

NZMSA MEETING MINUTES

Team Name: NZMSA Exec & Team Meeting
Chairperson: Indira Fernando
Date: 25-10-23
Time: 18:30
Scribe: Ann Anson

AGENDA:					
1	Call to order, roll call, apologies, conflicts of interest	2	Introduction to NZMSA	3	Update on F2F
4	Communications for F2F and future events	5	Other business	6	
PRESENT:					
1	Indira	2	Andrew	3	Ann
4	Eushin	5	Jake	6	Molly
7		8		9	
APOLOGIES:					
1	Divyashri	2	Jackie	3	
ABSENT:					
1		2		3	
MATTERS ARISING					
Item #:	Agenda Item	Detail			
1	Call to order, roll call, apologies, conflicts of interest	<p><i>Indira</i> – Informs that conflicts of interest are declared where NZMSA executive members have affiliations with other groups or organisations.</p> <p><i>Jake</i> – Discloses that he is currently President of the Student Volunteer Army and has been offered a temporary job with Te Whatu Ora, which he has currently declined, but may involve being offered future work.</p>			
2	Introduction to NZMSA – <i>Indira</i>	<p>A brief introduction to NZMSA.</p> <ul style="list-style-type: none"> • A more detailed discussion of NZMSA's goals and direction will be discussed at Face to Face (F2F), where stakeholders and regional organisations will be in attendance. • NZMSA directors and officers are the core group – our focus is within the organisation, as we are not directly involved with the organisation's links or side affiliations. • Our core executive team all belongs to different groups, from which we can feed information back to NZMSA. 			

- Not all NZMSA representatives have been elected – further members of the organisation's executive team will be met in the lead up to F2F.

Indira – Invites all Presidents to provide a brief overview of their portfolios.

- *Jake* – Vice President Engagement
 - Involves organising events throughout the year, including the following which were discussed:
 - **F2F** – An in-person meeting with all of NZMSA's directors, officers and wider representatives.
 - **Vampire Cup** – A blood drive done at both the University of Auckland and University of Otago at the end of the year.
 - **Clinical Leadership Forum** – A 50-person event which brings people together with workshops, leadership training and volunteering opportunities.
 - **Student Research Forum** – A relatively new and successful event bringing people together to showcase and give prizes to student research projects.
 - Currently preparing a report for a prospective mentoring programme pairing 4th year medical students with senior medical officers.
 - Oversees next year's conference (IGNITE 2024), which involves meeting with the conference team and ensuring that they are responsible and coordinating with NZMSA, as well as planning a programme which is in concordance with NZMSA's organisational values.
 - Generally focused on getting people involved with NZMSA by boosting our engagement and getting information about us out through channels of communication to the wider community.
- *Andrew* – Vice President Workforce
 - Involves all things related to helping TIs, particularly with their transition to becoming house officers, which includes the following supports which were discussed:
 - **Guide to Graduation** – A 3-part guide document to help TIs in their transition from graduation to getting work and their understanding of the ACE system.
 - **Contract changes** – Working healthcare professionals are currently changing their contracts with Te Whatu Ora, which TIs are being kept informed about.

		<ul style="list-style-type: none"> ▪ Beyond the Med School Gates – guests from different specialities, unions, parties, rural organisations and other various backgrounds are invited to speak for people to learn about life beyond medical school. ○ There is a lot of digital work involved in the VPW's portfolio, as well as advocacy work which involves working with unions and reaching out to Te Whatu Ora. • <i>Divyashri (explained by Indira) – Vice President Advocacy</i> <ul style="list-style-type: none"> ○ Involvement in discussions revolving medical school placements, particularly with the incoming medical school at the University of Waikato. ○ Building support for medical students struggling with hardship, such as parents studying medicine. ○ Encouraging people to consider rural placements and working with Te Whatu Ora to build stronger connections with rural medical organisations. ○ Advocacy in discussions regarding PGY1, including reviewing the entirety of the ACE system. • <i>Indira – President</i> <ul style="list-style-type: none"> ○ Involves overseeing NZMSA. ○ Specifically this year, financial hardship is a topic of interest, particularly with the TI grant. Students are interested in seeing NZMSA advocate in this area, however, as this topic is a big area of slowly progressive work which takes up much resources and time, this responsibility under the VPA's portfolio involves the President a lot more. <p>All of NZMSA's work will need to be reaffirmed at F2F.</p> <p>F2F gains a mandate for big ideas that you want to do which are beyond your portfolio – ensure that if you have any pitches for F2F, you reach out to one of the directors.</p>
3	Update on F2F – <i>Jake</i>	<p>F2F will be held from Friday 15th to Sunday 17th December.</p> <ul style="list-style-type: none"> • TIs might be pre-occupied on Friday and unable to attend some of the itinerary on that day. • Please inform Jake when and if you are able to make these dates – a form will be released to RSVP for the event as soon as the AUMSA representatives are announced. • Flights will be booked on 15th November. • Organising F2F will involve being in contact with several different groups of representatives.

		<p>F2F attendees will be staying at halls of residence at the University of Auckland.</p> <p>Executive members are encouraged to consider what ideas they would like to bring, what motivates them, and what they would like to share at F2F.</p> <p>At F2F, NZMSA's working groups will be formed.</p> <ul style="list-style-type: none"> • Partnerships Officer (Eushin) and Treasurer (Jackie) are planned to be part of the Engagement Working Group. • Many representatives won't have decided what working group they would like to be a part of – they will be able to decide at F2F which parts of NZMSA they would like to be involved with. • If one sees any representatives are interested in a particular side of NZMSA on the first day of F2F, pass this information onto the directors. • After the first morning of F2F, the directors will organise who will be part of their working groups and figure out their plans for 2024. <p>On the Sunday of F2F, conference speakers and organisers will be arriving to present what next year's conference (INGITE 2024) will entail.</p> <p>Information about NZMSA representatives is being collected as they continue to be elected – all Otago representatives so far have been collected on a spreadsheet by Indira.</p> <p>Indira mentioned the importance of being punctual about your availability and travel needs – ultimately contact Jake regarding your schedule and flights.</p>
4	<p>Communications for F2F and future events – <i>Molly</i></p>	<p>At Face to Face, each NZMSA director and officer will have a picture taken of them, which will be posted on Instagram. Molly will also include the following about us:</p> <ul style="list-style-type: none"> • Our titles. • Our names. • Our pronouns (if individuals are comfortable sharing). • Potentially short 3 – 5 sentence blurbs about ourselves, beyond our NZMSA executive roles. <p>NZMSA representatives will have their photos, names and pronouns displayed on NZMSA's social media pages, but likely not any blurbs.</p> <p>There will be upcoming administrative changes made to the NZMSA website, reflecting the changes in executive members.</p>
5	<p>Other business</p>	<p><i>Indira</i> – Discussed the importance of contact details.</p>



		<ul style="list-style-type: none"> • Contact details will be important to fill out, in order to contact everyone, especially with regards to booking flights, flight delays, etc. • Contact information is particularly important amongst NZMSA's core executive members, as directors and officers hold vital information. <p><i>Indira</i> – Concluding statements.</p> <ul style="list-style-type: none"> • This will likely be our last meeting as NZMSA directors and officers before Face to Face 2023. • Please inform Jake about anything regarding the event, such as flights, photos, ideas, etc.
ACTION POINTS		
<ul style="list-style-type: none"> • <u>Everyone</u> – Writing a short 3 – 5 sentence blurb about yourself, beyond your executive role, as well as summarising your title, name and pronouns for Molly to share on social media. • <u>Everyone</u> – If you observe anyone expressing interest in a particular aspect or side of NZMSA at F2F on the first day, pass this information onto the directors. 		
Meeting Finished:	18:54	
Date of Next Meeting:	TBC	
Chairperson:	Indira Fernando	