



Minutes

Date: Friday 17th May 2019

Time: 1:00 pm

Venue: Teleconferencing

Present: Ryan, Greg, Jenny, Erik, Michael, Kate

Apologies: Stella, Richard, Stephen

Minutes of previous meeting were approved

Matters arising from Minutes dated 22nd March 2019:

- ACTION: Greg has prepared and send out letters to departed committee members
- ACTION: KL has organised the meetings for 1pm Friday every 8 weeks
- ACTION: GA and RP updated on the Joint ESA/NZSE/APEG/SRB Meeting which will take place in Christchurch in early November 2020. We will need to contact the membership to advertise this.
- ACTION: GA gave an update on the MedSci meeting, the programme for this should be released soon and we should get this emailed out to our membership and advertised on the website. We have awards for students and early postdocs and we need to ensure there are plenty of applicants. Through emails website and word of mouth.
- ACTION: KL has got access to website admin (and email) and is familiarizing herself with this.
- ACTION: The committee have not submitted any suggestions and ideas for future direction at this time, but this was discussed later.
- ACTION: GA has updated the website with the new wording for emerging endocrinologist award.
- ACTION: We have approval for a new secretariat, and Jan has been informed that we are looking for someone. Kate and Erik will be able to draw up a list of tasks for a job description as they become more familiar with these tasks. Ryan will look at a suitable contract.

Incoming Correspondence:

1. Regarding the email Erik received from a woman with mosaic Turner syndrome the committee confirmed this is not a frequent occurrence.
2. Several emails between Greg and MedSci organisers regarding NZSE prizes associated with the MedSci conference (student travel awards, medi'Ray student speaker prize and emerging researcher award) and the puberty symposium that NZSE will be hosting (speakers are Alistair Gunn, University of Auckland; Victor Navarro, Harvard University;

Maggie Evans, Otago University and possibly Karen McKenzie, University of Otago Christchurch).

3. Regarding the Invoice from Prefer, sent to Greg this bill has queried and the fee waived this time as the service was not good.
4. Regarding the 2020 ESA/NZSE/SRB joint meeting; the meeting will be at the Christchurch Convention Centre, 1-4 November 2020. We have requested and been given dedicated rooms to run the NZSE AGM, emerging researcher award and career award lectures; otherwise we will be in combined sessions with ESA.
5. The 'contact' email address being directed to Kate has received emails and automated messages referring to memberships.

Outgoing Correspondence:

1. Kate has contacted Jan who is looking forward to seeing a job description.

Items:

1. Joint ESA/NZSE/APEG/SRB Meeting

Details already discussed above.

2. MedSci Meeting 2019

Already discussed above.

3. Approval of new members (names to be circulated before meeting)

Only one new member Anjana Niyagma has joined. As she is unknown to the committee, Kate will look her up and circulate to the committee for approval.

4. Newsletter/communication with members.

In the past, the NZSE has had a newsletter, but this is not required. An email from the chair with updates every 3-4 months or leading up to an event is our usual mode of communication with our membership. These should include, alerts of upcoming meeting and news from meetings past including awardees and photos, AGM notifications as well as information on other relevant international meetings.

5. Secretariat job description

This will need to be decided on by Kate and Erik and approved at the next meeting.

6. Website

Kate will update the website with the latest on the joint meeting as well as MedSci.

7. Future directions for the NZSE

Jenny suggested that there may be potentially interested professionals in the veterinary/agricultural sectors who may be interested in joining and enhancing the society. The committee were not clear on how to access such people other than word of mouth. Jenny will investigate.

Kate suggested the society could look at 'sponsoring' local regular talks by members or on subjects of interest to members. Such talks will be going on already but we could use the opportunity for exposure as well as cross advertising between clinicians and researchers. These could be organised ad hoc.

Treasurer's Report: Was given, the document is attached to these minutes.

Kate reported that our current membership included 72 members (64 paid + 8 life members) and 13 with lapsed membership. Final auto reminders went out last week. Kate will send out

personal emails asking if the person wishes to end their membership and be removed from the mailing list.

Other Business: None

Meeting closed: 1:42.

Next Meeting: 1pm 12/07/19