

# New Zealand Sterile Services Association Annual General Meeting – 2012

**Date:** Friday 23 November 2012

**Time:** 0755hrs

**Venue:** St David Lecture Theatre Complex, University of Otago, Dunedin

**1 Apologies:**

None

**2 Matters arising from minutes of last meeting – November 2011:**

Minutes previously circulated  
No matters arising

**3 Minutes from last meeting – November 2011:**

Minutes accepted -  
Moved: Cathy Rackley  
Seconded: Sue Woods  
PASSED

**4 Correspondence Sent and Received – 2011/2012:**

Report previously circulated  
No matters arising from report

Report accepted –  
Moved: Cathy Rackley  
Seconded: Lorraine Arrowsmith  
PASSED

**5 President's Report – 2011/2012:**

Report previously circulated and summary of report read  
No matters arising from report

Report accepted –  
Moved: Aileen Derby  
Seconded: Alison Stewart  
PASSED

**6 Secretary's Report – 2011/2012:**

Report previously circulated and summary of report read  
No matters arising from report

Report accepted –  
Moved: Cathy Rackley  
Seconded: Lorraine Arrowsmith  
PASSED

**7 Treasurer's Report – 2011/2012:**

Report previously circulated and summary of report read  
Membership date 2001 – 2008 should read 2001 - 2012

Report accepted –  
Moved: Daniel Phillips  
Seconded: Bev Turner  
PASSED

**8 Auditor's Report – 2011/2012:**

- ✚ Healthy bank balance of \$176,506.89. Conference costs will reduce the total balance.
- ✚ Executive had discussion about use of funds and will welcome suggestions from members on how they can be benefited. Suggestions to Executive members.
- ✚ There were no concerns from Auditors.
- ✚ There are some systems that are to be altered to meet Auditors requirements that had not been previously raised.

Report accepted –  
Moved: Daniel Phillips  
Seconded: Alison Stewart  
PASSED

**9 General Business:**

**9.1 Life Membership:**

A remit was received from Marilyn Clark asking that the 4 out going Executive members: Aileen Derby; Jill Parker; Lorraine Arrowsmith; Cathy Rackley be given Life Membership of the Association

- ✚ This was discussed at the Executive meeting with the 4 Executive members leaving the meeting during discussion.
- ✚ Unanimous agreement from Executive to grant Life Membership to the 4 out going Executive members.

**9.2 Face book page for Association:**

Martin and Theresa have been researching information on how this can be achieved and administered for the Association

- ✚ Watch the website for information on a trial of a Face book page
- ✚ Suggestions and comments are to go to Martin Bird and Theresa Luke
- ✚ Negative and inappropriate comments posted onto the Face book page was discussed and would be monitored daily.
- ✚ Inappropriate comments would be removed and person ban from using Face book site.

**9.3 Supplyline:**

- ✚ Members are going to be asked if they would prefer receiving Supplyline as a hard copy or electronically
- ✚ Supplyline is already available on the website

**9.4 2013 Conference:**

- ✚ Tentative dates of 11<sup>th</sup> – 13<sup>th</sup> November 2013 are to be confirmed
- ✚ Venue to be confirmed
- ✚ A member asked that NZSSA Conference not be scheduled on same dates as Gastro or the Anaesthetic Technicians Conferences

**Post Meeting Note:**

The confirmed conference dates are 12<sup>th</sup> – 14<sup>th</sup> November 2013 and the confirmed venue is Claudelands.

**9.5 Annual reports in Supplyline:**

Suggestion was made to email the Annual report for the Annual General Meeting to members.

- ✚ Confidentiality of email address could be an issue
- ✚ Number of emails required to be sent would be time consuming for the Secretary
- ✚ General consensus was that there was a place for a hard copy of the reports and they would continue to be placed into Supplyline. They are also available on the website.

#### **9.6 Plan to support attendance at conference:**

With a healthy bank balance a member asked how attendance at conference could be supported by the NZSSA

- ✚ How this could be managed was discussed at the Executive meeting
- ✚ Criteria would need to be developed
- ✚ Financial impact likely if regulated under the HPCA Act. Financial funding will be required to back application and set up

Ideas on how members can be supported or benefited should go to Executive members

- ✚ A suggestion was for a request to go into Supplyline for ideas
- ✚ One suggestion was to identify most improved student. This has been discussed previously and cannot be achieved.

#### **9.7 Thank you:**

Aileen thanked members for attendance at AGM and noted the increasing attendance numbers.

**Meeting closed: 0821hrs**

**Cathy Rackley**

**Aileen Derby  
pp Garry Gorham**

**NZSSA Secretary**

**NZSSA President**