



Agenda

Date: Friday, 28 July 2017

Time: 12 pm

Venue: Teleconferencing

Present: Greg Anderson, Richard Carrol, Kathy Mountjoy, Michael Pankhurst, Ryan Paul (joined 12:20 pm).

Apologies: Joe Yip, Stephen Bunn, Stella Milsom, Susannah O’Sullivan, Chris McMahon

Approve Minutes of previous meeting: Approved

Matters arising from Minutes dated 09 May 2017:

1. Decision on NZSE website
 - Find out the hosting cost from SizzleSites. (Domain name: \$39 +GST/yr; hosting: \$120/yr; updates and general maintenance: \$360/yr (based on average since we went live); note there may need to be future upgrades because of site software getting older.)
 - Find out if current Prefer users are satisfied, and if they demonstrate expertise of managing membership lists in their websites. (Positive feedback was received from Marc Rands, executive officer for ANZCCART NZ, and see <https://www.population.org.nz/> regarding a developing membership website functionality.)
 - The Prefer “DI4Y” offer was accepted.
2. New draft the requirement for becoming a life member to be circulated to the exec
3. Possibility for NZSE to commission and endorse clinical practice guidelines for NZ endocrinologists.
4. Contact AUT personal to confirm the membership application status of Prof Ahmed Al-Jumaily as a student member.

Incoming Correspondence:

1. **04 July 2017** *Ray Lockett, Executive Director, Medi’Ray*
Agree to sponsor NZ\$500 to NZSE Medi’Ray Student Speaker Prize for 2017.
2. **04 July 2017** *Dr Andrew Cleland, Chief Executive, RSNZ*
Drawing attention to mentoring guidelines drawn on Maori and Pasifika perspectives for mentoring in Aotearoa New Zealand Research community (<https://royalsociety.org.nz/what-we-do/research-practice/mentoring-guidelines>).
3. **11 July 2017** *Dr Francine Harland, Recherche, RSNZ*

Releasing of supporting material to the summary of evidence “Antimicrobial resistance – Implication for New Zealanders’ that was released in May. A fact sheet is now available to be downloaded on royalsociety.org.nz/antimicrobial.

Outgoing Correspondence:

1. **26 June 2017** *Greg Anderson to Martijn Verhoeven, Managing Director of Prefer*
Accepting the offer to build and host NZSE website (DI4Y option). (See appended).
2. **07 July 2017** *Greg Anderson to Han, PayPal Compliance Department*
Sent personal info of authorised persons (Michael Pankhurst and Joe Yip) to PayPal Department in order to have access to NZSE PayPal account.
3. **03 July 2017** *Greg Anderson to Ray Lockett, Medi’Ray*
Requesting for continuation to sponsor NZSE Medi’Ray Best Student Speaker Award for MedSci 2017 (NZ\$500).
4. **20 July 2017** *Greg Anderson to NZSE members*
Reminder of the early bird registration and abstract deadline for MedSci meeting.
5. **24 July 2017** *Greg Anderson to ‘expired’ NZSE members*
Personal email to expired NZSE members asking them to renew or advise that they no longer wish to be a member. This resulted in 3 expired members asking to be removed, and ~4 subscription renewals.

Items:

1. NZSE website host – update
 - Prefer has been contracted to develop and maintain a new NZSE website, following RSNZ announcing they will no longer host non-Prefer websites. The cost of building the site has been quoted as \$3500-5500, but NZSE will likely save ~\$500 annually in maintenance charges compared with a SizzleSites-hosted website (see details under Matter Arising).
 - Prefer have begun work on the new website. We will seek to incorporate clinically-relevant image(s) as well as basic science-related image(s) in the new site.
 - It is hoped that the new site will incorporate simpler membership list maintenance functions. A ‘cleaned’ (ie no ‘expired’ members) will be sent to Prefer as an Excel spreadsheet. Where known, we will include the date the membership first commenced. It is intended that the site will record date of approval for new members to enable the committee to identify long-serving members.
2. The list of ‘expired’ members was circulated. These will not be carried over to the new website, so will be effectively removed. A list of non-contactable emails was also circulated, and the Exec were asked to advise Greg of alternatives to try if appropriate.
3. A revised (from the previous meeting) life membership draft was circulated (see below).

“Once each year, the Management Committee will consider granting life membership to long-standing NZSE members in recognition of outstanding leadership in fundamental or clinical endocrinology, as exemplified by their sustained contributions and those of their

trainees and associates to teaching, research, and/or clinical practice. The intended purposes of life membership are to enable such members to continue to contribute to the Society beyond retirement by mentoring younger members, serving on the Management Committee and attending NZSE annual meetings. Service on the Society Management Committee and contributions to NZSE annual meetings will be viewed favourably, but nominees should not be current Management Committee members. Life members will normally be 60 years old or more. A certificate acknowledging the life membership award will be presented to the recipient during one of the NZSE annual meetings (MedSci or Clinical Meetings)."

It was agreed to change "long-standing NZSE members" to "NZSE members of at least 20 years duration", and "will normally be 60 years old or more" to "should be at least 60 years of age" (see underlined sections above). **Action:** to discuss again next meeting, possibly in the context of a new nominee.

4. MedSci update

- NZSE will run the Nancy Sirett lecture (Dr Chris McMahon) and the Medi'Ray student oral presentation award session (4 students contestants entered) at MedSci this year. There is only one other NZSE-affiliated free oral presentation submitted; this will be scheduled in a mixed session. Several NZSE-affiliated posters will be part of the combine poster session. We will also 'host' a symposium titled "Growth hormone signalling in health and disease".
- The AGM will be held at MedSci. **Action:** the President's and Treasurers reports will be circulated to the Exec by 11th August to give time for any comments, before making it available to all members on 18 August (2 weeks before MedSci).
- In addition to the MedSci dinner, an NZSE dinner is organized for NZSE members and invited symposium speakers. NZSE will cover the cost for paid members.

5. Possibility for NZSE to commission and endorse clinical practice guidelines for NZ endocrinologists (it is likely that a letter from the patient representative of AMEND (Association for Multiple Endocrine Neoplasia Disorders) will come to NZSE about this soon). Deferred to a meeting when all clinical members are able to attend.

Treasurer's Report:

Account balances:

Business account:	\$18,344.18
Term deposit 1	\$40,000.00
Term deposit 2	\$12,524.68
Term deposit 3	\$21,722.78
Paypal account	\$6158.70

Transactions since last meeting:

Outgoing:

19 June 2017 Reimbursement to Greg Anderson (Greymouse telecommunications) \$103.00
19 June 2017 Reimbursement to Michael Pankhurst (Charities commission fees) \$51.11

Incoming: None

New Member applications: 5

1. **Dr Elodie Desroziers**, Post-doc Fellow, Center for Neuroendocrinology, University of Otago. (Full-member) Main activity: Research. Research interest: Brain/ pituitary and Reproductive Endocrinology. (Approved.)
2. **Prashanth Rawla**, University of Virginia, USA. Main activity: Research and Clinical practice. Research interest: Metabolic Endocrinology. (Greg to email Prashanth to ask why he/she wants to join.)
3. **Kirsten Carter**, Research Student, Center for Neuroendocrinology, University of Otago. Main activity: Research. Research interest: Brain/ pituitary, Metabolic and Reproductive Endocrinology. Nominated sponsor: Prof. Dave Grattan, University of Otago. (Approved pending receipt of supervisor support statement. Greg to email Dave Grattan re this.)
4. **Dr Rosie Brown**, Research Fellow, Center for Neuroendocrinology, University of Otago. (Full-member) Main activity: Research. Research interest: Brain/ pituitary and Reproductive Endocrinology. (Approved.)
5. **Savana Woodcock** Research Student, Department of Anatomy, University of Otago. Main activity: Research. Research interest: Reproductive Endocrinology. Nominated sponsor: Dr Michael Pankhurst, University of Otago. (Approved; supervisor support statement received.)

Full members (1-year): Current: 33 paid, 42 “expired”

Full member (3-years): Current: 17 paid, 1 “expired”

Student members: Current: 2 paid, 21 “expired” (Previous meeting: 1paid, 39 “expired” but several known to have moved on have been deleted)

Life Members: 9 current (2 deceased)

Other Business: Student travel applications for MedSci will need to be approved prior to MedSci. Agreed that if these will be circulated (including abstracts) and approved by email.

Meeting closed: 12:40.

Next Meeting: Scheduled for 8 September. Note this is immediately after MedSci.

Acceptance of proposal

I/we wish to proceed with the launch on the basis of a ~~DIY~~/~~DIWY~~/DI4Y¹ as detailed within this proposal. I/we have read and agree to be bound to Prefer's standard terms of business and any specific terms detailed within this proposal.

I/we undertake to perform our own detailed acceptance testing prior to project completion and understand that any problems or issues found within the developed system after this date may be liable to additional charges to identify and rectify.

I/we understand the intellectual property assignment implications and licenses associated with this project.

Name: Greg Anderson



Signed:

Date: 2 June 2017

Duly authorised signature on behalf of New Zealand Society of Endocrinology.

Name: M.D. Verhoeven

Title: Managing director

Signed:

Date: 2 June 2017

Duly authorised signature on behalf of Prefer Limited.

¹ Cross out what is not required please.



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Cost

Under the **DIY** approach there is no additional cost to you. All costs are covered by the Royal Society.

Under the **DIWY** approach we will be ready for you whenever you want us to do something. These services will be available via the Marketplace in your site. The additional costs are agreed on a case by case basis.

Under the **DI4Y** approach we will review your site and help you get a new site at a very high level, mobile responsive with the power of WordPress and the security of Hoppon RS. The actual cost will be dependent on choices made during the design and

configuration cycle. Below cost is an estimate.

	Lower end	Higher end
Setup and content transfer	\$500	\$ 1,000
Style customizing	\$ 2,000	\$ 3,000
Project management	\$ 1,000	\$ 1,500
Total	\$ 3,500	\$5,500

(Prices are listed excluding GST.)

Payment

We send out invoices for time and material used on a monthly basis payable the next 20th of the month.