



Minutes

Date: 21st Dec 2015
Time: 12 pm
Venue: Teleconferencing

Present: Assoc. Prof Greg Anderson, Dr Joe Yip, Dr Michael Pankhurst

Via teleconference: Prof Chris Charles, Dr Chris McMahon, , Dr Susannah O’Sullivan, Dr Kathy Mountjoy, Dr Stella Milson

Apologies: Assoc. Prof Stephen Bunn, Dr Ryan Paul, Dr Richard Carroll

Approve Minutes of previous meeting:

Matters arising from Minutes dated 5th Nov 2015:

Correction: Under Item, page 2, No. 4, bullet point 1 line 2, “Chris Charles” instead of Chris McMahon did look for other possible venues.....

Incoming Correspondence:

1. **6 Nov 2015** from Executive Director of Medi’Ray, Ray Lockett: He is happy to continue providing support to 2016 NZSE Medi’Ray student speaker prize.
2. **12 Nov 2015** from Jingrui Qian (new student member) enquiring about his status of application. He has shown a screenshot evidence of his bank transfer of student membership (NZ\$40) to NZSE account under the reference of G1T5S1.
3. **25 Nov 2015** from Tracy Farr RSNZ – advise on Constituent Organization (CO) membership fees 2016 of NZ\$575.00 including GST. Invoice sent on 15 Dec 2015 by Phillipa Gardiner (Chief Operating Officer) as attached in Appendix.
4. **27 Nov 2015** from Hannaki Smalberger (Business Manager of Novartis NZ Ltd) – enquiring about sponsorship for Clinical Meeting. **Pending.**
5. **11 Dec 2015** from Gill Sutherland (RSNZ Senior Manager) - RSNZ Fellowship Nominations - 2016 Call for Nominations. Please refer the letter attached in Appendix.

Outgoing Correspondence:

1. **5 Nov 2015** email to Medi’Ray - Greg Anderson inform his current role as a president of NZSE and acknowledge the 2015 NZSE Medi’Ray student speaker prize (\$500). He also requested for continuation of support in year 2016.

Items:

1. RSNZ Constituent Organization Forum (18 November) feedback from Greg Anderson:
 - The forum was attended by 25 different societies, some of which are involved in Queenstown Research Week. Greg suggested if these societies should form a federation to represent a “single voice” in the RSNZ Constituent Organization?

2. Report from NZSE Clinical Members teleconference held on 11 Nov 2015 relating to MedSci in Nelson:
 - The meeting was carried out by Ryan Paul and other NZSE committee members who attended the teleconference were Stella Milson, Richard Carroll and Susannah O’Sullivan.
 - Majority of the NZSE Clinical members are interested on the idea of joint MedSci-NZSE Clinical Meeting 2016 in Nelson. Date to be confirmed. There is concern if the facility in Nelson is able to accommodate the Clinical Meeting. Ryan Paul may have spoken to Alistar from Dynamic regarding the capacitance of the venue. **Require confirmation.**
 - Dr Marianne Elston, a colleague of Ryan Paul was the organiser of the previous year NZSE Clinical Meeting. She will be the person to approach to query about the meeting organisation.
 - Ryan Paul has a copy of previous year NZSE Clinical Meeting prospect/ programme for reference.

3. MedSci/ NZSE Meeting 2016 updates: Various aspects of the meeting were discussed including organiser, sponsorship, structure of budget handling, symposium, speakers invitation and associated funding. Please refer to the summary below:

Up-to-date summary of MedSci/ NZSE Clinical Meeting 2016:

- Date: Mon-Wed, 29th-31st August 2016 (MedSci)
Sat-Sun, 27th-28th August 2016 (NZSE Clinical Meeting)
- Venue: Rutherford Hotel, Nelson
- Organiser/s: Dynamic (MedSci)/ Ask Dr Marianne Elston via Ryan (NZSE Clinical Meeting)
- Sponsorship: Medi’Ray Student Speaker Award for MedSci. Amount TBA
Novatis for NZSE Clinical Meeting. Amount TBA

N.B. All funding for NZSE Clinical Meeting will be handled by NZSE. The cost of meeting will be paid to QRW through organiser, i.e. Dynamic. All profit made from the meeting will go to NZSE account.

- NZSE usually put forward a MedSci symposium proposal. These typically involve 2 Australian and 2 NZ speakers or similar. A carryover suggestion from 2015 proposals is “Female Reproduction/ Oocyte Development”.

- Professor Bradley D. Anawalt, University of Washington, Seattle, USA (Male Endocrinology) has been approached as a plenary speaker for Clinical Meeting. This could be of interest to NZSE MedSci attendees as well. **Require confirmation.**

4. Website update:

- Membership renewal: The system is set up for six automatic reminders from Dec 2015 through to May 2016.
- Improvement to website to provide tool for members to seek expertise advise from other members.

Treasurer’s Report: Account balances:

Current account: \$19,578.18

Term deposit 1: \$40,000.00

Term deposit 2: \$11,710.18

Term deposit 3: \$20,423.37

ANZ bank details transferred from Hamilton to George Street Dunedin branch on 16 Nov 2015. Signatories are Greg Anderson, Michael Pankhurst and Joe Yip.

Transactions since last meeting:

-Nil

Payments owing:

1) Sizzle Sites: Website development	\$180.00
2) Greg Anderson: For payment to Greymouse Teleconference	\$103.00
3) Constituent Organization (CO) membership fees 2016	\$575.00

Committee members were satisfied with this format of treasurer’s report.

New Member applications: None.

Full members: 21 paid, 34 “expired”

Student members: 5 paid, 26 “expired”

Life Members: 5

Other Business:

- Advertising NZSE:
 - Kathy Mountjoy suggested to advertise NZSE during MedSci meeting to attract the return of expired members and Endocrinology research groups belong to other

societies. The strong key point of the advertisement being providing support for developing researchers (i.e. students).

- Susannah O'Sullivan suggested a PowerPoint presentation slide at the beginning of NZSE symposium during MedSci meeting to advertise NZSE.

Meeting closed: 12.40pm

Next Meeting: 01 Feb 2016

Appendix

Instructions for joining the meeting by teleconference:

Dial one of the numbers below and type the conference number: **40170** followed by # at the prompt.

Toll Free (free for you...costs NZSE 18c/min)	0800 896 206
Auckland (costs NZSE 9.5c/min)	09-951 8378
Christchurch (costs NZSE 9.5c/min)	03-288 0084
Wellington (costs NZSE 9.5c/min)	04-831 9424

List of Committee Members:

- Assoc Prof Greg Anderson (President, University of Otago, Dunedin).
Email: greg.anderson@otago.ac.nz
- Prof Chris Charles (President-elect, University of Otago, Christchurch).
Email: chris.charles@otago.ac.nz
- Dr Chris McMahon (Past President, Hamilton). Email: mcmahonc@xtra.co.nz
- Dr Joe Yip (Secretary, University of Otago, Dunedin). Email: joe.yip@otago.ac.nz
- Dr Michael Pankhurst (Treasurer, University of Otago, Dunedin).
Email: michael.pankhurst@otago.ac.nz
- Dr Kathy Mountjoy (Basic Science Representative, University of Auckland).
Email: kmountjoy@auckland.ac.nz
- Assoc Prof Stephen Bunn (Basic Science Representative, University of Otago, Dunedin).
Email: stephen.bunn@otago.ac.nz
- Dr Susannah O'Sullivan (Basic Science Representative, University of Auckland).
Email: s.osullivan@auckland.ac.nz
- Dr Richard Carroll (Clinical Representative, Capital & Coast District Health Board, Wellington). Email: richard.carroll@ccdhb.org.nz
- Dr Ryan Paul (Clinical Representative and Web Editor, Waikato District Health Board, Hamilton). Email: ryan.paul@waikatodhb.health.nz
- Dr Stella Milsom (Clinical Representative, University of Auckland).
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