



HAND THERAPY NEW ZEALAND

Ringaromi Aotearoa

Minutes of Meeting

MEETING DETAILS	
Meeting title	ANNUAL GENERAL MEETING 2021
Date and time	Friday 3 September 2021 – 3pm
Venue	Via Zoom

MEMBERSHIP	
Present	Doug Bryant (President), Josie Timmins (Secretary), Lindsay Egbers (Treasurer), Evelyn Willmann, Kim Stickney, Lyndall O'Loughlin, Miranda Buhler, Sara Lister, Bergen De Carvalho, Nico Magni, Tony Faulkner, Diane Rothwell (Minutes), Aaron White, Abby Sewell, Adam White, Adrienne Walton-Jones, Aleisha Haworth, Alieke van Middelaar, Alison Coyle, Alison Derbyshire, Amanda Johnson, Amy van der Heyden, Andrea Barr, Ann McChesney, Anthony Olliff, Antonia Rippey, Ashton Helliwell, Brenda Robinson, Brierley McCarten, Brigitte Rothwell, Caroline Durney, Caroline Hartstone, Christina Gallacher, Claire Brent, Clare Kiamtia, Courtney Atkins, Craig Hawkyard, Craig McColl, Cuong Truong, Danya Rawlinson, David Beattie, Deane Bell, Diana Edwards, Diana Leicester, Donna Hickmott, Dorothy Aitken-Edwards, Edel Kelly, Eileen Carroll, Elaine Duguid, Elsabe Du Preez, Emma Hirst, Ffion John, Gail Donaldson, Georgia Barnes, Helen Hicks, Helen Kelleher, Holly Warner, Jackie Chiplin, Jaishree Bhikha, Jan Airey, Jane Griffiths, Jane Sweeney, Janine Manga, Jayne Didham, Jena White, Jimena Orozco Hurtado, Johanna Baumann, Josh Woodside, Juan Warshawsky, Julie Bartlett, Julie Collis, Julie McEnroe, Julie Taylor, Juliet Brodie, Kam Koolaiyan, Karen Wright, Karryn Smith, Kate Ward, Katie Northfield, Katie Salter, Keleigh Smith, Kelly Davison, Khushali Shah, Kirsty Neal, Larissa Fisher, Laura Kelly, Laura Lyons, Laura-Kate, Matheson, Lauren Spring, Lauren Wang, Lilly Taura, Lisa Hansen, Lisa Tsai, Lisa Turner, Liz, Lynley Horton, Mandy Gumbley, Marcus Bravenboer, Maxine Gannon, Megan Boyle, Michael England, Neil Familton, Nicola Healy, Odele Habets, Olivia Bailey, Pam Hewitt, Pip Herd, Rachel Atkinson, Rebecca Clay, Rebecca Ralph, Rebecca Tuhi, Rita Lai, Robin Moloney, Robynne Armstrong, Rochelle Molloy, Ronel Strauss, Ross Simmons, Ruth Grewer, Sandra Hall, Sandra Kettle, Sanjiv Kumar, Sarah Jenkins, Sarah Rose, Sarah Sisterson, Sarah Stephens, Sarah Te Whare, Sarah Waldin, Scott Wilson, Simone Schut, Simone Szeto, Sophie Boyd, Sophie Cleave, Sophie Vernon, Steph Clarke, Susan Fromm, Susan Maunsell, Tania Stephenson, Tegan de Longchamps, Teri Mitchell, Theresa Vaughan, Thomas Wang, Tjun Theng, Tom McSherry, Toni Wilson, Vireshni Naidoo, Zoe B
Apologies	Ana Tahana, Barb Brimelow, Caroline Parry, Harry Long, Jenny Ferguson, Joanne Covacich, Jodee Nightingale, Kate Osborne, Naomi Marshall, Thomas Mason, Veronika Brdoanvic,

ITEMS DISCUSSED				
No.	Item	Discussion/Action	Action date	Responsibility
1.	Welcome			

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2.	Apologies	The President welcomed all members to the AGM 2021 with a Karakia, and advised members on how to navigate the chat and hand raising function to speak, on the Zoom meeting.		
		Any known apologies from members were asked to be written in the chat function, recorded above.		
3.	Confirmation of minutes	<p>Matters arising from the minutes – a call for matters arising from the minutes of the last AGM was made – there were no matters arising.</p> <p>Notice of motion: That the minutes of the previous meeting held on 5th September 2020 are accepted as a true and accurate record.</p> <p>Moved: Lindsay Egbers Seconded: Brigitte Rothwell Carried: Yes</p>		
4.	Annual Reports: President's report – Doug Bryant	<p>Kia ora tātou.</p> <p>Hand Therapy New Zealand members proudly voted overwhelmingly in favour of greater independence from our parent bodies at the 2020 Annual General meeting. This means we have control of our own finances moving forwards and control of the future direction of our niche area of therapy. The move will require us to be more focused on strategic planning and in order to properly progress HTNZ we will need to look toward paid administrative and directorial support. This idea was presented at the 2020 AGM and is strongly supported by members of the current executive committee.</p> <p>I would like to thank all of the members who continue to generously give their time to keep Hand Therapy New Zealand running and also ensuring our members remain interested and educated. To keep our organisation relevant and progressing, paid support will ensure that we are able to advance our professional, educational, and financial standing. I have met with our neighbours, the Australian Hand Therapy Association and they have kindly shared how they have managed to double their membership over the last five years by funding administration and chief executive roles and created a comprehensive learning and certification programme. This has not only improved the educational standing of members but also created a strong revenue stream for the organisation. For us, this move will require initial financial investment but with the right leadership, will lead to a stronger positive cash flow. We look forward to our members ideas and support in this change.</p> <p>OTNZ and PNZ have supported our members' decision in becoming more independent and will continue to play a strong advocacy role for our respective members.</p> <p>Our executive committee has started work on strategic planning for Hand Therapy New Zealand under the guidance of LEAD, an organisation to guide governance and leadership in not for profit groups. We are looking forward to sharing ideas with the membership and getting feedback before cementing our plans to improve our cultural, educational, and professional standing.</p>		

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	<p>-----</p> <p>Secretary's report – Josie Timmins</p>	<p>With the great support of our ACC committee, we have met with ACC directly to promote our position and to ensure our members are able to achieve favourable conditions in the new Allied Health Contract. As an association we will need to invest energy and funding into ensuring that we maintain our valued professional position and our conditions.</p> <p>In the coming year I would like to ensure that HTNZ benefits every one of its members and I would like to thank the executive committee for their support in my first year in this role.</p> <p>Ngā mihi nui</p> <p>Doug Bryant president@handtherapy.org.nz</p> <p>Notice of motion: That the President's report be accepted.</p> <p>Moved: Doug Bryant Seconded: Sarah Stephens Carried: Yes</p> <p>-----</p> <p>Tēnā koutou katoa,</p> <p>Thank you to the Executive Committee for another great year. This year we welcomed Doug Bryant as our new President as well as welcoming four new Executive Committee members: Sara Lister, Kim Stickney, Bergen DeCalvalho, and Robert B. Early in the year Robert decided to leave the Executive and therefore the Executive Committee for the majority of the 2020-2021 year was made up of eight members.</p> <p>This year also saw us say goodbye to our Administrator Nicole Botha who has moved on from PNZ. We welcomed Diane Rothwell in July, who has stepped into the role and taken on the tasks with ease. Unfortunately, for a few months between Nicole leaving and Diane starting we struggled to get everything running smoothly. Although, this has prompted some policy initiatives with the Executive Committee creating full role descriptions and reviewing older policies to ensure easier transitions in the future.</p> <p>The Executive Committee have continued with monthly meetings throughout the year which have been well attended. Our main roles have continued to be in strategic direction planning, final approval of full registrations, navigating the changes that have come with the ACC Allied Health Services Contract and helping all members with advocacy.</p> <p>We have also continued to see high engagement on the HTNZ Facebook page. Thank you to Lindsay Egbers and Miranda Bühler for helping me with administration and moderation on the page. We are still allowing only current HTNZ members to join as well as carefully checking clinical case-based questions before approving their submissions. Finally, contractual based questions will not be approved for submission on the Facebook page and</p>		

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		<p>instead will be sent directly to our ACC committee for them to provide feedback to the member.</p> <p>Earlier in the year, a request for members interested in being part of a Māori working party was sent out. We received a few names and with the help of Kelly Davison are beginning setting up this party. It is hoped that the Māori working party will work in partnership with the Executive Committee in strategic direction planning and creating a more equitable HTNZ.</p> <p>We have continued to see an increase in membership with the total number of financial members as of 31/03/2021 (submitted for the end of financial year report) is 356 (335 in 2020). Our membership numbers as of 31/07/2021 are: Registered members 254 (233 in 2020) Associate members 112 (103 in 2020)</p> <p>I look forward to another year with the Executive Committee,</p> <p>Ngā mihi mahana</p> <p>Josie Timmins secretary@handtherapy.org.nz</p> <p>Notice of motion: That the Secretary's report be accepted.</p> <p>Moved: Josie Timmins Seconded: Laura-Kate Matheson Carried: Yes</p>		
	<p>----- Treasurer's report– Lindsay Egbers</p>	<p>-----</p> <p>The 2020 – 2021 financial year was a relatively steady year financially for HTNZ. The various lockdowns brought on by COVID 19 had limited effect on our financial dealings, though we appreciate our members will have faced, in some cases significant, turmoil. Our main source of income as per usual was through our membership subscriptions with over 350 active financial members at time of renewal meaning we finished the financial year with a small surplus.</p> <p>Looking into the 2021-2022 financial year, we expect to see an increase in our expenses through the engagement of a dedicated administrator and director. In addition, potential costs associated with structural changes and consulting as we solidify our position as an independent society should be factored in with budgeting for the 2021-2022 financial year and beyond. With this in mind, the executive has agreed upon a slight increase in the membership fees for the 2022 year in a bid to maintain a stable financial position.</p> <p>I will remind the membership, we continue to have research and philanthropic grants available for those interested and fitting the criteria.</p>		

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		<p>A brief note of thanks to the vast majority of members who completed their registration promptly for 2021, I would appreciate it if this was the case again come the end of this year.</p> <p>Again, a gentle reminder to the members that without current membership, they cannot legally practice on the ACC contract. Please do ensure your membership is up to date and paid on time. ACC will be notified by 31st January of each year of any member who has failed to renew.</p> <p>Looking over the main points in the 2020-2021 end of financial year report:</p> <ul style="list-style-type: none"> • Overall bank balances at 31/03/2021: <ul style="list-style-type: none"> ○ Total cash assets = \$68,603 ○ Term Deposit = \$150,000 TD –maturing December 2021. • TOTAL INCOME = \$44,202 <ul style="list-style-type: none"> ○ Main area of income being membership subs. • TOTAL EXPENSES = \$35,244 <ul style="list-style-type: none"> ○ Main areas of expenditure being journal subscriptions, administration. <ul style="list-style-type: none"> ▪ Our administration costs were just over \$9000.00 this year. • Income Tax Refund Due = \$293.15 • <u>TOTAL SURPLUS = \$8,957</u> <p>Lindsay Egbers treasurer@handtherapy.org.nz</p> <p>Notice of motion: That the Treasurer’s report be accepted.</p> <p>Moved: Lindsay Egbers Seconded: Ross Simmons Carried: Yes</p> <p>-----</p> <p>ACC Committee Report – Tony Faulkner</p> <p>-----</p> <p>Once again, I would like to thank the ACC committee, consisting of Lisa Hansen, Amanda Johnson and Cuong Truong for giving their time and effort this year. I would also like to thank the valued input again of Doug and the Executive in a year full of change. Firstly, there have been several changes at an ACC level with Priyanka Sharma taking over as our Category Portfolio Manager assisted by Anthea Clements. With the change in HTNZ structure the executive have regular meetings with ACC at a higher level and then we have been meeting every 6 weeks along with Doug and Lyndall. As you are all aware there have been several changes with ACC creating a new Allied Health contract that was put out to tender recently and will become live on the 1st of November. This will combine the current Hand Therapy, Physiotherapy and Podiatry contracts which will end on the 30th of October. There were several questions raised during the tender process and due to ACC only allowing questions through the GETS portal we</p>		

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		<p>were not able to communicate directly with them at this time. We have gone through the contract and the questions raised to get more information and clarity regarding points that were raised when we next meet.</p> <p>A point that we had discussed prior to the new contract was the role of clinical director and the requirements for this. Pleasingly ACC acknowledged our viewpoint and accepted for the new contract that a clinical director could be a hand therapist with 5 years' experience as a fully registered hand therapist. Taking out the requirement for post graduate certificates or those who completed the original in-house training programme prior to it moving to AUT. ACC has also agreed to a current workaround allowing for occupational therapists to complete an ACC45 and amend diagnoses. However, this still requires a physiotherapist to have input and the legal responsibility will rest with the physiotherapist.</p> <p>We have also discussed the possibility of getting wound care recognised as being part of our scope of practice and therefore hand therapist being able to bill ACC for dressings. With all the other changes that are and have taken place this year this is not something ACC is looking at funding, however we will continue to discuss this with ACC in the future. As always if you have any ACC queries relating to the Hand Therapy Contract, we have a FAQ section on the HTNZ website which may have the answer to your question. If not, then please contact the ACC Committee as a first point of contact at acc@handtherapy.org.nz</p> <p>Tony Faulkner acc@handtherapy.org.nz</p> <p>Notice of motion: That the ACC committee report be accepted.</p> <p>Moved: Tony Faulkner Seconded: Tania Stephenson Carried: Yes</p> <p>-----</p>		
	<p>Education Committee Report – Miranda Bühler (co-chair)</p>	<p>2020-2021 has been another busy period for the Education Committee. We continue to meet 6-weekly by Zoom as well as field frequent enquiries by email. The current committee members are Miranda Buhler (co-chair), Julie Collis (co-chair), Rebecca Clay, Alison Coyle, Christie Oldfield, Lyndall McKenzie, and Evelyn Willmann (exec rep). Teri Mitchell resigned in November 2020, and we thank her for her valuable contributions over the 14 months she served on the Committee.</p> <p>Key areas of the Committee's work have included: liaising with AUT regarding HAULT paper; developing a Consent Form for the use of patient images e.g., photo of a patient's hand or imaging for use in presentations or publications; updating the Patient Consent Form for Peer Review tailored to HTNZ needs; clarifying Case Log requirements for off-site vs onsite supervision; amending the Associate Membership Application Form; working with Exec on sensible approach to delivery and/or accreditation of splinting courses for Pathways 1 and 3; and revising the Peer Review document (for Pathways 1 and 3). Regarding the peer review process, the Education Committee would like to emphasise the role of the Supervisor in reviewing the completed peer review with the Associate to ensure that the desired quality of clinical practice is achieved before recommending the Associate for full HTNZ membership.</p>		

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		<p>ACC Hand Therapy Supervision guidelines were revised by Alison and Miranda then finalised by the Exec with the updated version (2020) now on the HTNZ website. The Committee continue to consider how best to promote excellence in supervision and good adherence to guidelines by both Supervisor and Supervisee. The numbers of case studies remain low; we received one over the year.</p> <p>Common topics of enquiry include membership, pathway requirements, Logbook points, education opportunities, applications for exemptions and Logbook auditing. Enquiries have in many instances identified where clarification or amendment of information was needed. Regarding overseas applicants, we have recommended to the Exec that current full European Federation Certified or British Association (full) Accredited automatically meets Pathway 2 criteria, in addition to current CHT; applicants from other international associations are assessed on a case-by-case basis. Future work, in collaboration with the Exec will review the Pathways including timeframe and hours required from Associate to full membership and explore reciprocal recognition from international associations.</p> <p>We were pleased to see Fingerprints re-appear with a March 2021 edition and now being published quarterly – thanks to Fawwaz Ismail and Nico Magni who have taken up editorship. This publication is available on the HTNZ website and there are some excellent articles. The Education Committee implore all HTNZ members to contribute at least once each 2-year cycle. This is a professional development opportunity not to be missed and attracts Logbook points.</p> <p>We also thank Hands On for continuing to run webinars on a range of topics which have been well-attended by hand therapists throughout NZ. HTNZ access to a Zoom account is being explored to support SIGs to offer video links for presentations where possible.</p> <p>The Education Committee has provided support and endorsement for several research projects over the past 12 months. The 2020 Research Scholarship had one applicant; this was awarded to Josie Timmins for her project exploring hand therapists' experiences and perspectives of professional support in hand therapy training. We encourage hand therapists to take up the challenge of research and we are always happy to consult on research ideas. Applications for 2021 are warmly invited, the closing date is 30th September. The Education Committee also support the Conference committee in the abstract submission and review process. We are excited to see 10 abstracts submitted by members for the September conference and look forward to hearing about all the wonderful work being completed.</p> <p>We acknowledge in the past 12 months COVID-19 has continued to create challenges (among other things) with supervision, professional development, and in-service provision, particularly in Auckland. We endeavour to support members regarding the various challenges that arise. We are always happy to offer advice or information where we can, so please get in touch.</p> <p>Thank you to everyone on the Committee for bringing their expertise and experience to the many and varied issues discussed. The communication and commitment amongst the Committee members is excellent and we look forward to our continued work together.</p>		

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	<p>Occupational Therapy Representative Report – Lyndall O’Loughlin</p> <p>-----</p>	<p>Miranda Bühler and Julie Collis educationcommittee@handtherapy.org.nz</p> <p>Notice of motion: That the Education committee report be accepted.</p> <p>Moved: Miranda Bühler Seconded: Rita Lai Carried: Yes</p> <p>-----</p> <p>The focus of the Occupational Therapy Rep role this year has again been around the main ongoing issue for Occupational Therapy (OT) Hand Therapist’s being able to lodge ACC claims (ACC45). We have had some slow momentum forward with a commitment from ACC that a policy is now being developed to address this issue. ACC however are still unable to give us an accurate timeframe for this to be completed. The HTNZ president and I now meet with ACC on a 6 weekly basis which has provided a great platform to ensure this issue is not lost and I continue to advocate for this to move forward. ACC have now approved a work around in the meantime for OT HT lodging ACC 45’s which allows us to access our Physio colleagues as means to complete this on our behalf. This is not ideal long term but does allow us to provide an overall better service to our clients, which is the overall objective. I will continue to update the membership as we move forward on this issue, and it remains my goal for 2022.</p> <p>Lyndall O’Loughlin otrep@handtherapy.org.nz</p> <p>Notice of motion: That the Occupational Therapy representative report be accepted.</p> <p>Moved: Lyndall O’Loughlin Seconded: Alison Derbyshire Carried: Yes</p> <p>-----</p>		
	<p>Physiotherapy Representative Report – Sara Lister</p> <p>-----</p>	<p>The uncoupling of HTNZ to PNZ continues to have work associated with this decision for the executive. It is important to also appreciate that though HTNZ has withdrawn from under the umbrella of PNZ, Physiotherapists are active members in each organisation and should continue to appreciate the resources available to them. This year the exec has been active in finding a balance of being a governance body of volunteers, and being active in the delivery of the variety of services the previously PNZ offered. This has led to a review of a paid position, accountable to the executive and membership, to fulfil and deliver on many of these tasks and duties.</p> <p>Audits have been ‘the news’ of the year and though not completely unfamiliar to many physiotherapy clinics, are still an arduous task to complete. This additional cost, in both time and money, initially feels like a lot but is important for ensuring standards in care and delivery across the HT Network. The role of Clinical Director will be the next aspect involved in contract obligations that will need clarification and further work.</p>		

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		<p>An issue I would like to develop further, during my time on the HT Executive, is the ability for AHT to get a Supervisor to be able to complete their registration to become a RHT. This is especially problematic in the rural setting or if there is no in-house Supervisor available.</p> <p>Sara Lister physiorep@handtherapy.org.nz</p> <p>Notice of motion: That the Physiotherapy representative report be accepted.</p> <p>Moved: Sara Lister Seconded: Sarah Waldin Carried: Yes</p> <p>-----</p> <p>Just a few updates on the website, exec emails now all have the suffix @handtherapy.org.nz and there are a few more emails for committee members/fingerprints/regional reps etc.</p> <p>If you have Journal access questions, or updates to work locations on the “find a therapist map” then get in touch.</p> <p>Ross Simmons webmaster@handtherapy.org.nz</p> <p>Notice of motion: That the Webmaster report be accepted.</p> <p>Moved: Ross Simmons Seconded: Lindsay Egbers Carried: Yes</p> <p>-----</p> <p>Kia ora tātou,</p> <p>A regular edition of Fingerprints has been re-established. Currently, it is a quarterly edition with contributions from different people. Fawwaz and I have been working on this project and we are exploring formats that provide good value to readers. In total, there have been 9,120 session on the fingerprint page since March 2021. The number of sessions per month has been fluctuating between 1,500 and 1,980. A reminder to members about the new fingerprint edition has been added to the weekly HandyEvidence email to try and maximise the number of Hand Therapist who are reminded about Fingerprints. We will continue with this strategy until the end of the year to test that this is an effective strategy to increase exposure of Fingerprints to NZ Hand Therapists.</p> <p>Going forward, we are planning to involve different contributors to Fingerprints. Fawwaz has already got in contact with several Hand Therapists to ask for written pieces. We will continue to ask people and attempt to get a wide and diverse background in terms of Hand Therapy topics and writers.</p> <p>Nico Magni and Fawwaz Ismail fingerprints@handtherapy.org.nz</p>		
	<p>-----</p> <p>Webmaster Report- Ross Simmons</p>			
	<p>-----</p> <p>Fingerprints Report- Nico Magni</p>			

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		<p>Notice of motion: That the Fingerprints report be accepted.</p> <p>Moved: Nico Magni Seconded: Miranda Bühler Carried: Yes</p>		
5.	Notice of Motion – Lyndall O’Loughlin	<p>HTNZ membership and registration criteria be taken out of the HTNZ rules and be instead a working Policy that is set alongside the HTNZ rules.</p> <p>We have revisited advice given to Executive Committee from Garth Nowland-Foreman, Lead Centre for Not for Profit Governance and Leadership, prior to the decision of unification process with PNZ. We worked with Garth and communicated this, at the time, to the members. He was asking the question of ‘Where we want to see ourselves in 5years time, what are our goals going forward?’.</p> <p>Along with the Administrator and Executive Director position discussions, we are and will be looking at our Rules. Some of our rules are not for purpose at the moment. Garth advised that the Societies Act is going through Parliament at the moment, and our rules don’t fit this act. Garth advised if we pull our membership and registration criteria out of the rules, then it can be a working document. It means we have a more flexibility to change the rules. This is the way it’s normally done, according to Leads.</p> <p>There will be a vote now for this motion. There will be also be a vote at a General Meeting in the future, to decide upon changing the Membership and Registration Criteria and our rules overall.</p> <p>Questions:</p> <p>Susan Fromm: Raised a concern about having people as ‘interest only member’, will it allow us to vet what professions are allowed to be an interest only member and have full access to all benefits we have? With changes to membership fees, will there be rules or regulation in the new policy and procedure for different membership access levels?</p> <p>Lyndall O’Loughlin; Membership categories will be better defined, working within what technology allows, to allow access to layers of the website, education resources, rates for webinars etc.</p> <p>Susan Fromm: Concern at AUT allowing professionals to do a 1year degree to change occupation. Concern needed around this happening in Hand Therapy and need for policy and procedure around this if possible.</p> <p>Kelly Davidson: How is membership going to look like if it’s removed? What is the consultation around membership, as Associate and Registered members join, going to look like?</p> <p>Lyndall O’Loughlin; That is the work that needs to be done by the Executive Committee. Nothing will get decided about the policy without a surveying of membership. Leave it with Education Committee initially, as they are able to vet professions and qualifications of</p>		

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		<p>applicants. They would develop new membership criteria, the it could be passed to Executive Committee and then on to membership.</p> <p>Kelly Davidson: Concern that it wouldn't necessarily go to a vote, need to be a consultation first and then a vote. Unless there is something in rules, about there being a percentage vote to remove it. Is there something like a clause within the rules that allows change around membership structure, particularly around Registered Membership? Significant changes to Registered membership would need to be consulted on or majority/percentage voted on. Would be beneficial to have something to replace the membership criteria within the rules. How will the rules look without this membership criteria? Constitution would need to be written to support this notice of motion. Have we got enough information to make a vote?</p> <p>Lyndall O'Loughlin; This is something to go back to Leads and get guidance on. Happy to postpone from voting if members feel they need more information. Feedback on Chat is flagged as this being a common concern.</p> <p>Doug Bryant: Can go ahead with vote, to gain data but members can abstain if they feel there is not enough information.</p> <p>Motion to vote on: The HTNZ membership and registration criteria be taken out of the HTNZ rules and be instead a working Policy that is set alongside the HTNZ rules.</p> <p>(Vote was retaken due to discussion happening at the same time as the vote on Zoom)</p> <p>Results: [71 people attending voted (53%), 63 people attending abstained (47%)]</p> <p>For: 41% Against : 59% Carried: No</p>		
6.	Election of Officers:	<p>The following office bearer roles are either continuing in the role, with no other nominations presented or up for election:</p> <p>President: Doug Bryant (continuing) Moved: Josie Timmins Seconded: Edel Kelly Carried: Yes</p> <p>Secretary: Josie Timmins (continuing) Moved: Doug Bryant Seconded: Miranda Böhler Carried: Yes</p> <p>Treasurer: Lindsay Egbers (continuing) Moved: Doug Bryant Seconded: Cuong Truong Carried: Yes</p> <p>Executive Committee Member (Vacant): No nominations</p>		

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7.	Awards of Life Membership	<p>1. Life Membership - Sandra Hall</p> <p>Motion to the floor – to award Sandra Hall with life membership.</p> <p>Results (114 votes):</p> <p>For: 100% Against : 0% Carried: Yes</p> <p>2. Life Membership – Eileen Carroll</p> <p>Motion to the floor – to award Eileen Carroll with life membership.</p> <p>Results (107 votes):</p> <p>For: 100% Against : 0% Carried: Yes</p>		
8.	<u>General Business:</u>	<p>1. Strategic direction, Executive Director role (by Sarah Lister)</p> <ul style="list-style-type: none"> • Executive Director Role come about following separation from Physiotherapy New Zealand. • The focus of the role will be on providing delivery of services rather than governance, of which the Executive Committee provides. • Part of the delivery of services is to create a self-funding role for the Executive Director position. • We have consulted with Leads and Hand Therapy Association of Australia. • Executive Director would report directly to the Executive Committee. • Need to ensure we also have communications with membership, in terms of the direction, business plan, strategic plan, etc. all the components of delivering a service. • The role has been reviewed with a lawyer, we've organised why we need it, defined the job description, all the components of what the role would be and how they would be involved in delivery of services that we need, such as; improved provision of services, membership, advocacy - government, Min of Health, ACC etc. So role is based on advocacy as well as delivery of services. • Role would also guide Executive Committee in right direction to help us set up our policy & procedures, our new constitution and governance planning. Overall our Executive Committee governance would improve. • Ideally the role would move us forward with delivery of service – would be filled in this capacity. <p>Lyndall O'Loughlin: Emphasise how we want to be at table with parent bodies OTNZ & PNZ & ACC, in terms of advocacy, with the government bodies.</p>		

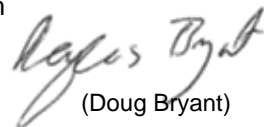
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		<p>Susan Fromm; Recognises the need to go in the Executive Director direction post under PNZ. Question in relation to salary, can it be part-time pro-rata role? How are we going to fund this?</p> <p>Doug Bryant: Yes, will be part time role. Estimated 20hrs, \$50-60k salary. Spoke with Wendy, the Chief Executive of Hand Therapy Assoc. of Australia. She has shared how they have double membership and streamlined education programmes. We need someone not to just financially improve our status but also be a voice for us in the advocacy space.</p> <p>Neil Familton: Are there other funding streams available?</p> <p>Sara Lister: Looking at how do we get additional funding now that we are no longer a non for profit? This is something we need to think about, the Executive Director's role would be to acknowledge and develop ideas to allow this role to be self-funding.</p> <p>Lisa; Have you done any calculations, if you can't get any funding, what increase in fee would be?</p> <p>Lindsay Egbers; There would be an increase, if we didn't want to use cash reserves to cover it. We would need to look at additional revenue such as an increase in membership otherwise. There hasn't been a membership increase in long time.</p> <p>Gail: Great way to go forward. One concern is talking about the role being self-funding. However, we only have 2 income streams, member fees & conference. Concerned about absence of this in job description; this person would take huge responsibility in organising conference, also then the education and membership fees are our only two other sources of income. Job description does not have measurables in it, in terms of accountability for performance is not fit for purpose.</p> <p>Doug Bryant: Looking at the Australian model, they still use professional conference organisers, we would look at that too. As well as income from improved education delivery, membership fees and sponsorship at conferences.</p> <p>Action: Members, please send comments on Job Description to Executive Committee.</p> <p>Susan Fromm; Hearing that the finances are not clear. We need clarity for the finances, as paying members, we can't rely on cash reserve. Need to start making money now on membership and courses.</p> <p>Action: Lindsay Egbers to send out financial estimations in regards to Executive Director role and estimation of how membership fee will increase.</p> <p>Kelly Davidson; Great direction, but strong financial modelling needed for year to year. We need income to look at facilitation of an Executive Director role, we can't rely on the use of cash reserve, puts us at risk. So there's a need for members to know what they are in for, it's an exciting direction but also need it to be sustainable. Also need membership modelling, as</p>		

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		<p>the Australian population is different to New Zealand, per capita we have reasonable number of Hand Therapists, but no strong knowledge of how many. We need strong financial modelling so membership knows what going to cost year in year out.</p> <p>2. HandyEvidence Update: Thank you to everyone who has been contributing, commenting and joining as members. We were sponsored by HTNZ. We have 150 members who have joined Handy Evidence from HTNZ. Since January, we have had over 3000 page views, great to see people interested. People like the Clinical take home message, so Nico's trying to put extra effort in here. HTNZ has decided to sponsor for 2022 again, so if you are interested, go to handyevidence.com, scan QR and if you get an extra week, Nico can add you to the website. Prize giving - coffee machine competition. Go to FB page, share a post on what paper you find most useful. Winner announced next week. Submit any suggestions for improvements & for access to information to Nico.</p> <p>3. Conference Update Thanks to Emma Prattley @ Conference Innovators, huge work and energy has gone into the Hand Therapy New Zealand Conference 2021 and disappointing it cannot go ahead as planned. We had a vote, resulting in a slight majority in favour of postponement. Now looking at dates for late March 2022. Emma is looking at costings for a hybrid event in March, great opportunity to get people involved in person or virtually. Australian Hand Therapy conference was last weekend, it was great success - financially good to create funds and an educational resource, also to be able to recruit people internationally. There will be considerations for Log Book submissions. If relying on conference for points, possible delays in submission or else points in advance of conference if booked on it.</p> <p>Conference Voting Results were: 42 % fully virtual, 45% hybrid model.</p> <p>Sandra Hall; Sponsors and speakers were very keen for postponement, we may have lost them if we had of gone fully virtual. Makes better sense to have different timing to the Australian Conference, allowing members to be able to attend both.</p>		
9.	Close of Meeting	The President brought the AGM 2021 to a close with a Karakia.		

NEXT MEETING		
Date: September 2022	Time: To be confirmed	Venue: To be confirmed

The meeting concluded at 4.45pm

President's signature:



(Doug Bryant)

Date: 08/09/2021