

NZMSA SC MEETING MINUTES

Team Name: NZMSA Steering Committee Meeting
Chairperson: Thomas Swinburn
Date: 2/2/2023
Time: 19:00
Scribe: Lorna Pairman

AGENDA:					
1	Call to order, roll call, apologies, confirm minutes, conflicts of interest, action points	2	Director Updates	3	CRM Proposal
4	GROW Update	5	Other business	6	
PRESENT:					
1	Thomas	2	Patrick	3	Olivia
4	Indira	5	Helaman	6	Ora
7	Duncan	8	Rosie	9	Jenny
10	Nicholas	11	Lorna	12	
APOLOGIES:					
1	Lizzie	2	Divyashri	3	Rosie
ABSENT:					
1	Denver	2	Monica	3	Kate
4	Isaac				
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: No objections to previous meeting minutes 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 (FTF) meeting: <ul style="list-style-type: none"> • Conference committee to determine whether petrol vouchers could be given to Auckland based students who don't live in Auckland. • 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. 			

		<ul style="list-style-type: none"> • Conference committee will report back to the NZMSA executive with the draft conference application process. • Representatives (or <u>Presidents</u> 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. • Representatives (or <u>Presidents</u> 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.
2	Director Updates	<p><u>Workforce</u> The first publication in the Guide to Graduation series 'Guide to Workforce' is underway. The target date for completion of the first draft is the 6th of March. This will allow the working group to distribute the guide within 1-2 weeks of the ACE applications officially opening on the 13th of March. The group are planning on releasing this as an online PDF document to allow for easy distribution via social media channels and email via the universities.</p> <p>BTMSG will be occurring over three nights (30th May to 1st June) and is currently under planning. Webinars will occur on Facebook live and Zoom and involve a mixture of discussion based and presentation style panels. All presentations will be recorded. The event will involve six panels (GP+, Rural health NZ, Speciality training program, Research, Unions, Financial wellbeing). Some speakers have confirmed attendance (MAS- Financial wellbeing panel, RANZCP- Specialty training programme panel, NZ Defence Force - GP+ panel).</p> <p>No update on advocacy work as meetings haven't resumed for the year yet.</p> <p><u>Engagement</u> The mentoring program is on track to launch later this month for the 4th years. Currently under review with NZMSA equity advisory board, ASMS, and RNZCGPs. The working group is also aiming to contact someone from MPS.</p> <p>CLF is planned to occur in the Hunter Centre in Dunedin – currently trying to get a booking. Consultation occurring with Pacifica Medical Associations. The working group is looking at hosting a workshop in Pacific health as opposed to the whole broad theme of CLF being Pacific Health.</p> <p>SRF has had positive response from MAS as a sponsor. Looking at making bookings once all the NZMSA representatives have been elected (so the working group has more capacity for work).</p>

		<p><u>Advocacy</u></p> <p>Looking at publishing the ‘public side’ of the PGY1 campaign. Indira has contacted people from NZMSJ who will let NZMSA write something for their blog, and perhaps a viewpoint piece for the journal itself.</p> <p>The launch of the Cultural Safety Programme is occurring in Pōneke next weekend. The programme is aiming to ensure cultural safety training is applied to doctors when teaching students.</p> <p>The working group is reaching out to students who have been through the PGY1 bottleneck or current going through it, and anonymous comments are being collected which can be used publicly to inform the issue.</p> <p>The national survey from 2022 is complete and the full document has been finalised. Only the directors have access to the document for confidentiality reasons.</p>
3	CRM Proposal	<p>OutreachCRM is a customer relationship management system. It will make the secretary and communications jobs easier and allow for accurate recording of NZMSA subscriptions.</p> <p>It may reduce future reliance on Facebook and Instagram for student engagement as well as provide automated event reviews, reminders, quarterly newsletters, and SMS notifications during a conference/event.</p> <p>Other market research has indicated there is no other NZ based CRM companies available that can guarantee local data storage at a similar price point. OutreachCRM has a policy that the data belongs to NZMSA and the software belongs to CRM. Outreach CRM don't touch the data unless we ask them to. They will always be hosted in New Zealand (Auckland).</p> <p>7 specific issues raised.</p> <ol style="list-style-type: none"> 1. <i>How will informed consent work for data use?</i> – Patrick proposes an opt out scheme with current subscribers. ‘Friendly reminder you are a member of NZMSA ... our system has been improved ... if you do not want your data stored ...’ 2. <i>How is ethnicity data currently stored?</i> – Currently it is not stored but could be in the future as a commitment to active protection. 3. <i>Can Outreach access our data?</i> – No, see above. 4. <i>Facebook is currently our most used platform, what is the need to move to another platform?</i> – Facebook has changed a lot in five years, it may go out of fashion, and it is a weakness of NZMSA to rely on it. 5. <i>Will the data be held forever?</i> – No, data is not held forever. It is either deleted when we exit the service user

		<p>agreement, or whenever NZMSA decides to delete the data, or automatically deletes when students graduate</p> <ol style="list-style-type: none"> 6. <i>Can you get the data back at any point?</i> – Yes, we can ask anytime 7. <i>Can payments be streamlined using CRM?</i> – Yes, but NZMSA needs to set up a 'stripe' account and there would be ticketing fees associated with payments (\$3 fee per \$100 payment). <p>A user service agreement is available to read.</p> <p>Voting: 10 votes for, 0 against. To be run past Lizzie and Div.</p>
4	GROW Update - Rosie	<p>Rosie has contacted ECHO and as long as conference applications are out before Easter, there is no concern of application dates clashing.</p> <p>Official promotion will start on 11-13th Feb. This will coincide with many preclinical students starting medicine. Applications will open at the end of Feb and be open for two weeks until mid-March (~12th March). This is 9-10 weeks before conference. Announcement of delegates will occur within two weeks (~26th March), then delegates will have two weeks to accept and pay (~9th April) with some flexibility available. There will be a waitlist of students to be cycled through if people decline application positions.</p> <p>Currently there is one confirmed sponsor for sponsoring a delegate, but work is still occurring to get more sponsors, and some may want to sponsor a delegate closer to the conference time. Last year there were 5-8 sponsored spots. This year the pricing tier of the 'sponsor a student' option has changed. There will also be a waitlist for people wanting a sponsored spot. On the application form, if you want to have your place sponsored, you will be asked if you would feel comfortable for the sponsor to contact you to ask about your experience and post on social media. Students sponsored by external sponsors may be required to write a report of their experience.</p> <p>In terms of criteria, there will be a similar rubric to what was previously used. An additional question to previous applications will look at people's involvement with equity focused organisations/community mahi e.g., grassroots, MAPAS, MIHI. The conference committee would also like to get those who 'need' conference to attend, even if they have had fewer opportunities to do so.</p> <p>Flights have already been booked for Otago delegates so numbers of preclinical vs clinical cannot be significantly changed. Of the 40 from Dunedin, 15 will be ALM and 25 will be ELM based off previous numbers of applicants. There will be 30 from Christchurch and 30 from Wellington. There will likely be a 60:40 split of clinical vs preclinical from Auckland. The Auckland</p>

		<p>delegates are cheaper and easier to accommodate. All applications are blinded to prevent bias.</p> <p>One keynote speaker is confirmed.</p>
5	Other business	<p><u>Indira</u> Recently there have been some students reaching out as they feel unsafe following alterations/issues with staff. When recommended to seek help from their RMSA, students express they do not feel safe to approach the RMSAs. Need more encouragement/awareness around this issue. Perhaps we need to do more outreach in this area.</p> <p><u>Jenny</u> Reading the PGY1 letter, it seems the international students letter sent last month reads very similarly. It feels like it is advocating along the same lines. Indira explained the international students' letter is focused on ACE whereas the PGY1 issue is focused on Te Whatu Ora. Olivia and Indira have a meeting in February to discuss the issue with a working group within Te Whatu Ora.</p>
ACTION POINTS		
<ul style="list-style-type: none"> n/a 		
Meeting Finished:		19:45
Date of Next Meeting:		2/3/2023
Chairperson:		Thomas Swinburn