

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



**Friday 4<sup>th</sup> August**

**NZVNA Conference – Heritage Hotel, Hobson St, Auckland Central**

**MEETING OPENED**

Jennifer Hamlin, N.Z.V.N.A executive committee member and meeting chair, declared the 2017 AGM open at 11.32am

**PRESENT**

Julie Hutt (President), Amy Ross (Vice President), Fiona Hastie (National Secretary), Kathy Waugh (Membership Secretary / National Treasurer), Jennifer Hamlin, Amy Ross, Robyn Taylor, Laura Harvey, Luanne Corles and Christina Jenkins.

**REGISTRATION OF ATTENDEES**

Circulated and on file

**APOLOGIES**

Stuart Burrough (Patron), Libby Leader (NZVNA Executive Committee Member), Jo Hatcher (VNCA President), Lauren Prior. No further apologies from the floor.

**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 23<sup>rd</sup> June 2016 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 2016 NZVNA AGM, seconded by Kathy Waugh*

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**

It is with the greatest pride we celebrate 25 years of the NZVNA. I would like to acknowledge the Past Presidents, Angela Molly, Steph McPherson, Val Lee, Janet Molyneux, Jan Bedford, Marie Hennessy, Kathy Waugh, Sarah O'Hagan. The dedicated people who have worked so tirelessly on council in the past. Many of these are still giving back to the profession.

Thank you to the Executive committee for the time you give to the NZVNA. Volunteering is an activity that involves putting your unpaid time, energy and skills for the greater good.

New Zealand is a leading nation in the contribution made by volunteers. A 2013 study of the New Zealand non-profit sector estimated that volunteers contribute more than 157 million unpaid hours of work valued at over \$3.5 billion to non-profit organisations.

Volunteers must be certain that they understand the expectation that every organisation has. Numerous non-profit organisations will not survive without the assistance from the many talented people who volunteer their time, skills and knowledge. Data from the Department of Internal Affairs show that the percentage of people surveyed who volunteered in New Zealand has generally trended downwards.

Last year I took a challenge to see how many hours I contributed to the NZVNA. Last week I downloaded a summary and I average between 16 and 20 hours per week. This is done over and above my normal weekly employment, in my own time.

If I was being paid the current minimum wage rate for an adult in New Zealand \$15.75, I am donating approximately 14 thousand dollars' worth of my time per year, If added the rest of the executive committees time - it is priceless.

With the general trend of volunteering declining I am thrilled to say it is not the current trend with the NZVNA. We are thrilled and honoured to have such interest from people in joining the organisation. It is time to future proof the NZVNA and have new people stepping up to learn the ropes and take on some of the responsibly.

This past year one of our executive, Kate Leveridge left for her OE and to advance her education in Veterinary Nursing. We wish Kate well and look forward to seeing her back one day.

I would like to thank and acknowledge Kathy Waugh, our treasurer, membership secretary and website administrator, thank you for your dedication and time. Amy Ross, vice president and Fiona Hastie, secretary. The general executive, Antoinette Radcliff, Laura Harvey, Christina Jenkins, Libby Leader, Robyn Taylor, Luanne Corles and Jennifer Hamlin. Thank you for your time and dedication.

The Allied Veterinary Profession Regulatory Council as well as the Educational Standards Committee and Professional Standards Committee. Your dedication and work over the last year to help bring regulation, standardisation to education and the profession has been outstanding.

Mary Fawcett, the Editor of the New Zealand Veterinary Nurse Journal, the hours of work that goes into getting this to the press on time, thank you. You are producing a journal we are all proud of.

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

Along with the NZVA we are thrilled to be celebrating the news that tail docking will be banned. The announcement concluded over two decades of campaigning by veterinarians, to speak up for animals that did not have a voice. It's been a long journey and the NZVNA is fully supportive and congratulate those who have campaigned for the greater good. Along with the tail docking ban the NZVA welcomes new animal welfare regulations, the regulations set out changes in the areas of cattle disbudding, animal transportation, dew claw removal. Let us move forward and see NZ being internationally recognised with the highest animal welfare standards.

How do you view your profession, your veterinary family, the people you spend most of your time with? Sharing ideas, values, education. This is such a diverse profession group.

I am going to quote something I read recently about life, making the most of every day. It's easy to get lost in the humdrum of daily life, it feels like you have all the time in the world – but we don't. Our time is limited. This is something written by a 24year old man.

Don't waste your time on work that you don't enjoy. It is obvious that you cannot succeed in something that you don't like. Patience, passion, and dedication come easily only when you love what you do.

It's stupid to be afraid of others' opinions. Fear weakens and paralyzes you. If you let it, it can grow worse and worse every day until there is nothing left of you, but a shell of yourself. Listen to your inner voice and go with it. Some people may call you crazy, but some may even think you 're a legend.

Take control of your life. Take full responsibility for the things that happen to you. Limit bad habits and try to lead a healthier life. Find something that makes you happy. Most of all, don't procrastinate. Let your life be shaped by decisions you made, not by the ones you didn't.

You can float through a life created by circumstances, missing day after day, hour after hour. Or, you can fight for what you believe in and write your great story. I hope you will make the right choice.

Make it interesting. Make it count!

Thank you!"

*Jennifer Hamlin moved that we adopt the 2017 Presidents Report, seconded by Amy Ross*

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

Those in favour: **all**

Those against: **nil**

Result: **carried**

Jennifer Hamlin thanked Julie Hutt on behalf of the NZVNA Executive Committee for her work.

#### **TREASURERS REPORT, AND FINANCIAL STATEMENTS – Read/presented by Kathy Waugh**

The past year has shown a huge increase in membership. We currently have around 1200 members. This is great for the veterinary nursing industry as a whole, but does reflect in our expenses.

Our Journal costs for the last year were over \$32,000. We are fortunate enough to have continued sponsorship from Industry. Hills Pet Nutrition is again our Gold Sponsor and we would also like to acknowledge Provet, Merial and SVS for their continued advertising. Antoinette Ratcliffe has done a great job over the past 2 years of once again lifting the standard of the Journal and she now passes the reins to Mary Fawcett, who is our current Journal Editor

Postage costs have also increased so that reflects negatively on the large membership numbers.

With the advent of voluntary registration we have assisted 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 is being done through NZVNA at this stage. Eventually it is hoped it will become self-funding.

On the bright side we have been able to put together this fabulous conference with the help of all the great

Industry people you see here today, so please take the time to visit the stands and here what they have to say

The balance in the current account as at 31 December 2016 was \$21,505.55 and savings Account \$41,561.90 and a full Income statement has been produced and tabled today.

## PROFIT AND LOSS REPORT 2016

<b>N.Z. Veterinary Nursing Association - Profit And Loss Report</b>				
This report shows reconciled transactions only.		From :	1/01/2016	
Account: *** ALL ***		To :	31/12/2016	
Category	%	Nett Income	Nett Expense	GST Amount
<b>Income</b>				
Badges	0%	663.04		99.46
Conference income	1%	1,385.22		207.78
Continuing Education	1%	1,867.62		280.13
GST Received	1%	845.31		126.79
Interest Received	0%	478.92		0.00
Journal/website ads	14%	19,760.07		2,784.01
Membership subs	47%	65,600.59		9,748.80
Miscellaneous income	1%	1,335.98		200.39
Sponsorship	14%	19,546.53		2,931.98
Transfer	14%	20,000.00		0.00
VN Dinner	6%	8,469.57		1,270.43
<b>Income Total</b>		<b>139,952.85</b>		<b>17,649.77</b>
<b>Expense</b>				
Badge purchases	3%		5,191.50	(778.74)
Bank Fees	2%		2,576.07	0.00
Conference	2%		2,476.85	(371.52)
Contuing Ed expenses	1%		1,044.35	(156.65)
Council expenses	10%		14,435.32	(2,165.31)
Gifts	0%		126.08	(18.91)
GST Paid	3%		5,146.46	0.00
Honorarium	3%		5,000.00	0.00
Journal expenses	22%		32,634.89	(4,895.24)
Miscellaneous	0%		26.08	(3.92)
Postbox rental	0%		152.17	(22.83)
Professional Fees	3%		4,034.00	(605.10)
Refund	0%		408.67	(61.29)
Regulatory Council	1%		989.48	(148.42)
Stationery/postage	4%		5,520.93	(828.14)
Subscriptions/levies	0%		191.31	(28.69)
Telephone/toll calls	0%		457.59	(68.65)
Transfer	33%		50,000.00	0.00
VN Dinner	7%		10,325.40	(1,548.81)
Website	6%		9,767.70	(1,465.17)
<b>Expense Total</b>			<b>150,504.85</b>	<b>(13,167.39)</b>
<b>Grand Total:</b>		<b>139,952.85</b>	<b>150,504.85</b>	<b>4,482.38</b>
<b>CASH PROFIT / (LOSS) :</b>		<b>(10,552.00)</b>		

*Jennifer Hamlin moved that we adopt the 2017 Treasurers Report, and financial statements for the year ending 31<sup>st</sup> December 2016, seconded by Christina Jenkins*

The motion was open for discussion, two questions were raised from the floor.

- Question from the floor re cost of the journal, and how that could be reduced
- Suggestion was made as to whether it should be an online journal to reduce the costs
- Chair asked for a show of hands as to who would prefer an e-copy of the journal, approximately a third of those present.
- NZVNA Executive advised it would be worth polling the membership, to get an accurate idea of whether an online only journal will be well received
- Jennifer thanked the attendees for their feedback and comments

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 – will report on membership, website, contact number.
- Fiona Hastie – HR services advising, Vitae
- Amy Ross – NZCAC, Vet Nurse of the Year, and social media.
- Christina Jenkins – CPD
- Antoinette Ratcliffe –Journal Liaison
- Laura Harvey – OSH, Vet Nurse Day \*(Jennifer Hamlin read report on Laura's behalf due to illness)

*Jennifer Hamlin moved that we adopt the 2017 preceding portfolio reports, seconded by Kathy Waugh*

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

Those in favour: **all**

Those against: **nil**

Result: **carried**

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

### **MEMBERSHIP SECRETARY**

As at 31 July 2017 membership stands at 1163

#### **New members:**

June 25

July 41

#### **Renewals:**

June 134 (1 not renewed)

July 78 (27 still to renew)

**Clinic invoices:**

June 6  
July 2

**0800 NUMBER**

June 37  
July 41

**WEBSITE**

**Marketing emails:**

June 8  
July 3

**Website visits:**

June 2726  
July 3044

**Return visits:**

June 1351  
July 1511

**Enquiries:**

June 19  
July 13

**Orders:**

June 112  
July 145

**WEBSITE**

The Regulation page has been updated with information from Jen Hamlin

**BADGES**

One RVN badge ordered

**WCEA CPD PORTAL**

11 members logged in within the last 30 days  
15 courses taken within the last 30 days

## Fiona Hastie – 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 2018, 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.

## Amy Ross – Journal/Social Media/NZCAC

### NZCAC

- The New Zealand Companion Animal Council has had a change of structure over the last year where they have appointed Jessica Walker as manager and created an Executive Board.
- Meetings have been changed to regional meetings where topics of interest and concern are discussed on both a regional and national level. This means that there is a decreased travel and cost for all members of the NZCAC. Representatives from organisations can attend any of the regional meetings as long as they RSVP.
- The next NZCAC AGM is Tuesday 15<sup>th</sup> August.
  - They are proposing amendments to the rules to give better clarification and align better to legislative requirements. In addition to this, with NZCAC a nationally representative organisation, it is important to provision for 'proxy' voting in future as not all members are able to travel to AGM's. We also want to provision in the rules inclusion of the NZ Veterinary Nursing Association as a member organization at executive board level.
- The Ministry for Primary Industries has recently announced 46 new animal welfare regulations. These include but are not limited to;
  - **Prohibiting unnecessary tail docking of dogs**
  - **Dogs left in cars**
  - **Injuries from collars and tethers**
  - **Dog dew claw provisions**
  - **Keeping dogs secured on moving vehicles**

The New Zealand Veterinary Association released this as part of their statement on the changes when they were announced "This reinforces the critical role that veterinarians have to play in New Zealand in protecting animal welfare through ensuring that only animals that are fit and sound are transported," NZVA

head of veterinary services Dr Callum Irvine said."

Further information in regards to Animal Welfare Regulations can be found here

<http://www.mpi.govt.nz/law-and-policy/legal-overviews/animal-welfare/animal-welfare-regulations/>

- Local councils will vote on a proposal that seeks to facilitate improved management of all cats in New Zealand through relevant, useful legislation.

## **MEDIA**

### **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 Tuesday 2<sup>nd</sup> August, 2825 people like our page. This is an increase of 352 people since June 2016 (our last AGM).
- 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.
- While the majority of our likers are from females and from NZ, we also have a significant following from around the world (652 total – this has increased by 100 people since last AGM).
- 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 and only a small amount of interaction in our Lovers of Learning group.
  - 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 98 followers and are following 43 people.
  - If you or your clinic has an Instagram account, please let us know and we will follow you
- We currently have 50 posts on Instagram

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

- Kate Leveridge was the recipient of Vet Nurse of the Year 2016.
- Nominations are now open for Vet Nurse of the Year 2017 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

#### Vet Nurse Day

Vet Nurse Day continues to have minimal uptake from vet nurses in practice. We aim to increase awareness of VND this year.

- VND 2017 is Oct 13<sup>th</sup>.
- VND Poster sorted, and being displayed at conference.
- Poster to be distributed with next journal also.
- Working with Antoinette on way to promote VND this year, primarily via our social media platforms.

#### NZCAHF

NZCAHF is keen to increase its communication with vet nurses, as well as grow the number of applicants that apply for funding.

- Attended NZCAHF meeting on June 19. NZCAHF continue to seek ways of obtaining contributions for veterinarians, veterinary nurses and veterinary practices.
- NZCAHF continue to provide us with a newsletter to share with members.
- NZCAHF have a digital brochure they would like included in the e-newsletter. To discuss with Amy (e-newsletter editor).

#### Health and Safety

Only a few queries from vet nurses (unsure of member status)

- 2 queries regarding pregnancy in practice.
- 1 query regarding heavy lifting (from a student, for an assessment).

1 query regarding where to access new legislation (from a student, for an assessment)

### Christina Jenkins – CPD

We are continuing to see an increase in the number of nurses and technologists completing their 20 points per year to join the voluntary list/register. Our numbers have grown by almost double from 216 in 2016 to a huge 387 in this current 2017 year.

The NZVNA membership has continued to rise and is now hit over 1000 members at 1163. Noting this we will be expecting these list/registered numbers to rise again in 2018.

Improvements that have been made to MY CPD record online will make it easier for members to add and upload their CPD as well as making it easier for the NZVNA to collaborate the data at the end of the year.

The support we have seen at this year's conference really shows how important continuing professional development has become for New Zealand nurses. We are all really excited for the future of the profession as well as the continuing advancements towards regulation.

### Antoinette Ratcliffe – Journal Liaison

#### Journal liaison

Graphic artwork made for conference stand (CPD points and case study posters) passed on to Mary to be

used as space fillers.

Vet Nurse Day posters have been printed and ready to be added as inserts for the next journal.

At conference:

- Mary is organising someone to review conference.
- Antoinette to take photos at conference for the article, and for future use.
- Mary to talk to reps at conference about organizing a prize for student case studies.
- Mary and Antoinette to talk to stand holders at conference about advertising in the journal.

### **Vet Nurse Day assisting**

Artwork finished and printed as posters and flyers for conference

Idea to run past everyone: possible social media cards for clinics to use on their facebook pages etc something along the lines of:

- 'today we're celebrating our veterinary nurses on NZ Veterinary Nurse Day' or
- This Friday we're celebrating NZ Veterinary Nurse Day! #(this years hashtag)
- Our veterinary nurses are an integral part of our veterinary team, and this Friday we're celebrating their wonderful work on NZ Veterinary Nurse Day.
- Friday 13<sup>th</sup> October is Vet Nurse Day! Join us in celebrating the wonderful work our team do by ... (add something here)

**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. As no other nominations were required for these officers, they are duly elected. Details as below:

#### **Election of Officers**

**President:** Julie Hutt

**Vice President:** Amy Ross

**Treasurer:** Kathy Waugh

**National Secretary:** Fiona Hastie

**Executive Committee Members:** Laura Harvey, Robyn Taylor, Luanne Corles, Libby Leader, Antoinette Ratcliffe, Christina Jenkins

#### **Election of new executive committee members**

The two elected seats were put up for nomination. Nomination documents have been made available to all members prior to the meeting. As per NZVNA constitution, the deadline for nominations was two months prior to this AGM, so nominations have now closed.

Five people have been nominated, seconded, and accepted for these two positions. The motions were put to ballot to elect two people for the position of NZVNA Executive Committee member. Voting was available online. Election ballots have additionally been included in conference proceeding bags. Deadline for submission was 10am today. These have now been counted and verified, by Kathy Waugh and Linda Sorenson:

*Nominees (in alphabetical order) as read by Fiona Hastie*

*ALICE GASNIER*

*LYNETTE HOBBS*

*HOLLY KENDRICK*

*LAUREN PRIOR*

*NIKITA WOODHEAD*

*Results of the ballot are: **Lynette Hobbs and Lauren Prior***

**NEXT ANNUAL GENERAL MEETING**

Will be held at Claudelands Event Centre, Hamilton, 21 June 2018.

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: 12.01pm**