

## Minutes – 20/10/17

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| <p><b>Minutes of Annual General Meeting NNP SIG</b><br/><b>20/10/2017</b><br/><b>1700-1800hrs</b></p> | <p><b>Present:</b> Amy Forbes-Coe (President), Karen Hose (Treasurer), Anndrea Flint (Secretary), Karen Walker (Representative), Seija Argyros, Karen Hose, Megan Cullen, Jo Scott, Jane Langford, Cassie Prezioso, Tam Jo, Sona Kim, Jo LaSpina, Donna Martin, Vicki Carson, Kim Fletcher, Amy Barker, Gill Mibus</p>  | <p><b>Apologies:</b></p>  |
| <p><b>1.0 Confirmation of previous minutes</b></p>  | <p>Jo Scott, Amy Forbes-Coe</p>   |   |
| <p><b>2.0 Items for discussion</b></p>  |   |   |
| <p><b>Agenda Item</b></p>   | <p><b>Discussion</b></p>  | <p><b>Action</b></p>  |
| <p>2.1</p>  | <ul style="list-style-type: none"> <li>• <b>NNP SIG Annual Report &amp; Sustainable Committee document</b></li> <li>• Due the 28<sup>th</sup> February, what the document requires to be completed, why we need one.</li> <li>• Discussed the purpose of the document and how it should be utilised to develop a strategic plan for the next 12 months</li> </ul> | <ul style="list-style-type: none"> <li>• Anndrea will make the Annual report available on google docs, and send an e-mail to all members to gather information.</li> <li>• The SIG will review the Sustainable committees document at next meeting</li> </ul> |
| <p>2.2</p>  | <ul style="list-style-type: none"> <li>• <b>NNP Conference</b></li> <li>• Discussion about how best to move forward and utilise funding. Suggestions made were around workshop for NNP's combing with another group or near a seminar. Content was also discussed.</li> </ul>   | <ul style="list-style-type: none"> <li>• Organise for it to be an agenda point for the next meeting, so all members can think about the format.</li> </ul>  |
| <p>2.3</p>  | <ul style="list-style-type: none"> <li>• <b>Annual Report</b></li> <li>• Discussed in 2.1</li> </ul>  | <ul style="list-style-type: none"> <li>• Action as above</li> </ul>   |

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| <p>2.4</p>                       | <ul style="list-style-type: none"> <li>• <b>Zoom Meetings</b><br/>November 20<sup>th</sup> 2000hrs 2017<br/>January 22<sup>nd</sup> 2000hrs 2018<br/>March 19<sup>th</sup> 2000hrs 2018<br/>May 21 2000hrs 2018<br/>July 23 2000hrs 2018</li> <li>• Discussion around how best to have all members on Zoom meetings</li> <li>• Discussed content and how best to conduct the meetings, currently thinking that best to get organised then think about education sessions</li> </ul> | <ul style="list-style-type: none"> <li>• Anndrea will send a reminder to committee members 1 week prior to meeting</li> </ul> |
| <p>2.5</p>                       | <ul style="list-style-type: none"> <li>• <b>Leaflet</b></li> <li>• Discussion about the importance of having information available about the NNP SIG</li> <li>• Just needs to be completed</li> </ul>   | <ul style="list-style-type: none"> <li>• Amy and Anndrea to have a final review then complete</li> </ul>                      |
| <p>2.6</p>                       | <ul style="list-style-type: none"> <li>• <b>Ordinary members</b></li> <li>• <b>Role, newsletter, bimonthly report</b></li> <li>• Discussed with members present about the role requirements of being an ordinary member</li> <li>• All member thought that the development of a calendar would be beneficial</li> </ul>   | <ul style="list-style-type: none"> <li>• Anndrea to develop calendar and discuss at next meeting</li> </ul>                   |
| <p>2.7</p>                       | <ul style="list-style-type: none"> <li>• <b>Committee Election</b></li> <li>• Call from meeting for members</li> <li>• Karen Walker -Executive representative</li> <li>• Amy Forbes-Coe -Chair</li> <li>• Anndrea Flint – Secretary</li> <li>• Ordinary Members<br/>Gill Mibus, Jo Scott, Jane Langford, Karen Hose, Kim Fletcher, Seija Argyros, Amy Barker</li> </ul>   | <p>All members</p>  |
| <p><b>3.0 Correspondence</b></p> |   |   |
|                                  | <ul style="list-style-type: none"> <li>• Nil</li> </ul>   |   |

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| <b>4.0 New Business</b>  |       |  |
|  | • Nil |  |
| <b>5.0 Next Meeting</b>  |       |  |
| AGM at the next ACNN Conference in 28 <sup>th</sup> August in Tasmania |       |  |