



## Minutes

**Date:** Friday 13<sup>th</sup> September 2019

**Time:** 1:00 pm

**Venue:** Teleconferencing

**Present:** Erik Wibowo, Kate Lee, Jenny Juengel, Ryan Paul, Greg Anderson, Stephen Bunn

**Apologies:** Michael Pankhurst, Richard Carroll.

### **Approve Minutes of previous meeting**

### **Matters arising from Minutes dated 1st Aug 2019:**

- **ACTION:** Reduce amount held in business account and close PayPal account. Money has been moved, however PayPal account not closed as this will lose transaction history, all agreed this was acceptable and account will be closed by Erik.
- **ACTION:** Documents prepared for NZSE AGM at Queenstown. Kate to organise video link should anyone wish to use it.

This was done and the link was not used.

- **ACTION:** Kate emailed two new members.

Judith and Yogo were emailed.

- **ACTION:** Erik to make some additions to the secretariat job description.

Final version now needs to go to Ryan and he will approach Jan about starting this position.

- **ACTION:** Ryan will look at a suitable contract for new secretariat.

This has been done and approved.

- **ACTION:** Kate and Erik to draw up a list of tasks for a secretariat job description.

As above

- **ACTION:** Jenny to investigate how to access potentially interested professionals in the veterinary/agricultural sectors

This is carried over to the next meeting

- **ACTION:** Kate to chase up members with lapsed membership.

Final few names with no recent replies were sent out to committee members for them to approach these people individually.

### **Incoming Correspondence:**

1. The [Royal Society](#) and the [US National Academies of Sciences and Medicine](#) are convening an international commission to develop a framework for considering technical, scientific, medical, regulatory, and ethical requirements for human germline genome editing, should society conclude such applications are acceptable. *This needs to be circulated.*

## **Outgoing Correspondence:**

### **Items:**

#### 1. Joint ESA/NZSE/APEG/SRB Meeting

Ryan and Mike have discussed potential issue with pharma companies being less inclined to sponsor the event in NZ as products are not sold here. As the meeting will be attended by Australian clinicians Ryan feels this can be mitigated.

\$5k seed funding has been paid towards the joint meeting. This is expected to be recouped next year, the amount we get back will depend on the number of society members registering, so we should encourage attendance. Certainly we should push for programme content that showcases the work done by NZ endo researchers.

Kate will test her mailing list that has been used to communicate with members as she suspects some emails may not have sent. She will send out another 'save the date' email including a request for suggestions for programme content.

#### 2. No new members

#### 3. NZSE is on social media

NZSE has a twitter account and a FB page. Management of these can be added to the secretary page, however anyone on the management committee is welcome to sign in and use them as they have a generic log in. Kate will continue to work on these.

#### 4. Secretariat job description approval and recruitment

As discussed above

#### 5. Future directions for the NZSE

## **Treasurer's Report:**

Report (attached to agenda).

Erik invoiced and received \$500 money for student prize from MediRay.

## **Other Business:**

Richard has requested that some meetings could be done on Tuesdays or Thursdays when he has more potential to join. Kate to send out another doodle poll for the committee before the next meeting.

**Meeting closed:** 1:20pm

**Next Meeting:** TBA (8 weeks)