

NZMSA MEETING MINUTES

Team Name: NZMSA Exec & Team Meeting
Chairperson: Thomas Swinburn
Date: 16/2/2023
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 | Working group updates | 3 | Mentoring programme – gathering expressions of interest |
| 4 | CLF update | 5 | Budget presentation | 6 | Other business |
| PRESENT: | | | | | |
| 1 | Indira | 2 | Patrick | 3 | Olivia |
| 4 | Lorna | 5 | Ashley | 6 | Gaby |
| 7 | Andrew | 8 | Thomas | 9 | Angad |
| 10 | Erin | 11 | Maia | 12 | |
| APOLOGIES: | | | | | |
| 1 | Anthony | 2 | Cameron | 3 | |
| ABSENT: | | | | | |
| 1 | Murkish | 2 | Matthew | 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: Patrick Carried</p> | | | | | |
| MATTERS ARISING | | | | | |
| 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"> Andrew to send out information pack about NZMSA in time for relevant orientations. <i>Occurring tomorrow 17/2/2023</i> Lorna to contact the AUMSA secretary to determine dates for our Auckland pre-clinical and clinical representatives to start – <i>successful applicants announced 19th March</i> Anyone with a project idea, however small or vague, should fill out the google form for Gaby and Ashley asap. | | | |

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| | | <p>This will ensure projects can be budgeted for. https://forms.gle/6s7EBfmLKh22v5zD9.</p> <ul style="list-style-type: none"> • Anyone who would like to attend the cultural safety course should RSVP to Indira. <i>Launch with Te Ora and Council of Medical Colleges was last week. Some NZMSA members attended.</i> • Lorna to send the link for working group preferences to any representatives who have not yet filled out the form. – <i>All reps currently assigned. Workforce includes Matthew and Cameron, Advocacy includes Maia and Erin, and Engagement includes Anthony, Mukish, and Angad. All representative roles should be assigned prior to next meeting and hence all reps should be present. The Engagement working group will use this zoom room after the meeting. Please stay behind if you are in this working group.</i> |
| 2 | Working group updates – Patrick, Indira, Olivia | <p><u>Olivia – Workforce</u> On track to have the first Guide to Grad released on time, corresponding with the opening of ACE applications. Ashley has confirmed funding has been secured. Sponsorship for BTMSG is also confirmed.</p> <p>Indira and Olivia attended a Te Ora taskforce meeting as part of a ‘representative group’ on 14 Feb 2023 (this was one of two new meetings for this taskforce group). The group has made some headway with helping to create the new vision for Te Whatu Ora. The ‘representative group’ is one of several workstreams involved in the development of Te Whatu Ora. NZMSA is acting as a representative body where issues and potential solutions are discussed and presented. The ‘representative group’ will have monthly meetings.</p> <p>Some dialogue is also occurring with STONZ and RDA regarding shared problems and solutions related to our workforce – e.g., the PGY1 issue.</p> <p>Indira and Olivia are also working with another taskforce, called the ‘free thinkers’ group’ who are a group of non-official representatives and people in non-specific roles, who have been shoulder tapped to help with ideas and knowledge/kaupapa. This group includes two Māori reps; Ora Matthews (the Te Oranga Mangai) and Carlton Irving (Otago ALM student). Emma Espiner is also in this group. The main issues to be addressed are 1) the number of medical students and corresponding jobs and 2) trying to generate a ‘home grown’ workforce (keeping medical students in the NZ system). It is important to have our presence on these taskforce groups.</p> <p><u>Indira – Advocacy</u> Erin is doing awesome mahi on the PGY1 project by communicating the issue using blog posts and journals. The corresponding social media campaign will be launched in March.</p> |

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| | | <p>Maia is analysing the cultural competency and safety data from National Survey. The data will be compiled into a document to be taken to the Steering Committee for RMSAs to distribute to the universities as they see fit.</p> <p>Indira is writing a document to the college of GPs regarding the National Survey results explaining why students do not want to be GPs. This will also be presented to Te Whatu Ora on the taskforce group.</p> <p><u>Patrick – Engagement</u></p> <p>Welcome to Angad who is joining this working group.</p> <ul style="list-style-type: none"> • CLF – currently consulting with the two Pacific student organisations. Now deciding to step away from a Pacifica theme. The next engagement meeting will be looking at refocusing the theme for CLF. • SFR – now have a platinum sponsor for this • Mentoring programme – the programme is launching this week. Patrick presented to 4th years in Auckland to encourage sign ups. Promotion will occur via email and social media. Anthony spoke to Otago students today to also encourage sign ups to the programme. |
| 3 | Mentoring programme – gathering expressions of interest - <i>Patrick</i> | If you have any group chats or have been tutoring people now in 4 th year or belong to any non-class group page Facebook groups, please let Patrick know so you can share the mentoring programme information to these groups. The mentoring programme sign up form will be put on both AUMSA and OUMSA websites. |
| 4 | CLF update - <i>Patrick</i> | See working group update. |
| 5 | Budget presentation - <i>Ashley</i> | <p>Budget created in consultation with the NZMSA VPs, Gaby, and conference team members. Presentation shared (see google drive) https://drive.google.com/file/d/19gPoeJLSSHXdQR7jG627ft4Q92z3ZmR/view?usp=share_link</p> <p>Predicted income this year is \$222,660. Most of this is from conference (\$172,850). The rest of the money comes from other sponsorship such as CLF and BTMSG (\$31,710), subscriptions (\$10,000), ticket sales for everything except conference (\$6,500), and other income. Great job to Gaby for all the sponsorship.</p> <p>Current operating expenses are \$202,379. Conference is our largest expense (\$161,870) followed by other events (\$21,350), FTF (\$10,700 budgeted, only ~\$6,500 used), and then everything else (e.g., zero, website costs, CRM etc.) \$8,459</p> <p>Changes to normal expenses include website fees (\$50 for three years per domain, and wix subscription approx. \$100 a year).</p> |

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| | | <p>Therefore, NZMSA has a projected ~\$20,280 profit. This is split half and half between conference profit and general NZMSA profit.</p> <p><u>Questions/Comments</u></p> <p>Olivia – floated the idea of using the extra money saved at FTF for another event.</p> <p>Tom – asked to clarify for those who don't know, what else does the treasurer role involve? Ashley explained he completed twice annual GST returns, and twice annual reports for the charity service. Also writes a performance report on what NZMSA accomplishes throughout the year.</p> <p>In terms of GST returns, we got ~\$4000 return at the end of January. This is typical as we tend to spend more money in one half of the year. From the next return we will likely have to pay money.</p> <p>Sponsorship confirmed from University of Auckland to be used for conference as well as other NZMSA events. Ashley will aim to meet with Patrick and some other members of the Conference Team to discuss how these funds can be allocated. Gaby is following up with Otago, but no money has been donated from Otago University yet.</p> <p>Ideally, an equivalent amount of money needs to go towards conference from each university. Auckland has given \$14,500 + GST. Previously, ~\$10,000 goes to conference and the other \$4000 is split equally between CLF and BTMSG.</p> <p>CLF is doing a tiered sponsorship this year, and we aim to have both universities donating the same amount of money. Recommendation from Indira to Ashley to try delaying the meeting with Patrick and the Conference Team until the amount of money being donated by each university is known. General sponsorship packages are the most convenient as then NZMSA can choose where the money is distributed and can ensure conference and CLF receive equal contributions from each university.</p> |
| 6 | Other business | <p>1) O-Week Feedback from Representatives</p> <ul style="list-style-type: none"> • Erin – in Kaikoura, but ensured a slide was put up and someone gave some info on her behalf to give some information on what NZMSA does and promoted conference. Otherwise, it sounds like O week in Christchurch went well. • Angad – talked to ALM4s along with Rosie. <p>2) RMSA set dates for elections:</p> <ul style="list-style-type: none"> - Auckland – announced Sunday 19th March - Otago – <i>Lorna to contact Div and Duncan</i> - Te Oranga – <i>Lorna to contact Ora</i> |

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| | | <p>3) Communication Some communication by Facebook, some by Slack, some by email. University of Auckland is making Microsoft teams free for students. Are people happy with current communication channels?</p> <ul style="list-style-type: none"> • Andrew – avoid adding another platform into the mix could make things more complicated. Better to streamline what we already have. • Olivia – could look at using teams next year. <p>Currently using a mix of messenger and slack. If people are happy with the current situation, no need to change. We will clarify this again next meeting when we have the whole executive present.</p> <p>Tom is keen to have a one-page infographic of all the achievements of NZMSA (e.g. delegate numbers at events, number of articles published etc.) at the end of the year. If everyone could please start a tally of all the meetings you go to (e.g. Te Whatu Ora, NZMSA meetings, Cultural Safety, etc), little wins and activities (e.g. speaking at orientation), and for VPs any events/sign ups etc. We will collate all the info at the end of the year and present this as a one-page infographic. Essentially any NZMSA related meetings or activities should be noted down.</p> <p>Please try to be at the next executive meeting as we will aim to have our first whole executive meeting (including the new five NZMSA representatives).</p> |
| ACTION POINTS | | |
| <ul style="list-style-type: none"> • Everyone to start a tally of all NZMSA related events/meetings they attend and work they contribute to or publish. This information will be published as an infographic at the end of the year. • Lorna to follow up Otago, Te Oranga and Auckland elections and invite the new representatives to the working groups. • Everyone to advertise 4th year mentoring programme sign ups on behalf of the engagement working group. | | |
| Meeting Finished: | 19:45 | |
| Date of Next Meeting: | 16/3/2023 | |
| Chairperson: | Thomas Swinburn | |