



Minutes

Date: Friday 1st August 2019

Time: 1:30 pm

Venue: Teleconferencing

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

Apologies: Stella, Richard, Stephen, Michael

Minutes of previous meeting were approved

Matters arising from Minutes dated 17th May 2019:

- ACTION: Medsci ESA/NZSE/APEG/SRB Meeting has been advertised on the website and via email in Ryan's letter.
- ACTION: Kate looked up Anjana Niyagma up her membership was approved.
- ACTION: Ryan composed an email-out to members with updates on meetings, awards etc Kate sent it.
- ACTION: Ryan presented a suitable contract for new secretariat.
- ACTION: Kate and Erik drew up a list of tasks for a secretariat job description.
- ACTION: Jenny to investigate how to access potentially interested professionals in the veterinary/agricultural sectors. Not yet done, next meeting's actions.
- ACTION: Kate has chased up members with lapsed membership. Names of non-repliers to be circulated to committee for potential shoulder tapping.

Incoming Correspondence:

1. Received an invitation for the RSNZ Constituent Organisation Forum 11am 1 July 2019, no-one was able to attend. Greg has been a few times in the past and pointed out there is a \$100 funding for travel available.
2. Erik had received several emails from the general public with endocrinology-based medical questions. The treasurer email is on the website for correspondence as it was thought much of this would be regarding membership payments. It is not appropriate for treasurer to be receiving these and we should look into putting a statement on the website and possibly altering the contact email address so the secretariat received these. We could also link a document which states we do not give specific medical advice but perhaps provide some useful links.
3. Email from a Medical Lab Scientist in Chch regarding benefits of membership, Kate replied.

4. A letter from Associate Professor David Reith, Chair of the Medicines Adverse Reactions Committee (MARC) regarding carbimazole and congenital malformations. This has been circulated to membership.
5. Nomination of Graham Barrell for the NZSE Nancy Sirett Memorial Award was approved and Greg will confirm this to Graham. Award will be presented at meeting rather than dinner as Ryan will not be attending dinner.
6. The 'contact' email address being directed to Kate has received emails and automated messages referring to memberships.

Outgoing Correspondence:

Items:

1. Reducing the amount in the ANZ's Business Current Account

It was agreed to keep \$5k in business account and move the rest to a saver account.

2. Closing our Paypal account

This was previously used for membership payments, but is no longer used. It was agreed to close this.

3. Joint ESA/NZSE/APEG/SRB Meeting

An MOU has been put together for this meeting which sadly omitted the NZSE, this is being amended. We need volunteers for the local organizing committee, perhaps Michael, or Chris Pemberton. Kate will look up other cantebury based people that we may want to give the opportunity to.

4. MedSci Meeting 2019

Organisation for this is basically complete, there are only two applications for student prize and we also have Nancy Sirett lecture. Some abstracts have been submitted with no society/theme affiliation and Greg may curate some of these into another endocrinology themed session.

The AGM is scheduled to take place at the MedSci meeting, there are a few things that need to be prepared for this and circulated prior to the meeting.

Financial summary and a budget for 2019 - Erik will ensure these are available.

A presidents report - Ryan will prepare this based on previous reports which are on the website.

A zoom link for anyone who wishes to attend remotely – Kate will prepare this.

5. Approval of 2 new members (Judith Swart (student), nominated by Greg & Yugo Watanabe (post doc, Otago) no nomination, works with Christine Jasoni)

Both approved, kate to email them.

6. Secretariat job description.

The content was approved by the membership Erik to make a couple of amendments to the financial roles. Website updating is a crucial role and there will be content including pictures from MedSci to go up in the next month or so. The secretariat should also receive correspondence from website.

7. Future directions for the NZSE

Greg suggested perhaps including a prize aimed at clinicians as all of our prizes and awards are research based. This may encourage more clinical members.

Treasurer's Report:

Was attached to agenda as well as the Annual Return to Charities Services for NZSE.

Other Business: None

Meeting closed: 2:20pm

Next Meeting: 1pm 4/10/19