

**NZDOHTA Board Face-to-Face Meeting
Sunday 17 June 2018
Novotel Hotel Auckland
10am - 3pm
Agenda**

Present: Arish Naresh, Pip Zammit, Prue Fincham Davis, Susan Moffat, Brittany Le Sueur

Apologies: Sam Carrington

In attendance: Donna Cooper-Tock

Welcome	
Confirmation of previous Board meeting minutes (tabled)	1st Arish Naresh 2nd Prue Davis
Adult scope fact sheet completion	Arish has developed a fact sheet which we can populate to demystify the myths surrounding adult scopes. Susan has written a document about DT & OHTs treating adults to explain the history of this and both of these will be placed on the NZDOHTA website NZDA are currently developing a working group around this issue and both universities are also working on this. Feasibility study by NZDOHTA is not required at this time.
Create position statement on Equity as part of the conference	Susan will draft this which will outline NZDOHTA opinion and solutions which NZDOHTA believes will work to ensure equity.
Health Workforce New Zealand funding application	Application to be made in regard to NZDOHTA developing a mentoring program which can be offered to all members to utilize in differing ways

Statement of Financial Performance Circulation	Requirements for audit have been more than expected; with the changeover from BPA we have had to sort through documentation to find what was required; this is an area that we will work on for the next financial year. A draft report may only be ready in time for conference. Claims to NZDOHTA will now be filed in the Google drive.
Te Ao Marama - where to from here for that partnership	<p>NZDOHTA are keen to build a stronger relationship with Te Ao Marama with the possibility of working on a joint project.</p> <p>Te Ao Marama have surveyed their members in regard to adult scope and are in support of this.</p> <p>Suggestion that NZDOHTA have a member on Te Ao Marama board as they do on ours?</p> <p>ACTION POINT: Arish to write to Te Ao Marama to suggest a combined meeting to discuss what they are aiming to achieve and identify areas where we are able to assist each other, including the possibility of having a NZDOHTA representative on their board.</p>
<p>Board evaluation of the Roadshows 2018; looking forward to 2019, what will NZDOHTA provide for members?</p> <p>Provision of CPD for more isolated rural D/Ts,OHT's-other ways we can cater for them as members ie:zoom meetings, webinar presentations</p>	<p>Proposed dates: Saturdays 2019</p> <p>Auckland - 9 February (Akl, Wgtn, Chch - Conference promotion)</p> <p>Wellington - 16 February</p> <p>Christchurch - 23 February (Prue)</p> <p>Northland - 9 March (Pip)</p> <p>Waikato - 2 March</p> <p>Palmerston North - 10 August</p> <p>Otago/Southland - (Queenstown) - 12 October (Sam)</p> <p>Nelson - 29 June</p> <p>BOP - 20 July</p> <p>Taranaki - 30 August</p> <p>Hawkes Bay - 14 September</p> <p>Annual Conference May 3rd - 4th 2019</p>

	<p>The above dates are suggestions and have not been agreed to by NZDHA as yet.</p> <p>Expectation is that at each session a NZDOHTA board member is present along with a NZDHA exec member. The last 30 minutes of each session will be Q&A and association updates.</p> <p>Board members who will attend these events are noted above and allocations will be completed with the new board members after the AGM. Once confirmed, these will become 'save-the-dates' on the website.</p>
<p>Conference update, what handouts etc. do we want to have on the NZDOHTA stand.</p>	<p>Profits from the conference, if any from this year will go straight towards running the CPD roadshows in 2019.</p> <p>Adult scope fact sheet and roadshow information, along with university information sheets and sugar study information, will be available on the NZDOHTA stand.</p> <p>Board members will slot into spaces to introduce and thank speakers, who and when TBA</p> <p>Conference 2019 May 3 & 4 in Auckland early due to NZDA conference blackout and NZDHA Australian conference.</p> <p>Conference theme for 2019: “Waves of change - Sailing towards excellence”</p> <p>Colgate are marketing keynote speakers confirmed as Laurie Welsh, Suzie Wild & Patrick Skerrett</p> <p>Limited numbers of NZDOHTA members enrolled for conference 2018; we have assisted 40 pax to attend in some form.</p> <p>NZDOHTA surveys have identified that our members want regional events rather than a large conference as these are cheaper to attend. DHBs often make it difficult to attend as they offer required amount of CPD hours; however, not often of quality (e.g. fire training is not relevant CPD and feedback needs to be given to DCNZ)</p> <p>ACTION POINT: Arish to write to NZDHA to advise we would like to be part of all conference planning and consideration be given to regional events, also to request that all emails be sent to all NZDOHTA board members with</p>

	<p>a response time of 5 days (agreed by those present). CPD app - Melbourne based company being explored that currently works with other healthcare providers. Early stage discussions, we have until December to explore this possibility.</p>
CPD regional events	<p>CPD events held this year have been extremely popular and a suggestion was put forward that a spreadsheet be put together with typical venues, caterers, sponsors noted. Expected cost of each event to be noted prior to event and confirmed on spreadsheet after. There are Branch opportunities to raise funds at these events by undertaking catering, cleaning etc. Similar cost per head at each event would be ideal.</p>
BMS insurance fee	<p>BMS are the largest indemnity insurance company in the UK and are in current partnership with NZDHA Australia. Indemnity insurance has been sourced and will be available at conference price for the coming year \$200 -220 inclusive of GST. This offer is for members only.</p>
Postgraduate Scholarships	<p>Policy updated by Sam and Susan. This was reviewed prior to the meeting and it was agreed that all suggestions and changes be completed. Once complete to be placed onto the website.</p>
Members' survey - producing a report? Or is what we have done already for members enough...	<p>Susan will have a look at the data and maybe able to put something together by December. Caution advised with future surveys as nonmembers are able to complete these; suggest a tick box member/nonmember or only send to members. Also suggested that there is some type of check off for surveys or voting to ensure that only members take part. This should be able to be carried out with survey software such as Survey Monkey. In terms of the evaluations of Roadshows, the following points were raised: Should non-members be able to vote on priorities? The wording 'new Association' needs to be further clarified as initially agreed (NZDOHTA/NZDHA in brackets after the words 'new association')</p>

	<p>Changing the order of options of priorities on the survey form was suggested The priorities question is difficult to answer on a phone – options move around. It is possible that people will leave the order as is, due to this difficulty.</p> <p>Mentoring has been raised on feedback forms. NZDA have a mentoring programme. NZDOHTA to explore development of something similar for all members, not only graduates. Could be offered nationally for career support and development. Next newsletter - call for expressions of interest from members ACTION POINT: Arish to write to 3 other associations (NZDHA, Te Ao Marama, NZSCOHSS) to see if they are interested in being involved. Possibly bid for health workforce funding application to support the development of a programme.</p>
<p>Assigning responsibilities and roles to Board members - as mentioned in an email from Arish at one stage What is needed and who will do these?</p>	<p>To be undertaken after AGM with new board</p>
<p>Archiving/storage NZDOHTA documents/records</p>	<p>Currently stored in Wellington approx. 10-12 30-litre (ish) containers Arish will source storage in Gisborne. Donna to contact Alexander Turnbull library to see if they want anything</p>
<p>Air New Zealand Kia Ora inflight magazine</p>	<p>Discussed proposal put forward by NZDHA to advertise conference 2019 in this magazine. Board queried value for money (\$1300 ish) when conference sells out anyway. Suggest social media better way to go. ACTION POINT: Arish to email Anna (NZDHA president) and let her no NZDOHTA board are not in favour of this.</p>
<p>New Association Update</p>	<p>Prue outlined minutes from the last meeting. Both associations looking at utilizing same accountant and auditor in the coming months, financial reports to be shared quarterly with each association.</p>

	<p>Arish handed around UNICEF position statement and suggest we develop something similar with NZDHA. A position statement for the new association which can be used going forward so members of both associations can be made aware of what is being worked towards.</p>
<p>Student Reprehensive / Te Ao Marama position</p>	<p>These positions are not held on the NZDHA executive committee and, with the possibility of a new association, will these be required moving forward? Discussion (at first meeting after the formation of new board) with Sam Carrington, Te Ao Marama representative, re possible conflict of interest on NZDOHTA board committees. Student rep current position finishes in December 2018 - current relationships with universities are working well and NZDOHTA to proactively engage with these institutions to get full engagement with all students rather than having just one representative. Decision made not to have a student rep next year and to wait until a new association is formed Before deciding whether a student rep. is needed in the future.</p>
<p>General Business</p>	<p>Prue highlighted an article about the New Zealand health system http://healthcentral.nz/navigating-the-new-zealand-health-sector/ To be placed on website</p>

Administrator left at 2.00pm meeting closed 2pm