

NZMSA MEETING MINUTES

Team Name: NZMSA Exec & Team Meeting
Chairperson: Indira Fernando
Date: 19/1/2023
Time: 19:00
Scribe: Lorna Pairman

| AGENDA: | | | | | |
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| 1 | Call to order, roll call, apologies, confirm minutes, conflicts of interest, action points | 2 | Application form for events and sponsorship contact | 3 | Student innovation fund |
| 4 | Date setting for representative elections and working group preference allocation | 5 | CRM update | 6 | CLF update |
| 7 | CMC cultural safety course | 8 | Working group update | 9 | Other business |
| PRESENT: | | | | | |
| 1 | Indira | 2 | Patrick | 3 | Olivia |
| 4 | Lorna | 5 | Ashley | 6 | Gaby |
| 7 | Cameron | 8 | Mukish | 9 | Angad |
| 10 | Erin | 11 | Anthony | 12 | Matthew Latta |
| APOLOGIES: | | | | | |
| 1 | Andrew | 2 | Thomas | 3 | Maia |
| ABSENT: | | | | | |
| 1 | | 2 | | 3 | |
| AMENDMENTS TO THE PREVIOUS MINUTES | | | | | |
| N/A | | | | | |
| <p>Moved that minutes from previous meeting dated along with any amendments be accepted as a true and correct record: Moved: Indira Seconded: Olivia Carried</p> | | | | | |
| MATTERS ARISING | | | | | |
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| Item #: | Agenda Item | Detail | | | |
| 1 | Call to order, roll call, apologies, confirm minutes, conflicts of interest, action points | <p>Action points from previous (FTF) meeting:</p> <ul style="list-style-type: none"> Olivia to gather information regarding the purpose, of the TI grant and the payment. <i>This will be part of a project towards the end of the year and hence information collection will occur later.</i> Indira/Rosie to get in touch with Emily/others involved with PIHPSA to determine the feasibility of the proposed CLF topic. | | | |

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| | | <p><i>PIHPSA is being formed in 2023 and Indira will contact them in March following their formal election.</i></p> <ul style="list-style-type: none"> • Patrick to check whether UoO will count MES as a conference for which their \$500 travel fund can be applied for. <i>To be done as part of the planning for the research symposium.</i> • Patrick to answer questions regarding the CRM proposal. <i>To be discussed as an agenda point later in the meeting.</i> • Conference committee to determine whether petrol vouchers could be given to UoA students who don't live in Auckland. <i>Conference committee not in attendance</i> • Rosie (on behalf of the conference committee) will contact Dunedin Echo event organisers to determine a definitive timeline for the NZMSA conference applications, to ensure students have enough time to apply to just one or both conferences. <i>Conference committee not in attendance.</i> • Conference committee will report back to the NZMSA executive with the draft conference application process. <i>Conference committee not in attendance.</i> • Representatives (or Presidents if no representative is elected) to please organise for NZMSA to speak at OUMSA ELM O-week, AUMSA preclinical O-week, CMSA ALM4 orientation, and WHPSA ALM4 orientation. <i>Reminder to reps to please do this if not completed already.</i> • Representatives (or Presidents if no representative is elected) to please organise for the 'NZMSA welcome letter' (to be drafted by The Directors) and 'what NZMSA does' document (to be drafted by Lorna) to be included in all relevant orientation packs for preclinical/ELM2 students, or to be emailed out to ALM4 students. <i>Andrew has almost completed compiling the documents for the information pack and will send this out prior to the relevant orientations.</i> • NZMSA representatives to organise for their profile to be updated on their respective AUMSA/OUMSA/CMSA/WHPSA/Te Oranga websites. <i>Andrew will complete throughout the year as needed.</i> • Andrew to organise for 'spotlight posts' on the NZMSA representatives to be posted on NZMSA social media. <i>Andrew will complete throughout the year as needed.</i> • Gaby to confirm the budget for the NZMSA engagement events (likely to be ~\$200 max). <i>Gaby is still in contact with MAS regarding this, and Indira has a meeting with MAS on 3 Feb 2023.</i> • Gaby to ask MAS if we can change the travel fund (designed to be used for overseas travel) to go towards |
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| | | <p>daily living costs for students. Push this as a wellbeing related cost.</p> <p><i>As above.</i></p> |
| 2 | Application form for events and sponsorship contact | <p>Gaby and Ashley have set up a system to keep track of events requiring money. Please fill out the google form if you can think of any event you would like to host: https://forms.gle/6s7EBfmLK22v5zD9</p> <p>Also please contact Gaby <u>before</u> contacting prospective organisers or sponsors, to ensure there are no clashes with existing NZMSA agreements.</p> <p>After you apply via the google form, Gaby and Ashley will be in contact to further discuss the possible budget for the event. The earlier the better for talking to them about events so they can maximise the budget available!</p> |
| 3 | Student innovation fund | <p>Ashley has been reviewing the budget and student innervation fund. The student innovation fund was previously organised by NZMSA to provide a grant to fund a student project idea. The last project grant to be given out occurred in 2017 where \$500 was provided to fund a podcast. Ashley would like to know whether the Student Innovation Fund is something we would like to reinstate, and if so, how it should be organised (e.g., applications, organisation, budget).</p> <p>Olivia – supports the idea but wonders if it could be used more broadly (like a personal growth fund) i.e., could be used to support going to CLF/conference or a podcast etc.</p> <p>Matt – brought up the issue of deciding how it was allocated and who decides where the money goes.</p> <p>Lorna – clarified the money does not appear to have come from a specific source.</p> <p>Patrick – NZMSA is already doing a lot of things, and in the grand scheme of things \$500 isn't a large amount. It may be better used if we put the funds towards our new projects such as the local engagement events, or student research forum.</p> <p>Cameron – wonders if it should be a steering committee choice.</p> <p>Gaby – supports putting the money towards an existing project such as the student research forum (replacing MES).</p> <p>Outcome: the executive was mostly ambivalent, but probably supports put the money towards an existing project.</p> |
| 4 | Date setting for representative elections and working group preference allocation | <p>Elections for NZMSA representatives are run by RMSAs and other associations, but if anyone knows when these dates occur, please let Patrick know so we can promptly add reps to working groups.</p> <p>Dunedin ELM – end of Feb/start of March</p> <p>Dunedin ALM – as above</p> <p>Te Oranga – just opened nominations, open until 30th Jan</p> <p>Auckland – Lorna to liase with AUMSA secretary to remind them we are awaiting a clinical rep and preclinical rep.</p> |
| 5 | CRM update | Patrick called Richard who started CRM outreach in Dunedin. |

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| | | <ul style="list-style-type: none"> • In terms of alternative CRM options: Mailchimp is more expensive and offshore, and Fusion5 has NZ offices but is an overseas product and costs more. • We own the data, CRM Outreach own the software, therefore they don't access data unless we ask them to. • The data held by CRM Outreach remains in New Zealand, they never store data offshore. • Patrick has been provided with a lengthy 9-page service agreement which answers most other questions about CRM outreach. This will be circulated with the meeting minutes. |
| 6 | CLF update | <p>Patrick is currently working on developing CLF with Awhi and PIHPSA. Patrick is waiting to set up a formal meeting. The engagement working group, PIHPSA, and Awhi will meet up before the end of the month to further organise the event.</p> <p>Anthony has been looking into venues for the event. Otago facilities are available for booking (e.g., Hunter Centre and lecture theatres) and there are also other options, but at a higher cost. Otago facilities are by far the cheapest option.</p> |
| 7 | CMC cultural safety course | <p>This is an invitation for anyone on the NZMSA executive who is in Wellington on 7/8 Feb to attend the CMC cultural safety course. The Council of Medical Colleges and Te Ora have designed a cultural safety and education course being launched in Wellington. Indira has been invited as our representative and all other team members also invited if they would like to attend. It is a symposium, launched with a breakfast at 7am on the Saturday, and runs until 12pm on the Sunday.</p> |
| 8 | Working group update | <p>Olivia chaired a workforce meeting prior to this meeting – had a brief hui to get to know each other. Matt from Te Oranga has joined the workforce working group. The workforce working group's next meeting will be within the next fortnight.</p> <p>The mentoring project is coming along well. Both the Royal New Zealand College of GP's and ASMS are on board, so there should be more GPs this year taking part.</p> <p>In terms of advocacy, the working group have first meeting of the year coming up. Erin and Indira will be focusing on the PGY1 issue and looking at publishing documents in relation to this. Erin has been in touch with the NZMSJ. Further update expected next meeting.</p> |
| 9 | Other business | No other business to discuss |
| ACTION POINTS | | |
| <ul style="list-style-type: none"> • Andrew to send out information pack about NZMSA in time for relevant orientations. • Lorna to contact the AUMSA secretary to determine dates for our Auckland pre-clinical and clinical representatives to start. • Anyone with a project idea, however small or vague, should fill out the google form for Gaby and Ashley asap. This will ensure projects can be budgeted for. https://forms.gle/6s7EBfmLKh22v5zD9. | | |

- Anyone who would like to attend the cultural safety course should RSVP to Indira.
- Lorna to send the link for working group preferences to any representatives who have not yet filled out the form.

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| Meeting Finished: | 19:35 |
| Date of Next Meeting: | 16/2/2023 |
| Chairperson: | Thomas Swinburn |