

# NZMSA MEETING MINUTES

**Team Name:** NZMSA Exec & Team Meeting  
**Chairperson:** Thomas Swinburn  
**Date:** 18/5/2023  
**Time:** 19:00  
**Scribe:** Lorna Pairman

AGENDA:					
1	Call to order, roll call, apologies, confirm minutes, conflicts of interest, action points	2	Working group updates	3	Uploading meeting minutes to the website
4	Thoughts on the last STAT newsletter and the next one	5	NZMSA merchandise update	6	BTMSG update
7	Other business	8		9	
PRESENT:					
1	Andrew	2	Patrick	3	Olivia
4	Erin	5	Thomas	6	Matthew
7	Tony (Shisheng)	8	Brian	9	Angad
10	Phill	11	Lorna	12	Indira
13	Cameron	14	Mukish	15	
APOLOGIES:					
1	Anthony	2	Gabrielle	3	
4		5			
ABSENT:					
1	Maia	2	Dani	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:</p> <p>Moved: Olivia</p> <p>Seconded: Patrick</p> <p>Carried</p>					
MATTERS ARISING					
Item #:	Agenda Item	Detail			
1	Call to order, roll call, apologies, confirm minutes, conflicts of interest, action points	Action points from previous meeting: <ol style="list-style-type: none"> <li>1. Erin to send number of Christchurch campus to Patrick. – <i>Completed.</i></li> <li>2. Reps to touch base with their local RMSAs to check if the collation of scholarships/hardship grants is taking place. –</li> </ol>			

		<p><i>Reminder to reps to please do this! If there is any confusion what is being asked, please contact Indira to clarify.</i></p> <ol style="list-style-type: none"> <li>3. Patrick to work with Gaby and Tony re merchandise. <i>Update below.</i></li> <li>4. Ashley to please send his powerpoint to Lorna to distribute. <i>Completed.</i></li> </ol>
<p>2</p>	<p>Working group updates – <i>Patrick, Indira, Olivia</i></p>	<p><u>Olivia – Workforce</u></p> <ul style="list-style-type: none"> <li>• 30 May to 1 Jun have BTMSG. Coming together well. Can reps please put a post on class pages once advertising has been finalised – this will involve sharing a blurb and photo. Reps would prefer this being emailed out.</li> <li>• Thomas – Guide to grad has been well received by TT's.</li> </ul> <p><u>Indira – Advocacy</u></p> <ul style="list-style-type: none"> <li>• Sent the letter to Ayesha Verrall re PGY1 positions. Has not yet received a reply. Now going to move onto media engagement. Erin has submitted a blog post to the NZMSJ. Further media outlets (more mainstream) are being investigated.</li> <li>• Financial hardship – plan confirmed to address TI grant needs. Feedback from Steering Committee received regarding the draft letter to MoE TEC. Will be tidied up and sent off. A town hall style meeting is being planned in June to explain to students what is happening regarding NZMSA advocacy on financial hardship. Info to be disseminated closer to the time. To be discussed with the Steering Committee – RMSA presidents want to show a united front.</li> <li>• Outreach via Indira presenting at ECHO preclinical conference last month. Held an advocacy workshop. Good feedback from students.</li> <li>• Discussion regarding the Mahuru Māori skits. Information on the skits will be sent out to NZMSA executive members attending conference. Indira needs a list of everyone in the NZMSA executive who is going to conference.</li> <li>• Preparing to launch national survey. Will be launched after conference to improve engagement. Reps to help promote the National Survey once it is disseminated.</li> </ul> <p><u>Patrick – Engagement</u></p> <p>One engagement working group meeting since last executive meeting.</p> <p>CLF: Discussed CLF schedule. Five confirmed workshops: PIHPSA are hosting a Pasifika workshop, Andrew Patterson is hosting a media training workshop, Dr Andreas Joel is hosting a psychiatry workshop, Tori Pendergast is hosting an ED simulation workshop alongside the NZDF, Prof Simon Hales will be hosting a workshop. Other contacts have also been contacted</p>

		<p>and are to be confirmed including Jessie Gale and Dermot Coffey from Ora Taiao. Tickets will be released early June.</p> <p>SRF: NZMSJ keen to support with a stall and recruit an academic panel. Will also decide who receives the two prizes.</p> <p>Mentoring programme: the programme is going well. A check-in form will be circulated at the end of the moth. If reps have any feedback, please send this through to Patrick to pass onto mentees.</p>
3	Uploading meeting minutes to the website - <i>Patrick</i>	Currently there is a section of website still unused – was going to be for blog but will be revamped with meeting minutes, constitution, upcoming meeting dates, and monthly summaries.
4	Thoughts on the last STAT newsletter and the next one - <i>Patrick</i>	<p>STAT is a 3-page newsletter circulated to educate medical students on what has been happening in NZMSA and what is coming up. The May issue was workforce heavy. Next issue will be more engagement focused.</p> <ul style="list-style-type: none"> <li>• Tom – nice job, good balance of text and photos, well done Andrew.</li> <li>• Lorna and Olivia – could advertise the NZMSA website revamp and that the meeting minutes are on the website in the next STAT newsletter.</li> </ul>
5	NZMSA merchandise update - <i>Patrick</i>	<p>Tight timeframe to get merch in time for conference now. Aiming to give merch out at CLF and SRF. The merch will be in gift bags as goodies/freebies.</p> <p>Tony has contacted some companies that can produce merch for us. Has found one company that could print our designs in time for conference. Tony showed us some product samples.</p> <ol style="list-style-type: none"> <li>1. Pens with laser engraving with NZMSA website – perhaps we could change from having the NZMSA website engraved to instead having a motivational message.</li> <li>2. Wireless charger made from bamboo – perhaps a good prize to give away.</li> <li>3. Two mug types (similar pricing). White NZMSA logo may look better against the wood rather than the blue logo. <ol style="list-style-type: none"> <li>a. Larger cup is screw on lid, recycled plastic, looks nice but feels light and poor quality, has an odd lip. There is another version with a push lid but made all from metal and no bamboo (sample not available).</li> <li>b. Smaller cup has likely a similar environmental impact, push open lid that is acrylic with O-ring seal, cheaper shipping due to being smaller.</li> </ol> </li> <li>4. Webcam cover with logo on with custom card (like a business card).</li> </ol>

		<p>Engagement working group to make final decision regarding merch. If any reps have feedback on items presented, please contact Patrick.</p> <p>Environmental theme a big topic in CLF. Patrick suggested getting embroidered NZMSA surgical caps to reduce use of single use surgical caps. However, Patrick needs more support in the merch team – is there one or two more people to help further investigate this idea?</p> <p>Indira – would be good if there was a bulk order of NZMSA merch we could do each year for the same merch items. How much do these merch items cost?</p> <ul style="list-style-type: none"><li>• Wireless chargers – \$12.63 each</li><li>• Small cup – \$14.99 each</li><li>• Pens – \$3.19 each</li></ul> <p>Webcam cover – Not sure about the webcam cover, but the price would likely be cheaper than anything else.</p> <p>Tony - Recommends looking at other suppliers for future events as most of the items are made overseas rather than in NZ, even for NZ based companies, and imported into NZ. Some companies outside of NZ align better with our goals of being environmentally friendly.</p> <p>Tony - Just because something is made of bamboo doesn't mean it is made from recycled materials or is environmentally friendly. Perhaps we can look at other more environmentally options. In terms of shipping, it seems items come from overseas anyway (therefore environmental impact from import is the same for all companies).</p> <p>Tom – what are we aiming to achieve with the merch? Tony – increase our presence for med students. Locally in Auckland, AUMSA have a strong presence and NZMSA is relatively unknown. The merch aims to help rally student support, so we become more well known before we advocate for things. Tom – MAS does interesting merch and MAS already does pens/pencils and cups already so perhaps if we try avoid similar items, and try aim for 'unique' items. Patrick – for practicalities, when at a conference it is useful for people to have a pen and a cup, hence the choice. Phill – agrees with Tom there are so many pens and they are not very environmentally friendly. Wonders if we can make the camera cover have a slogan e.g., 'NZMSA looking out for you since X'. The camera cover is cheap and unique. Tony – will talk to the company regarding a quote for the camera cover. The webcam cover is tiny so not much text would fit on it, but we could put cheesy text on the card instead. Tony – Currently merch is geared towards being given out for free. However, we could look at developing merch to be sold on the website.</p>
--	--	--

		<p>Patrick – unfortunately we can't currently sell things via an online shop on the website.</p> <p>Indira – possibly could sell larger merch items in future years. We could first pilot such ideas at OUMSA/AUMSA events.</p> <p>Olivia – Perhaps we should aim to pick one company now and stick with them for this year and into the future. Also, Olivia supports getting the camera covers - they're a bit of a laugh and probably cheap.</p>
6	BTMSG update - <i>Olivia</i>	See working group update.
7	Other business	<p><u>Pride Month</u></p> <p>Indira – pride month will be focused on promoting the RMSA rainbow reps and events. Some social media posts planned. There are two posts to be discussed:</p> <ol style="list-style-type: none"> <li>1. Post from the perspective of LGBTQIA+/takatāpui of “what I wish other students knew about me”.</li> <li>2. Post from the perspective of a non-LGBTQIA+/takatāpui student on “things I wish I knew about LGBTQIA+/takatāpui students”.</li> </ol> <p>Both questions are from student perspective.</p> <p>Could reps please email Indira either a question for the second post e.g., ‘what is a way I can stand up for my queer friends when we encounter homophobia’ or (if you are part of the community) a question from the perspective of a student who is LGBTQIA+/takatāpui.</p> <p><u>New Reps</u></p> <p>Here is the link to the welcome letter for our new reps:  <a href="https://drive.google.com/file/d/1lvRRGemZ_AoUUJrNbiX0Wx0DX894hwD5/view?usp=sharing">https://drive.google.com/file/d/1lvRRGemZ_AoUUJrNbiX0Wx0DX894hwD5/view?usp=sharing</a></p>

**ACTION POINTS**

- Reps to please circulate BTMSG advertising on class pages once advertising has been finalised – Olivia will send the advertising to rep emails.
- Indira to send out information regarding the Mahuru Māori skit to all NZMSA executive members attending conference (Tony, Patrick, Indira, Andrew, Tom, Phill, + others).
- Reps to help promote the National Survey once it becomes available after conference.
- If reps have any feedback regarding the 4<sup>th</sup> year mentoring programme, please send this through to Patrick to pass onto mentees.
- If any reps have feedback on the merchandise items presented by Tony, please contact Patrick.
- If there are any reps interested in helping investigate NZMSA merchandise options, please contact Patrick.
- Could reps please email Indira a minimum of one question each to be included in the NZMSA pride month posts regarding LGBTQIA+/takatāpui students - either a question for the perspective of a LGBTQIA+/takatāpui student, or a question directed towards LGBTQIA+/takatāpui students.

<b>Meeting Finished:</b>	7:40pm
<b>Date of Next Meeting:</b>	15/6/2023
<b>Chairperson:</b>	Thomas Swinburn