

## NT Branch Meeting Minutes



**Date:** Wednesday October 30<sup>th</sup> 2013

**Time:** 1700hrs

**Venue:** HLNT Darwin + Remote on-line access

**Attendees:** Caroline Cook; Gregory 'SoLi' Solomon; Michelle Walding; Andrea James; Jan Stevenson; Jayasree Subi; Jennifer Wyllie; Gwyneth White; Leanne Kuchel; Teresa Hyatt; Cheri Whitbread; Kerri Rankin; Vongayi Majoni; Sarah Griffin; Deepa Ariarajah; Patricia Woolven;

**Apologies:** Jane Boughen; Sharon Johnson; Chrissie Inglis; Mary Woolcock; Purificacion Palisoc; Glynis Dent; Gaynor Garstone; Emma Noonan;

**Previous Minutes:** August 7<sup>th</sup> 2013; **Accepted:** Teresa Hyatt

**Seconded:** Leanne Kuchel

Agenda				
Item #	Agenda Item	Outcomes	Actions	Timeframe
1.0	Welcome, Attendees, Apologies, Previous Meetings accepted	As Above		
2.0	ADEA NT Branch Conference 2014. An update of preparations so far.	<ul style="list-style-type: none"> <li>• Committee members: Deepa Ariarajah to provide list.</li> <li>• <u>Conference Theme</u>: "Emotions and self management of Diabetes across the life cycle"</li> <li>• Finalising topics for the conference</li> <li>• 2x meetings to work out committee &amp; who is doing what.</li> <li>• Organising guest speakers under way.</li> <li>• Conference date 2<sup>nd</sup> and 3<sup>rd</sup> May 2014 to be held at the Airport Resort</li> </ul>	<p><b>ADEA NT Conference Committee for 2014</b>  <b>Convenor</b> – Chrissie Inglis &amp; Kerri Rankin  <b>Finance officer</b> – Deepa Ariarajah  <b>Secretary</b> – Teresa Hyatt  <b>Members</b> – Sarah Griffin                      Leanne Kuchel</p> <ul style="list-style-type: none"> <li>• For Conference update at next tele-meeting.</li> </ul>	3months
3.0	Feedback from ADEA annual branch board meeting re: Issues specifically related to ADEA NT such as attracting out of state speakers due to remoteness and limited resident specialists within the NT;	<ul style="list-style-type: none"> <li>• Teresa Hyatt provided an update from ADEA branch board meeting held at the Annual Scientific Conference in Sydney.</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	n/a

		<ul style="list-style-type: none"> <li>○ ADEA in process of re-organising at the NO level therefore not prepared to comment on what they could do in regards to funding re: ADEA remoteness &amp; attracting speakers from out of state.</li> </ul>		
4.0	ADEAs response to 'should ADEA be consulted as a peak body as to Diabetes workshops held by other health related organisations?'	<ul style="list-style-type: none"> <li>• Michelle Walding emailed ADEA NO Joanne Ramadge ADEA CEO had not been approached by the College for any input re: course or content, but it would be helpful if they had been. ADEA NO tried to contact the Royal College of Nursing without success.</li> <li>• <u>Gaynor Garstone</u>: The Royal College of Nursing have been in contact with me re the course which they were going to run in Darwin. They have chosen not to run their course because they feel that the course which is run both in Alice &amp; in Darwin by Health Development meet the need of the nursing staff in these locations with the course reflecting this through a very strong indigenous health focus while also recognising that the presenters have a better understanding of the conditions in which the remote and hospitals staff work in. The other factor that perhaps was not completely covered is that we do not charge for the course and they do.</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	n/a
5.0	Newly Credentialed DE's	<ul style="list-style-type: none"> <li>• Congratulations to Jayasree Subi</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	n/a

		<ul style="list-style-type: none"> <li>• Congratulations to both Linda Rennie and Cherie Whitbread for completion of their Nurse Practitioner course.</li> </ul>		
6.0	<p>CPD unable to be given by Elizabeth (Liz) Watkins and CPD initially cancelled.</p> <p>Given by Gregory 'SoLi' Solomon</p>	<ul style="list-style-type: none"> <li>• Before the presentation SoLi highlighted the importance of CPD &amp; stated that this is why he has ended up sending through CPD material of interest instead of cancelling the CPD as stated in the agenda.</li> <li>• SoLi suggested that since we have a number of members (&gt;30) should we set up a for e.g. a fortnightly roster where a member sends through, e.g. a journal article to the branch secretary for dissemination as 3mths between meetings is quite a lengthy period of time. This would mean that each member would present a CPD approx. once yearly rather than only 4 members presenting in a year.</li> <li>• Members attending this meeting had a preference at this stage to keep with 4x persons giving a 10-15min CPD per year, as they did not want to increase their current workload.</li> <li>• SoLi presented at today's meeting on 'Statins'.</li> </ul>	<ul style="list-style-type: none"> <li>• Liz Watkins to give next CPD presentation</li> </ul>	3months
7.0	Branch Executive Proxys	<ul style="list-style-type: none"> <li>• SoLi says that this has been discussed in previous meetings (refer to minutes of</li> </ul>	<ul style="list-style-type: none"> <li>• Members to email SoLi if interested in standing in for</li> </ul>	0-3months

		February 6 <sup>th</sup> 2013 Item B). Particularly important to be able to have a standby especially if an executive branch member was to go on extended leave. So far no interest has been shown.	any of the Branch Executive positions as a proxy when required.	
8.0	<p>Request by Gaynor Garstone for changing in tele-meeting dates</p> <p><u>Reason:</u> Gaynor travels most weeks and out Monday to Wednesday and so does not get to many meetings as she is on planes coming home and does not get back to Darwin in time for the meetings. If however they were on other days she says she could phone in or be present on a Thursday as that is the day she is in town.</p>	<ul style="list-style-type: none"> <li>• SoLi to email branch members to email Michelle with their 2 most preferred days (Monday to Thursday) <ul style="list-style-type: none"> <li>○ It was suggested that the meeting days could be alternate, e.g. one tele-meeting on a Tuesday and the next tele-meeting scheduled for a Thursday.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Members to email Michelle Walding (Branch Chair) of their preferred day/s.</li> <li>• Michelle to collate and inform members as to preferred day/s.</li> </ul>	0-3months

**Business without notice:** SoLi has asked members to find out the email ctc for both Holi Catton and Karen Collas as he has incorrect email addresses for both of them.

Meeting closed: 1750hrs

Next Meeting to be held in February 2014. Michelle Walding to set a date according Member preference to the most preferred day as per '**Actions' Item 8.**