

Northland Faculty of the Royal New Zealand College of General Practitioners

18th November 2014
6pm Manaia Rooms Whangarei

Present

Kyle, Tanya, Geoff, Damian
Chris - via Skype

Apologies

Mark and Steve
Late apologies Mike and John

Previous minutes – Nil concerns raised about details, passed as true record.

Matters arising from minutes of September 2014 meeting

- Registrars: Reminder to board about the meeting to greet new Registrars to Northland, in Northland. Tanya is unable to attend, Geoff and Damian will attend this meeting with Kyle. Kyle to purchase the lunch and be reimbursed for this.
- Request for mentors: To clarify points for GP mentors engaging in this role for the GPEP2 Margaret Needham has responded from the college with the following email Email from Margaret Needham

GP mentors can claim CME credits (one CPD credit per hour) - sub category - Collegial activities (including teaching, supervision and work on general practice committee). This information can be found on page 16 of the attached CPD booklet.

- Mentors to be requested on website, this should be presented at the conference. - Kyle to add to website and add topic to chairperson address at the conference.
- Chris informed the board that at the recent NAC meeting he received feedback that the committee was impressed with our efforts to involve the registrars in the college.
- Conference contribution by medical students: Win and Kyle have discussed this and thought that this should be a poster presentation and judged over lunch by members and awarded on ballot. Agreed by board.
- Website:
 - Northlands Historical Medical Society are delighted to be invited to have a link to their website – Kyle to add.
 - Tanya suggested that a report from the NAC be added to the website, Kyle agreed. - Chris to submit NAC meeting reports he attends. Further discussion was entered into about the NAC and the importance of Northland's voice at the meetings. It was generally felt that the board needs to be proactive about their representation on this committee and to set the agenda according to the interests and concerns of members.
 - Discussion about how to get members views was discussed. Survey Monkey is a helpful tool when members respond, Kyle felt we need more members to respond. This may improve over time as members get used to the online communication. Tanya suggested a forum be constructed on the website and Geoff was asked to find a member to keep this forum dynamic and to inflame ideas. Tanya suggested the forum be promoted at the next conference. Survey Monkey can be used to ask questions from the board, the forum would be a useful way for the board to receive concerns from members. Members can also contact the board via 'contact' on the website.
 - Board profiles are under 'construction' on the website.
 - CME activities on website: - Kyle informed the board that we have used the 20pages that are allocated to our website and for further pages we would need to upgrade, this would cost \$50 approx per year. Kyle moved that this go ahead. Second by Tanya and agreed by board.
- Faculty direction: Survey monkey results following the Waitangi Symposium were presented by Kyle. The results were sent to all board members prior the meeting and discussed. The following points were raised.
 - Members enjoyed the 15minute structure. It was considered to have this structure for the conference. After general discussion, it was agreed to keep the formats different for the different events and keep to the previous conference lecture style but short time slots could be used for specific speakers to address separate topics within their lectures.
 - Members wanted the board to have a political voice. Chris will draft a letter to members regarding steering the NAC agenda to forward to Tanya for distribution.
 - 90% respondents were interested in the board taking on a clinical governance role. Kyle discussed that the Northland

Clinical Governance Forum have three GP representatives from the board. It was agreed that Mark, Kyle and Geoff would represent members at this forum.

- There was an interest from members in mentoring registrars.
- Tanya suggested that the members have an opportunity to feedback to the board via survey about how well they think the board is representing them as a followup to the above survey in the future. This was agreed and should be put on the agenda this time next year.
- Clinical Governance and Political advocacy will now need to be on board meeting agendas.
- Seminar update:
 - Venue -issues from Lynette and Tanya about the multiple managers at the Copthorne and issues with tea/coffee and service. Lynette and Tanya would both like to suggest that other conference venues in Paihia be found as there are a number of very good options.
 - Net Loss: \$1880.50. There were no concerns about the Symposiums budget.
 - Great photos on the website with speakers slides/talks and links also available.

September and October accounts

Read and accepted

General Business

Russell Conference Planning

Speakers have been confirmed as follows:

Roger Tuck-paediatrics
Bill Sugrue- Historical note
Brandon Wong – Cardiology
Felicity Goodyear-Smith
John Kennelly- Compliance/Emergency Medicine
Andrew McClelland-ED
Alistair Patrick – Gastroenterologist

Drafts for the order of speakers can be decided by email before Christmas aiming to get online registrations started by February. Tanya to do this and touch base with organiser.

Chris will approach the owners of the Duke to consider being the after dinner speakers.

Previous structure agreed to.

Tanya will make provisions for the medical students posters and registrars audits. -pin boards, prize money, voting provisions, reminder

Meeting closed 8.20 Next meeting to be arranged via email/doodle poll