



**New Zealand Dental & Oral Health Therapists Association
Board Meeting
Sunday 4th February 2018-01-20 Face to Face Meeting Novotel Auckland Airport
AGENDA**

Board members present: Prue Fincham-Davis, Brittany Le Suer, Samuel Carrington, Arish Naresh, Susan Moffat, Teresa Tieu, Brook Coxhead

Apologies: Pip Zammit

In attendance: Donna Cooper-Tock

Welcome and introductions
Arish welcomed the board and introduced Susan Moffat who has joined the board through until the AGM 2018
New AUT Student Board member introduction
Brooke Coxhead 3 year AUT student joined for her first meeting as the AUT student rep
Farewell to Teresa
Thanks, extended and good luck to Teresa who has been the Otago student rep for the last 2years.
Confirmation of previous minutes (tabled)
1 st Sam Carrington 2 nd Arish Naresh

Financials (December report tabled)

- Kiwi saver noted on December report requires clarification possible coding error. Email sent to accountant

Response received: Wrongly classified, it is internet charges. It has been corrected and will reflect in the Next Financial Report

- Arish informed the new board members the current process for paying invoices (3 people to approve)
- Retrospective account paid to AUT not paid by BPA

Accounts moved as accepted: Arish Naresh, Brittany Le Sueur

- **Bank Letter**

Request Westpac transfer \$50,000 from the operating account to 6-month term deposit

\$200,000 in reserve

Proposed: Arish Naresh Seconded: Teresa Tieu

All in favour

Letter signed by signatories

- **Credit card application** – forms to be completed and minutes to be presented to Westpac

Arish informed the board he has been using his personal card for NZDOHTA expenses and has proposed the issue of NZDOHTA credit/debit card.

Motion Proposed Arish Naresh: Explore possible debit card from Westpac failing to do that move to credit card with limit of \$10,000

Seconded: Prue Fincham-Davis

All in favour

- **Appointment of auditor**

Dent & Heath Lower Hutt Wellington to be appointed as auditors to undertake the audit for the 2017/18 financial year

All in favour

- **Accountants contract renewal**

Vijendra Reddy to be continued as NZDOHTA account for the upcoming financial year.

No increase in fee from 2017 \$3000 per year

Christchurch conference update

Registrations now open 42 people registered currently

The board decided that the AUT student board rep will receive complementary registration to conference

NZDOHTA & NZDHA will have stands at the venue and will be manned by Arish & Anna (NZDHA)

NZDOHTA will have available information about innovation grants and posters visible from those who had received grants in 2017 (Arish to organise). Travel subsidy and scholarship information to be made available.

Susan Moffat to coordinate with Hana Clark posters for this area as well

Arish and Susan discussed the fact that they could put up previous conference posters as well. Arish mentioned that this could be an opportunity for Hannah Clark to present her postgraduate research.

Membership printed cards available – **Donna/Arish to look at options by July**

Universities exploring having stands to highlight post graduate studies

Leading Australian indemnity insurance company will have a stand and will offer indemnity insurance at a reduced cost \$250.00

Locations confirmed for the next 3 conferences

- 2019 Auckland, 2020 Dunedin, 2021 Auckland
- Venues currently being confirmed

Dental Therapist week currently carried out overseas: discussion around introduction of something similar here especially for the 2021

100 year of dental therapy celebrations. Possibly could include such things as Facebook page with history/presentation from Susan Moffat and her PHD research.

Ongoing thought and planning required

Board members are requested to be in Christchurch Thursday 19 July by 12pm and will be able to fly out after the debrief and election of chair on Sunday 22 July around 2pm.

Advance planning for AGM – any rules which require updating- Not covered at this meeting

Travel subsidies for 2018 Christchurch conference

Missing regions discussed applications have now closed encouraged applications in 2019 from these regions

Photo and a few lines requested from members who have received subsidy about why they want to attend conference or happy to receive grant.

Travel bookings have all been made and accounted for in December financial report

Travel subsidy budget \$12500,00 actual spend \$6000.00

NZDOHTA Awards

These will be presented at the gala dinner however discussion will be undertaken with NZDHA regarding the presentation of Oral Health Therapist of The Year

At the next new association meeting suggest joint award for 2019

Nomination period to be extended though to 31 March and members to vote via a google poll

Board Terms

3 positions to be advertised

Nomination forms to be developed

Members will vote at AGM if more nominations than positions available

New Association update

NZDOHTA board minutes to be shared with NZDHA will be proposed at the next new association meeting

Brittney is the NZDOHTA lead on this group

Next meeting Nelson 10/03/18 this will be with the Nelson based lawyer who is advising both groups and with an independent consultant who specialises in business mergers and acquisitions, Priyani de Silva-Currie who will undertake this work probono

NZDHA are looking at changing their rules to come in line with NZDOHTA association rules

Marketing strategy to be developed to assist with the development of the new association

Honorarium – Merger may not happen until 2019/20 what's our plan in the interim

Commitment of time increasing for NZDOHTA business and at times undertaken using personal leave.

NZDHA have in place a payment for board members who attend to NZDHA business during normal working hours, board discussion around mirroring this policy and to include where applicable overseas events.

Motion 1: Any board member who is representing NZDOHTA during working hours will be reimbursed at the rate of \$45 + GST per hour in accordance with NZDOHTA rules, between the hours of 8.30 am – 5pm on working days

Motion 2: All of the expenses for the above will be submitted on a NZDOHTA claim form and sent to the treasurer for approval

Motion 3: Regular board meetings and teleconferences are not included in this

These clauses will be reviewed yearly or earlier should a board member request clarification.

Motions proposed: Prue Fincham – Davis

Seconded: Teresa Tieu

All in favour motion passed

Website and invoicing for 2018

Invoicing will be underway in the coming fortnight, these will be done directly from the web developer

How this process will work discussed, Arish to check payments – advise Donna who will start a new member list

Members still have some issues with website to assist with this at the upcoming roadshows have a computer set up to show members log in and CPD area.

Christchurch conference also to have computer set up to assist members

Registrations now being taking directly to the website for upcoming NZDOHTA CPD events, Donna will monitor the automatic recording to CPD log

Website statistics

Arish highlighted increased traffic to the site

NZDA Meeting – What do we want to get out of this?

To be held Friday 09/02/18 NZDOHTA have been given half hour

Email received form NZDA they would like to discuss workforce, conference, and scopes of practice.

Workforce is not a profession issue it is a DHB management and MOH issue

Conference Arish discussed undertaking a CPD event on the same day as the NZDA conference. – wait to see how meeting pans out

NDOHTA would like to reach a professional agreement that issues relating to DT/OHTs NZDOHTA are consulted on before any media release and this could become a joint statement

AHANZ Membership

Annual fee due \$1100.00 pay this year and reassess 2019, beneficial to allied health members usually 3 meetings a year Arish to advise dates after payment of membership.

Big Day in Feedback – Email from member congratulating NZDOHTA on their involvement in a great event
Members attended from many areas which is showing quality CPD is popular and NZDOHTA can take to regions

Members satisfaction survey – Mood of the workforce board looked at this and agreed ready to go with some polishing
Best run every 3 years and results can be taken to unions, DHBs etc. to show what is lacking for staff

Colmar Brunton Survey

Arish advised the board about Colmar Brunton being a well-recognised name and well known in the media.

The survey would undertake contacting 500 members of the public and will be questioned for 10 minutes on their perception of dental and oral health therapists in New Zealand as a profession.

Colmar Brunton will have an 8-week turnaround from beginning to end with bench mark results available and presented to members at the AGM.

Cost to undertake this \$14,000 board members questioned this cost and benefits to members including what if the perception is based on adult's perspective of 30+ years ago. Pros and cons discussed in-depth.

Arish is in favour and the aim is to show that the public values or profession – good to use for pay negotiations etc.

Motion: Engage Colmar Brunton for services, risks discussed if not a favourable report at the AGM chairperson takes full responsibility not the board. 1st Arish Naresh, 2nd Sam Carrington

All in favour motion passed



Members satisfaction survey – work on collectively
<ul style="list-style-type: none"> • Colmar Brunton Survey • Big Day in Feedback (pages 10/11) • Member feedback (page 12)
Innovation Fund progress report of events attended – Arish
<p>Wellington & Auckland CPD Events – DISC profiling Arish informed the board what this is and how the focus this year is on self-care and communication. DISC profiling will aid in the identification of individual personality traits.</p> <p>Future CPD Events Susan Moffat will join Arish in the Christchurch event to present her PHD research Increase non-member rate for future events</p>

Draft letter to DCNZ

Request explanation about Robyn Whyman's comment (to Sam?) that there will not be an advocate for OHT's on the Board
Letter to Marie Warner requesting clarification and feedback re the council not having OHT representation on the board as they are a large group of professionals and increasing in numbers each year. Emailed 04/02/18

Email from Lagi Asi 05/02/18 to acknowledge receipt of this and response in due course

Scholarships

- Number per year – Continue with the second and third year prizes, but discontinue third year scholarships
- Criteria – Requires a working group to undertake the implementation of clear guidelines for postgraduate scholarships **Sam Carrington & Susan Moffat** will undertake this and present a draft to the board

General Business

AUT Adult scope trial update – Arish informed the board about the pilot program he is involved in which runs for 3 months.

Includes 3-week block course and 2 papers

Covering such things as hygiene modules, preclinical assessment, materials for adult patients and x-rays including reading OPG
This will be a hard course to get DCNZ approval for and as Anita Nolan has resigned from AUT it will need someone to take this over.
At the completion of this dental council approval will be required if Dental Therapist's wish to gain the adult dental therapy scope of practice.

Journals – will be sent to the DHBs who bulk pay membership and individually once membership is paid.

Arish to prepare Newsletter/supplement to go into journal which will include a line to contact NZDOHTA if they are aware of any retirements or special anniversaries members have which can be acknowledged, information about hardship grant

Sponsorship – Arish has negotiated sponsorship from Oraltec who will sponsor each CPD event \$250.00 and Crown Dental who will sponsor the Christchurch event. Currently in negotiations with Amteck Medical



Hardship Grant /Loan? for APC

This year the Dental Council are not accepting bulk payment form DHBs for APC's this may be difficult for some members. Individual members to contact NZDOHTA and each case will be considered individually.

Arish thanked Board members for their time over the weekend.

Meeting closed 2.15pm