



*Nurse Practitioners  
New Zealand*

**ANNUAL GENERAL  
MEETING**

*ANNUAL GENERAL  
MEETING*

**Rotorua Events Centre**

**Saturday 19<sup>th</sup> October  
2024**

**13.30 – 14.30**



# Annual General Meeting Minutes

Nurse Practitioners New Zealand AGM Saturday 19<sup>th</sup> October 2024

## In attendance:

AGM Quorum: Members in attendance:

1. Lisa Henderson, 2. Mark Baldwin, 3. Margaret O'Connor, 4. Karyn Watson, 5. Lola Brownlee, 6. Joanna Hart, 7. Nasim Bi, 8. Kate O'Dwyer, 9. Ashleigh Battaerd, 10. Louise Fowler, 11. Martin Du Plooy, 12. Ellen Walker, 13. Laura Henderson, 14. Michal Noonan, 15. Jax Grigsby, 16. Christine Kippax, 17. Megan Collie, 18. Sue Stebbings, 19. Tom Salmond, 20. Kaitie Waite, 21. Alison Pirret, 22. Wharewaina Strichland, 23. Louise Leonard, 24. Diane Williams, 25. Elaine Fernandes, 26. Rochelle Eynon, 27. Laura Painter, 28. Margaret Colligan, 29. Gayle Lindsey, 30. Sally Powell, 31. Deb Gillon, 32. Kate Smith, 33. Kate Stark, 34. Karyn Lowe, 35. Geraldine Whatnell, 36. Sue Talbot, 37. Kirstin Bright, 38. Joanne Shirtliffe, 39. Tracey Liddell, 40. Gabrielle Sheremetoua, 41. Sneha Haughey, 42. Chris Gaul, 43. Janene Waye, 44. Amanda Dalton, 45. Sarah Bothamley, 46. Gail Phillips, 47. Dianna Minnee, 48. Teena Robinson, 49. Stephanie Thompson, 50. Julie Adams, 51. Eve Christopher, 52. Miryam Vonder Stoel, 53. Deborah Harris, 54. Paddy Holbrook, 55. Catherine Tu'akalae, 56. Narissa Webber, 57. Rubashnee Naidoo, 58. Kate Chi Tar, 59. Josephine Davis, 60. Kate Smallman, 61. Aljon Pelayo, 62. Ellis Solang, 63. Michele Lowe, 64. Lucien Cronin, 65. Tamah Clapham, 66. Sam Rees, 67. Sharon Williams, 68. Vichy Gaunt, 69. Helen August, 70. Dr. Isabella Wright, 71. Shinu Mathew, 72. Bibin Baby, 73. Anu Ragnut, 74. Daisy Jose, 75. Jocelyn Meynell, 76. Janine Palmer, 77. Babade Bamidele, 78. Maria Escarlan, 79. Cara Ruscoe, 80. Jessica Wigley, 81. Tracey Xu, 82. Tessa Grey, 83. Sarah Patrik, 84. Melodie Jam Jones, 85. Anne Hishon.

NPNZ Executive members in attendance: 86. Chair Chelsea Wilmott, 87. Immediate past chair- Sandra Oster, 88. Emma Hedgcock, 89. Emma Dillon, 90. Fay Tomlin

In attendance: College of Nurses Aotearoa Executive Director Kate Weston

## Apologies:

Rachael Hale

---

### **Approval of minutes from previous AGM held 20<sup>th</sup> November 2023**

---

Minutes from the previous meeting have been available on the College of Nurses Aotearoa Website under NPNZ minutes. Minutes from the previous AGM meeting have been available on the College of Nurses Aotearoa Website under NPNZ minutes. Members have 6 months to review these. In addition, and email was circulated before this AGM with the agenda and previous meeting minutes.

Approval of minutes from previous AGM held 20 November 2023.

Motion: Jo Hart, Seconded: Diana Minee- carried unanimously.

---

---

### **Annual General Meeting program:**

13.30 – 13.35

#### **Chair address**

Chelsea provided an overview of the work of the NPNZ executive and Chair over the past year, these minutes include additional detail advising:

- Chelsea moved into the Chair role in May 2024
- In February 2024, the NPNZ executive team, immediate past Chair Sandy Oster and incoming Chair Chelsea Willmott, reviewed NPNZ's operational structure due to the increasing volume of work and volunteer nature of the Executive.
- The volunteer operational model was no longer fit for purpose, and it was determined that NPNZ required an operational budget and opportunities to develop revenue streams so that NPNZ could further progress its work.
- The NPNZ executive team, including immediate past Chair Sandy Oster and incoming Chair Chelsea Willmott, had many robust discussions about NPNZ's future needs. They reviewed options, including whether NPNZ should remain within the College of Nurses Aotearoa or become independent.



- The NPNZ executive team, the immediate past Chair Sandy Oster and incoming Chair Chelsea Willmott developed an in-depth NPNZ review report.

The immediate past Chair, Sandy Oster, and incoming Chair, Chelsea Willmott, met with the College of Nurses Executive Director, Kate Weston, in Christchurch for an NPNZ strategic planning day to review the report, the recommendations and workshop future direction.

This meeting highlighted the following:

- It was confirmed that NPNZ operationally functions under the College of Nurses Aotearoa as a division. NPNZ is not an independent organisation. NPNZ is unable to become GST registered.
- As the incorporated society, the College of Nurses Aotearoa manages NPNZ's finances as a division of the College.
- The NPNZ review report developed a range of recommendations and requests for an operational budget that was re-developed after meeting with the Executive Director and was submitted to the Board Chairs of the College of Nurses Aotearoa for consideration.
- NPNZ and the College of Nurses Aotearoa worked collaboratively to create a budget for NPNZ to receive its first operational budget. The budget would enable NPNZ to undertake internal restructuring developmental work between July 2024 and May 2025, with the view of growing revenue streams, including through the development of continuing education for NPs.
- At the June 2024 College Board meeting, The College of Nurses Aotearoa approved the NPNZ 2025 budget.
- The College of Nurses Aotearoa provided a strong commitment to supporting NPNZ in growing and developing in the ways it needs to meet the membership and broader workforce needs.

## **Priorities**

- NPNZ review highlighted the lack of a co-governance model. This is the number one focus of NPNZ.
- NPNZ requires significant guidance and support to develop a co-governance model that is fit for purpose under the umbrella of the College of Nurses Aotearoa.
- NPNZ seeks to work with the College of Nurses Aotearoa and the Māori Roopu to establish a working group and develop a consultation process for this mahi.
- This will require some time to develop and engage so that this becomes a truly bicultural model. This has been a longstanding desire for the NPNZ executive.



While that much needed and desired mahi is established, the NPNZ executive will continue to develop and engage with established relationships and develop a working model to carry out the ongoing work needed to represent the NP scope of practice in New Zealand Aotearoa. The proposed restructuring of the NPNZ executive team will detail dedicated working streams, lead executive team roles, associate executive team roles, job descriptions and dedicated working streams to meet the contemporary challenges and membership needs.

- Chelsea provided a PowerPoint slide of a draft NPNZ operating structure. A formal consultation pack with greater detail will be circulated to all NPNZ members and request feedback submissions from the NPNZ membership in the next few weeks.
- NPNZ plans in time to offer FTE into some of these positions as revenue streams grow to support the time needed to progress the workstreams.
- The NPNZ executive team will review the feedback and re-draft the proposed structure, and this will be re-sent to all NPNZ members for voting.
- NPNZ will be seeking to recruit new executive team members as part of the new operational structure.
- The NP workforce is growing rapidly. Currently, 802 NPs, and a further 130+ per year is expected, with signals from the government that future investment in more NP roles is likely.
- NPNZ needs to develop a range of workforce-supportive structures, education, and processes to help drive the role forward and position it well within the health sector, with stakeholders, and within the community.
- Ongoing Education has been identified as a key priority for the Nurse Practitioner workforce and NPNZ has created this as a key development project stream
- In 2025 NPNZ will offer a wide range of courses. The educational calendar will be released in November 2024 and include for the first time ever a combined PD Day with the Goodfellow Unit and Southern GPCME.
- There is a need for NPs to demonstrate specialist expertise in a way that can provide evidence of specialisation. NPNZ plans to develop formal vocational specialisation pathways with pathways for endorsement and clinical fellowship. NPNZ seeks to create a pilot program for this body of work within:
  1. Mental Health & Addictions
  2. Cardiology
  3. Urgent Care.
  4. Once the structure and processes have been developed, additional clinical specialities will be developed. This may or may not include all areas of practice, and the NPNZ membership will be significantly consulted as this is developed.



## **The NPNZ Executive:**

- The NPNZ executive team have completed media training.
- The NPNZ executive have meetings ahead with a PR agency to build strategy for growing visibility and understanding on the NP role in Aotearoa. The PR agency will build greater connections between NPNZ and media.
- NPNZ plans to pitch to several TV producers a mini-series concept on the many varied roles of NPs across Aotearoa.

## **Research**

- Dr Deborah Harris has been working hard behind the scenes to collaborate with Di Williams to continue the NPNZ survey.
- She has agreed to support the creation of a research arm for NPNZ. Research is imperative for further showcasing the role, its capabilities, and its outcomes.

## **Chair activities:**

- Chelsea has been working hard to build sector relationships, increase engagement with policy and legislative makers, and the NP engagement with government agencies. She has met with the Minister of Regulation regarding Section 29 and Medsafe and the Minister of Health regarding Section 29 and Workforce Development. Before this, NPNZ had regularly corresponded with but not previously met face-to-face with NZ Ministers. Chelsea's next meeting with Minister Reti is in late November 2024.  
Ongoing work in Policy and legislation:
  - Section 29 (current)
  - Section 88 (2025)
  - Private insurance providers (2025)
- Our Chair continues to meet regularly with The Chief Nurse of the Health NZ, The Executive Director and Registrar of the Nursing Council of New Zealand, the Chief Nurse of Te Whatu Ora, NZNO, the NPTP Consortium and many other stakeholder and agency leaders.
- Chelsea's next project is to develop a stronger relationship between GPNZ and the College of GPs.
- NPNZ applied, was approved to join the national Nursing Leadership group, and attended its first meetings in September 2024.
- NPNZ applied and now attends the Federation of Primary Care national meetings with the College of Nurses Aotearoa.



- The NCNZ are planning to review the scope of practice and educational standards of the Nurse Practitioner role and registration processes. This work will begin in late 2024, all NPs are encouraged to become involved in providing feedback for this project.
- The next NPNZ Conference will be held in Queenstown June 24<sup>th</sup> to June 26<sup>th</sup> 2026.
- Chelsea is in discussion with ACNP and is anticipating the opportunity to have a joint conference in 2026.
- NPNZ anticipates that we will reach 1000 NPs and 25 years of NP in Aotearoa in 2026. Chelsea is planning to work with the Ministry of Health and develop a formal evening to acknowledge and celebrate these milestones at Parliament in July 2026.
- NPNZ would like to develop a timeline of the NP role, that expands on the previous document that celebrated 50 NPs. NPNZ is seeking membership support for this project's development.
- NPNZ is seeking to further grow and develop the Pauni to include NP role profiles, education, research and advertising.
- The College of Nurses Aotearoa is currently re-developing their website and the NPNZ website.
- The College of Nurses Aotearoa and NPNZ are working to review the TOR and wider operational documents.

### **Positives achieved between 2023- 2024**

- Hauora Podcast featuring NP practice.
- NPNZ NP Position statement: consulted and published in early 2024. Will be up for review in 2026. NPNZ intent to support the development of context specific position statements
- NPNZ PHC Remuneration guideline: consulted and published in mid-2024
- Panui-regular publications quarterly 2023
- The development of the NPNZ biannual awards to recognise the contribution of the NP workforce
- Research arm of NPNZ-in active development
- Relationship building across the sector and with key stake holders

### **An update from Kate Weston, Executive Director, College of Nurses Aotearoa**

- Kate advised that the College of Nurses Aotearoa has a strong commitment to supporting NPNZ.



- Kate confirmed that the College of Nurses Aotearoa has committed to providing NPNZ with specific financial support for the 2024-2025 financial year.
- Kate and Chelsea were able to provide a brief overview of the NPNZ budget.
- Kate provided the end of year statement of financial position for NPNZ

	2024	2023
<b>8. Reserves</b>		
<b>Nurse Practitioners New Zealand (NPNZ)</b>		
Opening Balance	49,441	53,169
Movements for the Period	3,278	(3,729)
Closing Balance	52,719	49,441
<b>Total Reserves</b>	<b>52,719</b>	<b>49,441</b>

The NPNZ reserve does not reflect prepaid expenses and revenue in advance related to the NPNZ conference being held in the next financial year. This results in a \$68,317 variance between cash held and NPNZ reserve. Following the completion of the conference the conference profit will be recognised.

- Kate advised that the College of Nurses Aotearoa has finalised their 2024/2025 June to June financial budget. This includes the commitment to providing NPNZ a development funding stream for 2024/2025.
- Kate advised that previously, NPNZ funds have sat within the College of Nurses Aotearoa's accounts and have not previously been separated. Funds remain part of the College as NPNZ is a division on the College.
- For 2025/2026 the College of Nurses Aotearoa and NPNZ propose that NPNZ accounts are audited separately so that NPNZ will have clearer visibility of NPNZ's financial position.
- Kate advised that the College of Nurses Aotearoa (NZ) Inc accounts are currently being audited and will be available for the College of Nurses AGM.
- Kate advised that NPNZ College members are able to request a copy of these accounts after the AGM.

13.50 – 14.25

### NPNZ member feedback & discussion

- Credentialling
- Finances – What solutions have been considered?
- NPNZ survey

Challenge to the executive Te Tiriti of Waitangi -Josephine Davis raised challenge. Lack of cultural input from Māori





The NPNZ executive accepts this challenge and is eager to engage with Māori NPs regarding the development of a co-governance model for NPNZ.

14.25 – 14.30

**NPNZ tribute:**

Rhoena Davis led by Josephine Davis

14.30

Close with Karakia



*Nurse Practitioners  
New Zealand*

**Nurse Practitioners New Zealand**

*A division of the College of Nurses Aotearoa (NZ) Inc*

PO Box 1258

Palmerston North 4440

p: +64 6 358 6000

[www.nurse.org.nz/hpnz](http://www.nurse.org.nz/hpnz)