NEW ZEALAND VETERINARY NURSING ASSOCIATION

COUNCIL MEETING

Auckland Airport – Conference Cabana Room

Saturday 21st November 2015

Meeting commenced: 9.03am

Present: Julie Hutt, Amy Ross, Laura Harvey, Ginny Thomas, Fiona Hastie, Wendy Jarnet, Christina Jenkins, Jennifer Hamlin, Stephanie Williams (arrived 10.30am).

Apologies: Kate Leveridge.

Minutes confirmed from previous meeting by Kathy Waugh & seconded by Amy Ross.

Matters arising from previous minutes:
Elections/feed back on notice of AGM/Elections – apathy on this from members, thoughts from council and new attendants, trying to get this out to members. Encouraging feedback, newsletter and online great for this.

Correspondence:
22/10/15 To Fiona Hastie - Philip Judge – online conference invite to have a virtual stand and detail to our members. Unfortunately short notice, so missed deadline.
20/8/15 – 31/8/15 To Fiona Hastie - Conference Sponsors feedback, see Conference portfolio report for summary
15/11/15 To Julie Hutt - WSAVA – report due by 15th December, AGM minutes, council list, membership numbers, summary, photos.
25/10/15 To Julie Hutt – Trusted House sitters

Actions from previous minutes – Date: 9th May 2015

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<tr>
<th>ACTION</th>
<th>COUNCIL MEMBER</th>
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<td>Task</td>
<td>Responsible Person</td>
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<tr>
<td>Proof reading of speaker talks. Linda Sorenson for any technical</td>
<td>Mary &amp; Laura, Amy</td>
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<tr>
<td>questions, drug dose checks etc.</td>
<td>editing proceedings</td>
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<td>Laura &amp; Amy editing proceedings – Mary available if required</td>
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<tr>
<td>Sponsor for Phillip Judge (SVS, Provet)</td>
<td>Fiona</td>
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<td>Not yet specifically – ONGOING</td>
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<td>AGM Separate adjudicator to ensure nothing is missed and everything</td>
<td>Julie</td>
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<td>runs smoothly.</td>
<td>report back on who will</td>
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<td>do this.</td>
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<td>Funny Frame for conference to provoke interest in registration.</td>
<td>Kate &amp; Michelle</td>
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<td>Just Kate – ONGOING</td>
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<td>NZVNA stand for registration, something simple, clear and informative.</td>
<td>Kathy &amp; Laura</td>
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<td>Deferred to Fiona</td>
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<tr>
<td>T-Shirts for VN’s to promote registration. Vista Print</td>
<td>Michelle</td>
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<td></td>
<td>Reallocated to Kate/Jen/Laura - REJECTED</td>
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<tr>
<td>Work on conference, ideas, schemes stand design, theme, prizes,</td>
<td>Kate &amp; Michelle</td>
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<tr>
<td>competition liaising with and directing.</td>
<td>ONGOING – Kate/Fiona/Kathy</td>
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<td>Liaising for the VN dinner, name tags/sponsor labels etc</td>
<td>Laura &amp; Fiona</td>
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<tr>
<td>Find a suitable DJ for VN Dinner</td>
<td>Laura</td>
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<td>Flyer for registration, not too much depth, basic information to go</td>
<td>Jennifer</td>
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<td>into satchels.</td>
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<td>List of to do’s prior to conference to be ticked off.</td>
<td>Kathy &amp; Fiona</td>
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<td>Nurses pouches etc to look at costs, perhaps sponsorship to help</td>
<td>Jennifer</td>
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<td>promote. Jennifer to call regarding other products.</td>
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<td>Speaker list through to Kathy</td>
<td>Julie</td>
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<td>Sponsorship liaison</td>
<td>Julie to speak to Fiona</td>
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<td>Council bootcamp/health check with Sue Crampton.</td>
<td>Julie</td>
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<td>Task</td>
<td>Responsible Person(s)</td>
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<tr>
<td>Hills Relationship (VN of year, conference, Buddy Award) – To follow up with Danielle/new contact</td>
<td>Julie/Fiona</td>
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<td>WSAVA relationship and process to discuss with VNCA</td>
<td>Julie</td>
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<td>Exit Questionnaire set up and check and forward to Michele and Mary.</td>
<td>Fiona to lead – Ginny/Jen to check over</td>
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<tr>
<td>Kauri lazy-susan as gift for Philip Judge – arrange plaque for underneath</td>
<td>Fiona</td>
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<tr>
<td>Contact Sue Crampton re meeting later in the year Nov or early 2015 – Chch or AKL</td>
<td>Fiona/Julie</td>
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<td>Approach Provet re sponsorship of Sue Crampton</td>
<td>Fiona/Julie</td>
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<tr>
<td>Liaise with Robyn Taylor re flights/accommodation for conference</td>
<td>Fiona</td>
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<td>Data from survey/reciprocal survey information from CCG/Rosie Overfield/Sue Crampton</td>
<td>Jen/Julie</td>
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<tr>
<td>Approach VNCA for conference feedback data</td>
<td>Julie</td>
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<td>VNCA Members treated as NZVNA members for the costs of conference – communicate to VNCA</td>
<td>Julie</td>
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<tr>
<td>Invite Helen Power to conference Aug 15</td>
<td>Fiona</td>
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<tr>
<td>Price cost of recycled paper for proceedings for conference</td>
<td>Amy</td>
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<tr>
<td>Draft sustainability policy development</td>
<td>Laura</td>
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<td>Approach Angela Payne re sponsoring award again</td>
<td>Fiona</td>
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<td>Circulate key Angela Payne award potential recipients to council</td>
<td>Amy</td>
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<td>Approach Vitae re having a stand at conference</td>
<td>Fiona</td>
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<td>Approach Jo at Provet for conference prizes</td>
<td>Julie</td>
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<tr>
<td>Arrange access for pack in additional on Thursday before conference – with Rydges</td>
<td>Fiona</td>
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Matters arising from Portfolio Reports:

**Hills** – Danielle leaving with Hills to go to Australia, Mark O’Byrne returning to UK. Unsure on who will be our contact. Support for VN of year locked in.

**Vet Nurse Day** – This year challenges, bit of a flop due to differing reasons.
Additional Ideas:

- Letter from council/exec to all members
- Vet Nurse Day Pack- Banner, balloons, poster, pens, badges, pens etc
- Vet Nurse Week
- Prize for best photo

**Journal Liaison** – Fi remain with portfolio, but proofing needs to be given up. Laura to step up on proofing specifically, happy to help with clear direction. Linda Sorenson available for proofing and peer review if needed. Mary working well, still keen as far as aware.

**Registration** – Jen presented to council. Jen getting around 30 emails a month, Kathy getting messages as well. NZVNA members get free membership at this point.

NZVNC – will eventually take over governance. CPD/Hours requirement safe between list and register. ANTECH disestablished, interim Educational Standards Committee, committee selected members based on skills/diversity.

Option toward voluntary accreditation of providers, along with voluntary registration.

**Remit – Name Change – Constitutional changes for 2016**

Due to NZ Veterinary Nursing Council implementation, change to NZVNA Council name.

Agreed name NZVNA Executive Committee

**General Business:**

**Welcome - Stephanie, Christina & Wendy**

Julie welcomed the three members who have taken an interest in joining council, all council members introduced selves/roles/position on council. Stephanie, Christina and Wendy introduced selves and reason for considering council.

**From correspondence...**

**David Liss – RVT** Webinars & Potential Speaker. RACE Approved. Council approved loading on website for CPD.

**Vet Check** – Hills linked with VetCheck, launching in NZ soon. Julie to progress discussion, clarify acknowledgments, content and speak to VNCA. Discussion re NZ provider, consideration of member benefit vs sponsors. Aware of not offending current sponsors, so using e newsletter, also checking member benefits vs ordinary free benefits.

**World Veterinary Association** – The World Continuing Education Alliance. Questions around access to CPD, where comes from, costs initially and ongoing.

**Other General Business**
Journal Advertising Rates – Suggested changes from Amy for 2016, also reviewed website and email pricing. See below, updated pricing. To be advertised in December journal. Circulated by Amy Ross.

New Zealand Veterinary Nursing Association Advertising Rates for 2016

<table>
<thead>
<tr>
<th>Journal Rates</th>
<th>Single Edition</th>
<th>Annual 4 editions</th>
<th>Sizes</th>
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<tbody>
<tr>
<td>Quarter Page advertisement</td>
<td>$400</td>
<td>$1450</td>
<td>96mm wide x 135mm high</td>
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<tr>
<td>Half Page advertisement</td>
<td>$550</td>
<td>$1900</td>
<td>192mm wide x 140mm high</td>
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<tr>
<td>Full Page advertisement</td>
<td>$700</td>
<td>$2500</td>
<td>Non-bleed advert: 192mm wide x 279mm high</td>
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<td></td>
<td>Full-bleed advert: 218mm wide x 305mm high</td>
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<tr>
<td>Inside Covers**</td>
<td></td>
<td>$3000</td>
<td>Full-bleed advert: 218mm wide x 305mm high</td>
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<tr>
<td>(Full Page)</td>
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<tr>
<td>Back Cover**</td>
<td></td>
<td>$3700</td>
<td>Full-bleed advert: 218mm wide x 305mm high</td>
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<td>(Full Page)</td>
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<tr>
<td>Advertorial article (2 pages)</td>
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<td>$1200</td>
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Journal printed -- March, June September and December.

The deadline for each journal is the 1st of the month prior i.e. February, May, August and November.

Flyer insert in journal $350

(Copies supplied by advertiser ~ confirm with journal editor on numbers required)

Direct mail-out, same flyer as above if provided with prepaid envelopes $350

**Taken for 2016

Website Opportunities

| Classified Employment or CE advert emailed to member database | $150 per email |
| Classified Employment or CE advert on webpage               | $120 per month |
Classified Employment or CE advert on webpage and an e-mail to member database $250

<table>
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<tr>
<th>Multi-Media Package Deal</th>
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<tr>
<td>One e-mail to member database, webpage advert (one month) &amp; ¼ page advert in one journal</td>
<td>$580 per quarter</td>
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<tr>
<td>One e-mail to member database, webpage advert (one month) &amp; ½ page advert in one journal</td>
<td>$720 per quarter</td>
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<tr>
<td>One e-mail to member database, webpage advert (one month) &amp; full page advert in one journal</td>
<td>$820 per quarter</td>
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**Other opportunities:**

E-newsletter $150

Please contact the journal editor or refer to our website www.nzvna.org.nz

**All prices are GST exclusive**

Please Contact Journal Editor – journal@nzvna.org.nz
c/- NZVNA PO Box 35831, Browns Bay, Auckland 0753

NZCAHF – see Ginny’s report, portfolio change to Laura now, as mostly based in Auckland

IVNTA – Ginny proposed cost for member support is equivalent of member countries membership fees – therefore $80. All agreed this was reasonable, Ginny will report back to IVNTA when next meet.

AVNP/Regulation on to list – Review on dealing with this via website & with my CPD. With regards to published register, challenge with verifying quals and dates, meaning difficulty with existing members. Therefore – customisation further with website, Kathy to work with Zeald on My CPD, and sign up membership emails. Decided contact to providers. My CPD button ‘off’ on 16th Dec, then random audit by Ginny of CPD. List & register created out of that. All current will need qual checked. Badge and certificate discussion.

Gold/Silver/Bronze tier system will not be used this year.

**Notes from Jen Hamlin re regulation**

The NZVNA Regulation Committee has been meeting regularly to progress development of the new VN regulatory organisation. Some recent outcomes are:

1. An interim VN Educational Standards Committee has been appointed to step in after the dissolution of the ANTECH board. The primary tasks of this committee are to 1. transition ANTECH resources and archived history; 2. investigate how the committee might function in the future under
the new regulatory organisation; 3. keep lines of communication open between all stakeholders; 4. begin the process of developing minimum educational standards which will likely be modeled after the UK in terms of embedding and adapting the RCVS Day One Competencies and Day One Skills.

2. Development of the registration/list badge is underway and the voluntary register and list will commence on 1 January 2016 as planned.

3. Governance structure of the new regulatory organisation is a matter of discussion and the NZVNA Regulation Committee will be meeting with Veterinary Council of New Zealand again in early February

**Secretariat** - Sue Crampton discussion with Julie, break down of Kathy’s responsibilities, job description, which parts are council, which are ‘employed’ position? Therefore consideration of bootcamp with Sue in 2016.

**Boot camp** – Intended for 2016, Christchurch or Auckland, dates to be sorted with Sue/Julie as options.

**Skype** – New time 8pm, Wednesdays. Skype hosting by Jen.

**Conference 2016** – Program set now, speakers sorted. Ian Ross, Hayley Squance, Danika DeSouza, Sue Crampton, Liza Schiender, Brent Higgins. Dinner, venue booked.

**Portfolio reports:**

**Julie Hutt (President)**

**Vet Nurse of the Year**
This is now being totally run by NZVNA, as Hills do not have the allocated staffing to do this. Unfortunately this was not conveyed to us until conference this year. Thank you to Amy for getting the flyer and application form done so quickly. AVNA did not do VNOTY 2015 as they did not time or someone to do this. We are still fortunate to have Hills Pet Nutrition funding this but need to look at this well in advance for 2016 and have application forms etc. Ready for our stand at conference and also make sure Hills help with the promotion of this. Forms also to go out with suppliers.

VNOTY – total of 28 applications and most of a very high standard. Even a vet trying her luck at being VNOTY. Our top 6 entries were a credit to the profession and of a very high standard. Thrilled to say that I was only the coordinator and not on the judging panel this year.

**NZVA – Guide to infection control**
The NZVA Guidelines for Infection Control and access to these as a resource for veterinary nursing students (and VN’s).

These were developed as a member only resource for NZVA, they support NZVNA and view that these should be a resource for veterinary nursing students and veterinary nurses alike to drive improving standards of infection control.

Rather than just make this document open source NZVA proposed that they ‘gift’ the document to the NZVNA as a resource, and that as such you can then make it available to VN’s and nursing students who are members of NZVNA only.
In October Andy Peck from Trusted House sitters came down to Christchurch for a meeting.

They are set up for Home and Pet owners and also house sitters.

The outcome of the meeting was:

For veterinary nurses – they can provide a 50% sitter discount for veterinary nurses – with an additional 20% contribution made by ourselves towards a charitable fund you suggested. Also provide a complimentary pet owner membership too if looking for a sitter.

For veterinary practice customers across NZ – can provide a complimentary 3 month membership (at least to commence before March 2016) – and will then review how best to extend a customer offering from there.

For us:

E-newsletter – please keep us posted on when the next deadline for this is – as clearly ideal for pre-Christmas communication for practice customers.

THS –provide detail about what we offer / benefits and vet nurse case studies for inspiration – and customer case studies to give an indication of how we help pet owners (via a link to more information).

Vly Journal for vet nurses – (I agreed to this) for us to feature inside this.

THS also produce a landing page for a link from your members’ website to be able to take advantage of the exclusive vet nurse discount – and also a PDF of practice leaflets discussed as an ideal download and print resource for vet nurses’ customers.

They are really excited at the prospect of working together and looking forward to building a strong partnership between TrustedHousesitters.com and the NZVNA.

I will apologise to Journal and newsletter team for throwing this at them at the last minute.

I took this as a benefit to members.

Conference 2016 21-24 June 2016 Hamilton

This has been a busy couple of months trying to put this in place. The theme is very not ideal “Worlds in Fusion”

From NZVA:
The theme ‘World’s InFusion’ reflects our desire to reinforce that veterinarians’ work in the animal world cannot be separated from the human and physical worlds we share. You’ll be familiar with the One World One Health concept – we want our various audiences to be more aware of veterinarians’ ability to join the dots to help achieve greater animal, human and environmental wellness.

A comment that has come back from one our speakers is: May be it could be:

The theme ‘World’s InFusion’ reflects our desire to reinforce that veterinary professional’s work in the animal world cannot be separated from the human and physical worlds we share. You’ll be familiar with the One World One Health concept – we want our various audiences to be more aware of veterinary professional’s ability to join the dots to help achieve greater animal, human and environmental wellness.
Our speakers for 2016 are Dr Ian Ross x 2, Hayley Squance x 2, Deneka De Sousa –Wildbase x 2, Sue Crampton x 3, Liza Schneider x 2 Brent Higgins x 2

**Merial Awards**

Merial Ancare Meritorious Award for those doing the National Certificates and recognised by NZVNA. This year 4 awards have been presented.

With the changes to programs 2016. This will have to be amended. I have emailed Brook to let her know of the changes before they get flyers etc. Printed.

**VNCNZ**

This is moving forward and at present working on badges for LVN and RVN for next year, we have employed Snaffle Creative Design & Marketing Solutions to help with the design of badges and website. This is not an easy task and needs to be perfect. Moving forward we have a meeting with VCNZ in February to discuss our future, and at present working through the legal aspects of everything from the group’s name to use of the work registered. Also we will be looking at how to gain support from MPI. The other part of this is that there has been separate group set up to look at education, from providers, first day competencies etc.

I want the thank those involved with this huge task, Jen Hamlin, Catherine Rice, Patricia Gleason, also the education group. All putting in voluntary hours to make this work.

**OSH**

Not my portfolio but have had to deal with a clinic having issues with Radiography safety. The end result was the clinic being audited and being given notice to comply or lose their licence.

**NZ Careers Website**

They contacted us for an update of the website and this is still on going. It has had a few changes but will need to look at this in more details.

Ministry of Business, Employment and Innovation.

They produce an annual Occupation Outlook and developing content of the 2016, they are proposing to include veterinary nurses in the list of occupations. Thank you to Jen and Ginny who helped edit this document. It is great to be noticed by the Ministry of Business.

**Qualification badges**

Only a small number ordered but would like to review this for next year.

**General**

It is very important for council member’s to advise us when they are going away or unable to complete their duties. It enables us to make sure that any projects are looked after or enquires forwarded to someone else who is able to help.

Thank you Ginny and Kate for keeping us advised of your plans. I hope you have both enjoyed your travels and we look forward to seeing your adventures written up in the journal.

**TREASURERS REPORT**

Balance in 00 account as at end of October $18355.93
Balance in savings account as at end of October $51002.35
GST owing for September/October $344.28

Kathy Waugh (Treasurer/Membership Secretary/Website)

MEMBERSHIP SECRETARY

As at 31 October Membership stands at 782

27 new members in September
15 new members in October
103 renewals for September with all renewed
58 renewals for October with 25 still to renew
6 clinic invoices were sent out in September
2 clinic invoices sent out in October

0800 NUMBER

66 calls in September – bill $60.90
51 calls in October – bill $39.63

WEBSITE

September:
5 marketing emails were sent out
4104 visits, 3979 unique visits
2827 new visits
1277 return visits
20 enquiries
111 orders

October:
7 marketing emails were sent out
4466 visits, 4364 unique visits
3258 new visits
1208 return visits
22 enquiries
105 orders

AVNP
239 members enrolled, with 141 having submitted their points

Ginny Thomas (AVNP / IVNTA / ANTECH / NZCAHF)

ANTECH – The ANTECH board met on 27.10.15. This was the final meeting of the ANTECH board which we be dissolved as a result of the transition from the ‘National’ certificate / diploma qualifications to the ‘New Zealand’ certificate / diploma qualifications. Since the ANTECH board was established to oversee the outgoing qualifications its role is now redundant. It is expected that a new body will be set up to provide oversight of the new qualifications.
The chair of the ANTECH board, Fiona Richardson has resigned with immediate effect and Francesca Brown will be acting as caretaker chair for any business during the winding up of the board.

This will be the last NZVNA liaison report for the ANTECH board

AVNP – The end of the AVNP year is 15th December and all submissions must be received by then using the online system. Once submissions are closed a random 10% sample will be selected for checking. E certificates being sent out following the audit while badges and paper certificates will be sent out on receipt of requests and payment from participants.

Discussion regarding the management of the AVNP in 2016 will be had at the NZVNA Council meeting on 21.11.15

IVNTA – The International Veterinary Nurses and Technicians Association (IVNTA) held its first general meeting since 2004 on Saturday 10th October 2015. The meeting was hosted by the British Veterinary Nursing Association (BVNA) at their annual congress in Telford, England. Present were representatives from the BVNA, Irish Veterinary Nursing Association (IVNA), National Association of Veterinary Technicians in America (NAVTA), New Zealand Veterinary Nursing Association (NZVNA), Registered Veterinary Technologists and Technicians of Canada (RVTTC), and Veterinary Nurses Council of Australia (VNCA).

The first priority of the meeting was to establish whether or not the IVNTA should continue to function. It was unanimously decided that it should do so which meant that the meeting’s attention could immediately focus on what capacity the IVNTA should function in and how it should operate in the future, particularly with regard to its own sustainability.

The key issues for the future of the IVNTA are communication and financial stability. With the aim of improving communication it was determined that:

- a private forum be set up on the IVNTA website to provide a platform for discussion between member association representatives,
- biennial general meetings be held,
- digital meetings be held at regular intervals between general meetings.

Discussion was held regarding funding of the IVNTA’s activities. It was suggested that permanent members of the Association pay annual subscriptions to the IVNTA to provide it with an income to meet its running costs and other activities. Representatives are discussing this with their respective associations to gauge whether this is acceptable.

Much discussion was had regarding raising the profile, and standard, of veterinary nurses and technicians internationally and also regarding mutual recognition of our qualifications and association memberships internationally. One outcome of this was the stated desire to have an international standard of what skills and knowledge a veterinary nurse / technician should have. The permanent members of the IVNTA are currently working on this list.

It was suggested that a core group of associations, represented by those who attended the meeting, would form a permanent membership of the IVNTA with associations from other countries as associate members.

The next meeting of the IVNTA will be an online meeting hosted by general secretary Virginia Thomas on 31st January.

NZCAHF – No activity since last report.
**Fiona Hastie (Journal Liaison /HR/Conference)**

**HR**

Small amount of contact since last meeting, one I needed to remove myself from due to conflict of interest. Most recently (and apparent due to practices being purchased) support and advice around contract renegotiations.

Vitae – Challenging at present as not getting contact prior to service being funded. Am waiting to hear back from Vitae on this, left message. Will update.

Vitae Report – filed in with portfolio reports, one use only.

Vitae unfortunately were unable to attend conference, at last minute Carol was sick, so stand was unmanned.

**Journal Liaison**

Handover from Amy to Antoinette appears to have gone well. Huge thanks to Amy for her commitment, support of the handover and all the hard work previously. Antoinette is motivated and on track, very enthusiastic and doing a great job so far.

I’d like to continue with the position of journal liaison and support/assistance for Antoinette (and Mary); however by mid next year I’ll need to step down from proofing (happy to do March, and handover in June), due to the time commitments and other responsibilities I have personally.

**CAS Wellness Project**

Nothing to report currently.

**Conference Summary**

Overall really satisfied with a great professional job by the team, thank you all, particularly Kathy for the work in this. We certainly can achieve a great conference stand alone!

Excellent feedback from sponsors, some of which detailed below. All thank you’s sent/given to sponsors and others involved (Rydges, Exhibition Hire).

Things to consider for next time:

- Ensure room details on programme
- Conference coordinator will need time
- Could expand trade area – make larger and give more space to exhibitors
- Rydges – excellent venue
- Check sports events on at same time/date/location

**Conference Sponsors Comments**

**Hills** – Rae Schaefer Evans – Thanks Fiona – The NZVNA did such a grand job at pulling it all together and its clearly wanted by your NZ nurses. Well done to you all on such a successful conference. Thank you so much for having me (I love those NZ nurses)! From my perspective all was all fine but will leave to Dom and Danielle to leave you feed back re the exhibition and sponsorship side of things. Thanks again
SVS – Julia Thanks for the email and well done to you all for hosting such a successful event!

I can’t really fault it as a venue or the quality of the speakers in all sessions.

There may be some criticisms over the size of the venue but I feel compared to previous conferences there can be no complaints.

I wonder how the venue will stack up though with increased numbers if growth in attendance is to continue? That’s a worry for the future though.

For me, personally, my overall feeling was one of intimacy and fun. The Rydges staff were amazing and I think the Delegates all had quite a stress-free experience. Sometimes going to conference, for those that don’t travel frequently, can be very daunting and tiring but this venue allowed people to feel comfortable and professional. In the trade area the stands were great (if only a few of them) and food sensible.

It seemed like a very well put together event and I LOVED IT! I just hope I’m at the next conference.

SVS Craig – Thanks for the email. A number of my rep team have had positive feedback from their customers with a number commenting that this is the best vet nurse conference they had been to.

I thought the conference was outstanding from start to finish it is always a punt and a leap of faith with things like this well done to all the people at the NZVNA for putting on an outstanding conference.

Bayer – Richard – Congratulations on the well attended conference and many thanks for the delegate list. It was also pleasing to see how many made the effort to travel from around NZ, which gives Heather-Anne and Pip, our other Bayer TM’s, the opportunity to follow-up and discuss with nurses from their territories. I’ve also shared with the team the NZVNA memento given for appreciation of Bayer’s sponsorship. Many thanks and we look forward to supporting the NZVNA at the next opportunity.

Pet Doctors – Liz – Glad it was a success! We were delighted to sponsor the drinks and hopefully this type of support can be something we do in future years.

Pet Doctors – Monique – Couldn’t agree more…. I was very pleased with our event and I hope it gave a few people a better understanding of what Pet Doctors can offer nurses and their careers.

Congratulations to you and your VNA team for a well-run and professional event and thanks for looking after us so well.

Elanco – Jayne Loads of hard work for your team but a great result I have to say it appeared to flow so effortlessly.

Boehringer – Nathan glad to hear it was a huge success – congrats to you, for all the hard work you put into organising the event! We look forward to supporting again in 2016

Nestle – Debra Thank you for your email, I am really pleased that it went so well. We played a small part but thank you for the opportunity and acknowledgement.

Ceva – David We thoroughly enjoyed the event, thanks to all your organisation.

Amy Ross (Facebook, Journal Editor and NZCAC)

Facebook
• 2,105 people like our page with 803 people engaging with our page in the last week
• I am going to look at putting the analytics into a spreadsheet to see what posts are received more than others.
• I am also looking at ideas for our page eg Test your knowledge. Questions that VN’s in practice should know, name this instrument etc.
• Have had messages from an overseas vet via Facebook asking how they can get work in NZ so I referred them to NZVA
• Have also had messages from an overseas (Zimbabwe) qualified vet nurse asking how they can get work in NZ and become registered so responded accordingly. He then went on to ask how he can get a work visa so referred him to NZ immigration office.

**Pinterest**
• We currently have 35 followers
• I haven’t pinned many things lately but will be able to pin the facebook quizzes once they are developed/posted

**Twitter**
• I have tweeted 297 times
• We have 138 followers
• We are following 157 tweeters

**NZCAC**
• On the 11\textsuperscript{th} November was the last forum for 2015
• A new CEO will shortly be appointed in lines with structural changes that were accepted at the last AGM
• We had Richard, a guest speaker from SPCA Canterbury who spoke about their new(ish) education program that they are rolling out.
  o Targeting from pre-scholars to retirement villages – adjusting as required.
  o Working with a lot of at risk youths including 14 – 17 year olds who have convictions of sexual assault and approximately 50% of these have also been known animal offenders. On top of this, they have also been in discussion about working with prisoners and animals.
• NZ Companion Animal Register (NZCAR) has been running for 8yrs, has 776 organizations using them
  o 410,380 microchipped animals are now registered with the NZCAR, including a recently registered cow.
• New NZCAC survey will hopefully be rolling out at the end of January 2016.
• Congratulations from the forum to us re registration.
• Forum meetings will be held in main centres throughout NZ.

**E-Newsletter**
• Thank you Laura for proof-reading for me.
• Georgina from Trusted House-Sitters have said If you have any upcoming opportunities available to support when your December journal comes out I’d really appreciate it?
• With the inclusion of the piece for pet-sitters, we could look at allowing other companies to do similar at a charge. Suggest $150 per advert with guidelines such as word limit, links to their relevant web-pages, we do not take responsibility if link does not work (will check it and let them know if I can’t access it) etc

**Journal**

• Apologies for the late publication of the September issue. This was caused by a series of events that had a roll on effect.
• Antoinette has taken on the role of editor and appears to be doing a great job with only a couple of questions for me

Laura Harvey (OSH)

OSH – The updated reform bill for Health and Safety (Health and Safety at Work 2015) will come active in April 2016.

Whilst the changes for currently compliant veterinary clinics will be minimal, we can ensure veterinary nurses are aware that there are changes, and where to find further information.

Vet Nurse Day – Vet Nurse Day 2015 was held on Friday October 9th.

The event this year was not very successful, partly due to delays in the publication of the journal, in which the Vet Nurse Day 2015 poster was intended to be part of. Therefore, not all vet nurses/vet clinics received a poster.

Further suggestions from the rest of council regarding how to move Vet Nurse Day forward is needed. Suggest that this be added to the agenda for the November 2015 meeting.

Jennifer Hamlin

Registration short summary update to come

Actions:

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council boot camp/health check with Sue Crampton.</td>
<td>Julie ONGOING</td>
</tr>
<tr>
<td>Hills Relationship (VN of year, conference, Buddy Award) – To follow up with Danielle/new contact</td>
<td>Julie/Fiona ONGOING</td>
</tr>
<tr>
<td>Exit Questionnaire – set up/check and forward to council</td>
<td>Fiona to lead – Ginny/Jen to check over ONGOING</td>
</tr>
<tr>
<td>Article around VN utilisation from survey</td>
<td>Jen/Julie ONGOING</td>
</tr>
<tr>
<td>Contact Sue Crampton re meeting later in the year Nov or early 2015 – Chch or AKL</td>
<td>Fiona/Julie ONGOING</td>
</tr>
<tr>
<td>Approach Provet re sponsorship of Sue Crampton</td>
<td>Fiona/Julie ONGOING</td>
</tr>
<tr>
<td>Non disclosure and IP document for utilisation of survey data</td>
<td>Jen/Laura/Julie ONGOING</td>
</tr>
<tr>
<td>Article around VN utilisation from survey</td>
<td>Jen/Julie ONGOING</td>
</tr>
<tr>
<td>Task</td>
<td>Responsible Person(s)</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Conference Photo link to WSAVA</td>
<td>Fi to Julie <strong>DONE</strong></td>
</tr>
<tr>
<td>WSAVA – sign up to E newsletter</td>
<td>Amy <strong>DONE</strong></td>
</tr>
<tr>
<td>WSAVA Report by 15&lt;sup&gt;th&lt;/sup&gt; December</td>
<td>Julie</td>
</tr>
<tr>
<td>David Liss – webinars approved, add to website, details to Kathy</td>
<td>Kathy/Julie</td>
</tr>
<tr>
<td>Vet Check – feedback and communicate from Julie. Check content, check with VNCA, check acknowledgement</td>
<td>Julie</td>
</tr>
<tr>
<td>World Veterinary Association – view webinar, follow up on questions to be asked on service/details</td>
<td>Julie</td>
</tr>
<tr>
<td>World Veterinary Association – webinar watch</td>
<td>Fi/Laura</td>
</tr>
<tr>
<td>NZ Careers – annual maintenance of website – added to portfolio?</td>
<td>TBC</td>
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<tr>
<td>Veteducation (Philip Judge) – annual online web e conference, liaison for 2016</td>
<td>TBC</td>
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<tr>
<td>VN of year – facilitate early in 2016 for year</td>
<td>Amy/Julie</td>
</tr>
<tr>
<td>VN of year – send certificates/letter to finalists</td>
<td>Julie</td>
</tr>
<tr>
<td>NZVA Conference details next year to VNCA</td>
<td>Ginny/Amy/Fi</td>
</tr>
<tr>
<td>OSH – Report and detail in March Journal, website link, e newsletters, facebook re April changes.</td>
<td>Laura</td>
</tr>
<tr>
<td>Vet Nurse Day or Week – ideas, concepts. Laura present concepts at next meeting.</td>
<td>All to Laura</td>
</tr>
<tr>
<td>Photos – in practice, of procedures, to source with permission – put into Dropbox</td>
<td>ALL</td>
</tr>
<tr>
<td>Professional Photos of council for future use, arrange for next meeting</td>
<td>TBC</td>
</tr>
<tr>
<td>Send standard registration reply to Kathy</td>
<td>Jen</td>
</tr>
<tr>
<td>Remit to members – name change to NZVNA Executive Committee</td>
<td>Fi/Jen/Kathy/Julie/Ginny</td>
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<td>Task</td>
<td>Responsible</td>
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<tr>
<td>Update Media Kit with pricing</td>
<td>Laura/Amy</td>
</tr>
<tr>
<td>Portfolios – change NZCAHF from Ginny to Laura</td>
<td>Fi/Julie</td>
</tr>
<tr>
<td>Feedback to IVNTA re member costs, concepts of membership</td>
<td>Ginny</td>
</tr>
<tr>
<td>Provider discussion – provider giving list of graduates each year.</td>
<td>Julie/Jen</td>
</tr>
<tr>
<td>Email to members – important notice re getting on register for 2016, and completing AVNP</td>
<td>Ginny/Kathy</td>
</tr>
<tr>
<td>Francesca Brown, Patricia Gleeson, Fiona Richardson, Nicola King, Karen O’Connor</td>
<td>Fi</td>
</tr>
<tr>
<td>Thank you cards – re ANTECH</td>
<td>Fi</td>
</tr>
<tr>
<td>Provider information &amp; Career options – VN in NZ. Update on website</td>
<td>Julie</td>
</tr>
<tr>
<td>Update Details on Private &amp; Public Contact list on Dropbox</td>
<td>ALL</td>
</tr>
<tr>
<td>Sue Crampton Bootcamp Dates</td>
<td>Julie</td>
</tr>
<tr>
<td>Review AVNP provider accreditation fees</td>
<td>Ginny – next meeting</td>
</tr>
</tbody>
</table>

**Next Meeting Dates:**

- Saturday February 13th
- Saturday April 16th
- Saturday August 13th
- Saturday November 19th

**Skype dates:**

- Wednesday 27th January 8pm
- Wednesday 9th March 8pm
- Wednesday 18th May 8pm
- Wednesday 20th July 8pm
- Wednesday 21st September 8pm
- Wednesday 5th October 8pm

**Other key dates:**

- Vet Nurse Day Friday 14th October
- Conference Thursday 23rd & Friday 24th June - Hamilton

**Close of Meeting:** 4.35pm