



Minutes

Date: Friday 22nd March 2019
Time: 1:00 pm
Venue: Zoom teleconferencing

Present: Ryan Paul, Jenny Juengel, Erik Wibowo, Stella Milsom, Michael Pankhurst, Greg Anderson, Kate Lee.

Apologies: Stephen Bunn

Welcome to members of the new committee and acknowledgement of past committee members.

The committee acknowledged the efforts of previous members (Joe Yip, Chris McMahon, Kathy Mountjoy, Susannah O'Sullivan) of the committee and agreed that Greg would prepare a letter stating our appreciation for their service.

ACTION: Greg to prepare and send out letters

New members all introduced themselves briefly.

Approve Minutes of previous meeting:

No comments were made on this.

Agenda Items:

1. Frequency & mode of NZSE Committee Meetings

It was agreed that a frequency of every 6 weeks could be changed to every 8 weeks but with the option to add a meeting prior to an event in if there was a need. The committee were all able to connect via the Zoom facility which is free to use (albeit with a 45 minute time limit). Kate will investigate whether there is an option to record Zoom meetings.

ACTION: KL to organise the meetings for 1pm Friday every 8 weeks

2. Joint ESA/NZSE/APEG/SRB Meeting

Ryan informed us that this joint meeting is planned to be held in NZ this year, Auckland was the preferred location but due to delays in the conference centre opening, the location would be moved to the Christchurch convention centre. The proposed dates for this will be 1-4 Nov 2020. The NZSE will be a key player in this meeting and we will have a say in all of the arrangements. If we are happy to be involved we should nominate 2 members of our

committee to be on the meeting organisation team. Ryan and Greg volunteered which gives us a clinical and a basic science representative.

As has happened in previous events there is likely to be a clinical weekend running prior to this conference and Clearwater resort is a likely location for this.

ACTION: GA and RP to keep the committee informed of their progress and consult where necessary.

3. MedSci Meeting 2019

NZSE usually organise a symposia as part of MedSci. Greg usually takes charge of this and is happy to continue. We usually have an AGM at MedSci as well and there was general agreement we could do that, hopefully Ryan can be present, but Greg could run AGM if Ryan isn't available. Also it was agreed that NZSE symposium at MedSci should also happen in 2020 in addition to the Joint ESA/NZSE/APEG/SRB Meeting.

ACTION: GA to keep the committee informed of progress and consult where necessary.

4. Website

The website was not discussed other than GA wishes to pass on the duties of updating it and that it should be added to the duties of the paid secretary (see AOB).

ACTION: KL to get access to website admin (and email) and take over for now with potential for paid secretary to take over at a later date.

5. Future directions for the NZSE

RP requested that the committee should put forward ideas for the future direction of the NZSE and that as a new committee we have the freedom to define where we think the NZSE should be active over the next few years. GA stated that initiatives to get clinicians and basic scientists together would be of benefit.

ACTION: The committee need to email round suggestions and discuss new ideas

6. New Emerging Endocrinologist Award (wording):

- The committee approved the draft wording for new Emerging Endocrinologist award with some amendments:
 - The award should be called the Emerging 'Researcher' rather than Emerging 'Endocrinologist' to be inclusive to basic scientists as well as clinicians.
 - The eligibility should be changed as follows: Society members who are within 6 years of having obtained a higher degree or diploma (i.e. PhD, MD, FRACP), accounting for career-interruptions and who are currently financial (the applicant must have been a financial member of NZSE for the 12 months prior to the 1st May) are eligible to apply.

- Finally we should state that CVs be in NZ MSI format with no regulations on which parts of the form need be completed.
- MP pointed out there is a \$1000 cost associated with this award that we hope to recoup from sponsorship and therefore isn't in the budget. We are awaiting a decision from Mediray on potential sponsorship but if that fails we are happy to cover the cost.

ACTION: GA to update the website with the new wording as this has already gone up.

AOB

7. EW provided a financial summary to be included with the agenda and it was noted that there was \$1000 included in the budget for MedSci related expenses. GA stated that MedSci doesn't normally incur any major expenses but the conference often doesn't pay costs for NZ based speakers and reserves support for Australian speakers, therefore he has added this cost to budget for this. The committee were all agreed this was fine.

No action

8. RP proposed that the society take on a paid secretary to help with administrative load. The society finances look healthy and there is scope for this. GA had investigated the cost of someone who is already doing this role for NZSSD, he will look up the details and circulate to the committee.
RP suggested one day per month should be sufficient for our needs. We will need to specify the tasks to be assigned to the secretary but these should include minutes (if we can get Zoom to record meetings?), website update including any news items, managing memberships. Other suggestions?

ACTION: GA to circulate the costs and get final approval for a paid secretariat.

Meeting closed: The meeting was closed at 1:30pm promptly to allow members to observe the 2 minutes silence for the Christchurch shooting victims.

Next Meeting: Fri 17th May 2019 1pm