for greater recognition of the event.
- Investigating the cost/viability of sending increased marketing material to veterinary clinics, including balloons and banners. This investigation is ongoing as of June 2016.

Constitutional Changes:

PROPOSED REMIT TO THE NZVNA CONSTITUTION PRESENTED AT AGM 23RD JUNE 2016

Amendments proposed at the NZVNA AGM in accordance with the associations endeavours to legalise the veterinary nursing profession. These proposed changes are as follows:

1. The nomenclature of the NZVNA Council be changed to the "NZVNA Executive Committee" and "Council members" to "Executive Committee members" throughout the constitution and rules. Definition of these terms has been added to Section 11: Council.
2. The New Zealand Veterinary Nurse Council (NZVNC) be officially created as a subsidiary of NZVNA
 - a. The objective of the NZVNC, hereafter referred to at the "Vet Nurse Council" is to achieve Professional Regulation and Registration of allied veterinary professionals; and to ensure appropriate and relevant educational standards and training provision for allied veterinary professionals.

- b. The aims of this Council have been incorporated into Section 2 of the Constitution: Aims and Objectives (2.7 and 2.8)
- c. The function of the Chair of the NZVNC has been added to Section 15 of the Constitution: Officer Duties and Functions.
 - i. The Chair should be a member of the NZVNA Executive Committee.
 - ii. The Chair has responsibility for establishment, oversight and reporting of VNC and subsidiary bodies (see below) to the Executive Committee, including requesting authorization for and reporting on any expenditures
- 3. The “Education Standards Committee” (ESC) is created as a subsidiary of the NZVNC
 - a. The objective of the ESC is to establish standards for training of allied veterinary professionals in New Zealand, including accreditation of training providers, reciprocal accreditation with other international bodies.
- 4. The “Professional Standards Committee” (PSC) be created as a subsidiary of the NZVNC.
 - a. The objective of the PSC is to establish and oversee professional standards for allied veterinary professionals, including developing and dissemination of a professional code of conduct for each profession and handling professional disciplinary matters.
- 5. Section 17 – Finances, modified to allow for payment of expenditures on Association related business or towards Aims & Objectives of the association, but must have prior approval

Constitutional changes accepted as presented, no objections or comments received, therefore moved by Julie Hutt, seconded by Jennifer Hamlin.

Election of Officers

President: Julie Hutt

Vice President: Amy Ross

Treasurer: Kathy Waugh

National Secretary: Fiona Hastie

Executive Committee Members: Laura Harvey, Jennifer Hamlin, Kate Leveridge and co-opted member Christina Jenkins

Ratified executive committee member:

Christina Jenkins

Christina Jenkins ratified as an executive committee member – this was moved by Jennifer Hamlin, seconded by Amy Ross.

New executive committee members:

Robyn Taylor, Luanne Corles, Libby Leader, Antoinette Ratcliffe.

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.

No objections received to this motion, seconded Steph McPherson.

President moves that council positions are as presented, no objections. Seconded by Amy Ross.

GENERAL BUSINESS: None

OTHER BUSINESS: None

Next NZVNA Executive Committee meeting to be held Saturday 13th August 2016, in Auckland.

Meeting closed: 2.50pm