

Northern Territory Branch Meeting Minutes



Date: 28 January 2016

Time: 1700hrs

Accessibility: via *GoToWebinar* (members advised to register to receive email confirmation for access)

Previous Minutes: 30 November 2015 **Accepted:** Kerri Rankin **Seconded:** Jan Stevenson

Agenda				
Item #	Agenda Item	Outcomes	Actions	Timeframe
1.0	Welcome, Attendees, Apologies, Previous Minutes	<ul style="list-style-type: none"> As above. 	N/A	N/A
1.1	Attendees	<ul style="list-style-type: none"> Caroline Cook (Acting Chair), Glynis Dent, Kerri Rankin, Cherie Whitbread, Jan Stevenson, Vivienne Prestidge, Claire Kerlake, Chrissie Inglis, Jillian Richards, Gwyneth White, Vongayi Majoni, Holi Catton, Coralie Cross, Sarah Griffin, Andrea James, Sharon Johnson, Sarah Joyce, Leanne Kuchel, Jenny Wyllie, Teresa Hyatt and Sumaria Corpus. 		<ul style="list-style-type: none"> ASAP
1.2	Apologies	<ul style="list-style-type: none"> Gregory 'SoLi' Solomon, Sharon Johnson, Deepa Ariarajah, Michelle Walding, Alyce Rees, Carmel Whalley, Andrew Woodrup, Sharron Calgaret, Annette Hodgson-Taylor. 	N/A	N/A
1.3	Minutes of last meeting	<ul style="list-style-type: none"> Nil amendments required. 	Nil.	N/A

2.0	<i>GoToWebinar</i> Activation and Assistance	<ul style="list-style-type: none"> • Vy Le, Business Development Manager, ADEA NO introduced the new <i>GoToWebinar</i> system for providing teleconference facilities for branch members to join branch meetings. This is a nationwide change. • Caroline asked Vy if members will need to register to receive email confirmation prior to each meeting. Vy confirmed that members will need to do so for every meeting. They will receive email reminders. • Significant difficulties with the introduction of the system for this meeting included: <ul style="list-style-type: none"> ○ Chairperson unable to hear audio from majority of 	<ul style="list-style-type: none"> • Caroline to discuss with Vy Le via email correspondence the best way to move forward with the new system to ensure that all members have access to be able to contribute to future meetings. 	<ul style="list-style-type: none"> • ASAP
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		<p>participants</p> <ul style="list-style-type: none"> ○ Unknown who was participating in the meeting ○ Very limited discussion of agenda items due to lack of audio ○ Registration not suitable for group participants as only one member's name recorded on participant list ○ Telephone access less problematic with clearer audio for those who had access to the 'mic' 		
3.0	ADEA NT Master Class Update	<ul style="list-style-type: none"> ● Organising committee member Cherie Whitbread informed members that the Master Class will be occurring in approximately March/April 2016. ● One member voiced concerns over potential public holidays occurring around this time. Organising committee has taken this into account. ● Cherie asked who the committee should report back to with planning progression whilst Chairperson is on leave and Secretary resigning. Caroline suggested that all correspondence should include Katy from NO at admin@adea.com.au who is very helpful and able to answer any questions or concerns. ● Organising committee due to have a working party meeting in February 2016. 	<ul style="list-style-type: none"> ● Organising Committee members due to meet in February 2016. 	<ul style="list-style-type: none"> ● Ongoing
4.0	ADEA Strategic Plan 2012-17	<ul style="list-style-type: none"> ● Caroline promoted input to and discussion of the development of a new ADEA Strategic Plan, as the current Plan is due to expire in 2017. ● Caroline informed members that the first round of consultation with members is for them to contribute ideas to be considered in draft formulation of the vision, mission, values and intent. ● Caroline informed members of the Survey Monkey that has been put together to commence this consultation 	<ul style="list-style-type: none"> ● Members are encouraged to contribute to the new ADEA Strategic Plan via Survey Monkey. 	<ul style="list-style-type: none"> ● Unknown

		<p>process. This can be found at http://www.adea.com.au/members/strategic-plan-2018-22/</p>		
5.0	Michelle Robins “The Art of Medication Management” Workshop	<ul style="list-style-type: none"> • Caroline on behalf of Sharon Johnson reminded members of Diabetes Nurse Practitioner Michelle Robins’ upcoming visit to Alice Springs next week (February 1-4). • Caroline provided a brief overview of Michelle Robins and the purpose of her visit to Alice Springs. • Caroline invited members to join in on “The Art of Medication Management” session to be held on Monday 1st February 1400hrs-1600hrs at Baker IDI Meeting Room. Caroline informed members that Gaynor form Top End has booked the Palm Room for video streaming and has at least five attendees so far. 	<ul style="list-style-type: none"> • RSVP to Sharon Johnson. 	<ul style="list-style-type: none"> • ASAP
6.0	Branch Secretary Resignation and EOI for Position	<ul style="list-style-type: none"> • Caroline informed members that she will be shortly moving to Cairns, and will therefore be resigning from her position as Branch Secretary. This will take effect as of 4th February 2016 (email circulated prior to this to notify members). • Caroline reminded members that an EOI for the Branch Secretary position has been circulated and can be viewed on the ADEA webpage. • Caroline thanked members for the opportunity to take on the role of Branch Secretary which she thoroughly enjoyed and she will be sad to leave both the position and the Branch. 	<ul style="list-style-type: none"> • EOI to be found on ADEA webpage. 	<ul style="list-style-type: none"> • ASAP
7.1	Business without notice – Diabetes in Pregnancy Partnership (DIPP)	<ul style="list-style-type: none"> • Cheri informed members that a nutrition survey has been developed as part of the DIPP. • Cheri notified members that the DIPP forum is to be held on 18th March for Top End and will be held in Central Australia later in the year. 	<ul style="list-style-type: none"> • Nil. 	<ul style="list-style-type: none"> • N/A

7.2	Business without notice - Baker IDI Melbourne Insulin Pump Workshop for NT	<ul style="list-style-type: none"> • Vivienne Prestidge (nil audio access but used the online discussion board) on behalf of Baker IDI in Melbourne wished to inform members of an Insulin Pump Workshop being offered in Darwin as follows : <ul style="list-style-type: none"> ○ Baker IDI Melbourne have voiced interest in providing professional support for an Insulin Pump workshop should the ADEA NT branch be interested. ○ The quote covers: <p>2 x CDE's from Melbourne to travel to Darwin to deliver this program at a cost of \$6700.</p> <p>This funds preparation time, presentation time, travel and accommodation costs for 2 x CDE's from Melbourne.</p> ○ The draft attached is a suggested program for the day that has been put together with the CDE's. The CDE's felt it would be also useful to have the reps from each of the pump companies on site during this day. 	<ul style="list-style-type: none"> • For further discussion. ? to email Viv with interest or to be discussed at next branch meeting?
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MEETING CLOSED: 1730hrs

NEXT MEETING: Monday 9th May 2016