



Minutes

Date: 5th November 2015
Time: 12.00pm – 12.50pm
Venue: Room 203, 2nd Floor Scott Building, University of Otago, Dunedin

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

Via teleconference: Prof Chris Charles, Dr Chris McMahon, Dr Ryan Paul, Dr Susannah O'Sullivan

Apologies: Dr Kathy Mountjoy, Dr Stella Milson, Dr Richard Carroll

Approve Minutes of previous meeting:

Moved to accept by Greg Anderson, seconded by Chris McMahon

Matters arising from Minutes dated 20th August 2015: None

Incoming Correspondence:

1. Invoice from Sizzle Sites: Website Development - Biannual Specialised Security Updates/ Site Updates. Site maintenance, backups, updating software (duration of 3 h, \$180).
2. Receipt for reimbursement for pre-paid teleconference account for NZSE (\$103) from Greg Anderson

Outgoing Correspondence:

Items:

1. Dates for future committee meetings – Meeting will be held every 6 weeks being the next one on Mon, 21 Dec 2015 follow by Mon 1 Feb, Mon 14 March, Mon 2 May, Mon 13 June, Mon 25 July, Mon 5 Sept, Mon 17 Oct, Mon 28 Nov 2016. However meeting frequency may increase closer to MedSci. This will be confirmed closer to the time.
2. Establishment of new Management committee:
 - **Mailing address** – Website contact form is now redirected Joe Yip (and Cc'ed to Andrea Vanrinsvelt – Sizzle Sites manager).
 - **Website** – The management committee page has been updated recently by Andrea Vanrinsvelt and Greg Anderson. Please let Greg Anderson know if anyone wish to change his/ her email address. The news page needs to be more frequently, especially the MedSci 2016 page. Ryan Paul agreed to continue his role as web editor by

assisting with more complex matters of the website. Other committee members can also make changes via an administrator password.

- **Bank accounts:** Chris Charles will arrange the bank details transfer to Dunedin and this will be followed up by Michael Pankhurst. Electronic banking option was discussed and Chris Charles confirmed that such option is available in which bank statements can be downloaded and track payments made electronically. **Action required:** Chris Charles and Michael Pankhurst will give ANZ bank a call to find out the requirement for bank details transfer.
3. Greg Anderson will be attending RSNZ Constituent Organisation Forum on the Wed, 18 November 2015 in Wellington.
 4. **Medsci 2016** – The event has been publicised on Monday, 2nd of Nov 2015. It will be held on the Monday, 29th of August 2016 to the Wednesday, 31st of August 2016 at Nelson. Following are the reports from Chris Charles after meeting with QRW and Dinamics Destination:
 - The Rydges Hotel will be undergoing major renovation during the proposed research week, hence will not be available for the event. Chris McMahon did look for other possible venues in Queenstown such as Corpthorne and Millenium Hotels. However both will not be available. This led to the decision of choosing another region in New Zealand. Rutherford Hotel in Nelson was picked based on various reasons including the spacious and modern facilities it provides, excellent air connectivity, home of Lord Rutherford etc.
 - Communicated with Brain Conference to ask for interest to join MedSci in Nelson, but they will remain in Queenstown.
 - The Clinical Endocrinology Meeting had planned to be held in Queenstown the weekend before MedSci 2016. It will be of interest if the clinical meeting can be joined with MedSci 2016 in Nelson. There will be around 4 satellite meetings (pre and post). Greg Anderson suggested the clinical meeting could be included as a pre-satellite meeting or asociated meeting i.e. the Saturday and Sunday (27th/ 28th of Aug 2016) and an overlapping session between Clinical Endocrinology and MedSci on Sunday afternoon. **Action required:** Greg Anderson and Ryan Paul will contact the organiser of Clinical Endocrinology Meeting to request for possible join meeting. Chris Charles will contact Dinamics to state our interest in such a joint meeting as well as inform Prof Peter Shepherd regarding this discussion.

Treasurer's Report:

Awaiting transfer of documents from Christine Couldrey.

New Member application/s:

Mr Jingrui Qian (student membership), a 300-level student at Victoria University of Wellington. A recommendation email was received from Dr Paul Teesdale-Spittle from School of Biological Sciences, Victoria University of Wellington on Tues, 29th of Sept 2015. The student was nominated by Prof David Grattan, Centre for Neuroendocrinology, Dept of Anatomy, University of Otago. The application was approved. **Action required:** Joe Yip to welcome Jingrui Qian as a new member.

Full members: 44

Student members: 7

Life Members: 5

Other Business:

1. Awards for MedSci 2016:

- Medi'Ray Student Speaker Prize – possible continuation of support from Medi'Ray. **Action required:** Greg Anderson to acknowledge Medi'Ray for the prize given during MedSci 2015 and request for continuation of support. He will also inform Medi'Ray his current role as NZSE president.
- Nancy Sirrett Memorial Lecture Award and Ibbertson Clinical Award – call for recommendation. **Action required:** Greg Anderson will email the Society to request for recommendations for these awards.

2. Advertising NZSE: The numbers of NZSE MedSci abstract submissions have decreased from 24 submissions since year 2008 to approximately 6 submissions between year 2013 to 2015. Such decrement could have been caused by a number of factors including:

- There are various abstract options for presenter to choose from in the application form. The option such as CNE (Centre for Neuroendocrinology) could have been a major contributor as many NZSE student presenters were from CNE and they would have chosen CNE option instead of NZSE out of possible confusion.
- Queenstown is an expensive location to travel to by presenters from North Island. There is possibility that presenters would prefer to use their limited travel award to attend overseas meetings instead.

Possible ways to advertise NZSE:

- Putting up NZSE flyers during MedSci 2016 in Nelson.
- Provide more awards and travel grants.
- Send out email announcement to members to encourage them to present.

Meeting closed: 12.50pm

Next Meeting: Monday, 21st of Dec 2015