

Portsmouth Branch Annual General meeting

Minutes

Oasis Wellness Centre, Queen Alexandra Hospital

20/09/2019



Annual General Meeting Minutes

Secretary to the Branch:	Shelley Pearce
Apologies received:	Kim Bygrave, Debbie Austin, Sue Jones, Sue Morris, Anna Mould, Emma Tomkinson
Attendees:	Judith Abbott-Kempster, Kirsty Arnott, Valeriu Banica, Dana Brown, Edina Finn, Rose Fitzgerald, Angela Glassby, Ana Rita Guimaraes De Freitas, Yemi Haruna, Florentina Hocopan, Liz Jeremiah, Bernadette Medcalf, Beatriz Ngayan, Green Aguiyi Nwagwu, Karen Parker, Jane Salter, Helen Stephens, Rowena Tagatad, Anne Taylor-Treagus, Christina Tighe, Agnes Tugas, Marion Vaughan, Simone Watson, Tina Willard, Edith Yormesor, Vilma Zekoniene
Did not attend:	Elizabeth Abbot, Christine Ashton, Nicola Gough, Kirsty Hamilton, Sharon Jones, Rowena Juco, Sharon Kitwood, Gill Masters, Karen Price, Stela Rabago, Jennifer Taylor, Monika Thwaites, Lesley Worrall

Welcome and Introductions

Liz (Chair) introduced herself and the rest of the Committee that were in attendance; Green (Treasurer), Shelley (Secretary) and Dana (Student Information Officer - SIO) utilising PowerPoint to provide a brief overview of each member of the team.

Notes and actions from previous AGM

The minutes from the previous AGM 2018 were confirmed as a correct record. No amendments were made to the previous minutes.

Report from Branch Treasurer

Green (Treasurer) was welcomed to the floor. Green (Treasurer) provided an overview of the expenditure over the year. Again we have not spent the allocated amount. The 'underspend' will be returned to board. Vilma Zekoniene (member) queried if this would mean less money would now be allocated to us next year. Liz (Chair) explained that the funds allocated is calculated by the number of members in the Branch so having been careful with members money, with speakers offering time for free, reduced fee for the venue & value for money catering will not impact on the next award of funding. Shelley (Secretary) highlighted that there is no 'new money' to fund the Staffing for Safe & Effective Care campaign. Liz (chair) suggested ideas can be presented to the South East Board to bid to use some unspent funds, stating an example from last years unspent funds which were utilised to purchase the tablecloth and pop up sign which we now use at every event to increase visibility of our Branch.

N.B - Full financial report has been submitted & presented by Green (Treasurer).

Event type	Planned spend	Actual spend	Remaining
Study day: March	£300	£249.61	£50.39
Study Day : June	£590	£252.07	£337.93
Branch & Committee meetings	£80	£0	£80
End of year round up reps event: December	£100	£0	£100
Member support/recruitment events	£450	£0	£450
AGM : September/October	£500	£195.84	£304.16
Misc.	£520	£0	£520
	£2540	£697.52	£1,842.48

Report from Branch Chair

Liz (Chair) provided an overview of Branch Activity of the past year.

Branch Learning Events:

“What Does the RCN do for me?”

- Library services/Legal services/RCN Direct/Member Support Services
- Regional director Lindsey Meeks – Staffing for Safe and Effective Care
- Statements and reflections.
- Feedback was positive many members did not realise what their membership included

“Death & Dying – a collaborative approach”

- Palliative care
- End of life care
- Case study; Georgia Jones – sudden death at Mutiny festival .
- Georgia’s mother Janine and staff from the Emergency Department presented.
- Feedback was some of the best we had ever received.

“ Safeguarding Learning Event & AGM”

- Staffing for Safe and Effective Care
- Human factors presented by prof. Brennan
- Domestic violence (change to advertised child and adult safeguarding.)

Branch Meetings: recent minutes are available now available online. <https://www.rcn.org.uk/southeast/get-involved/branches/portsmouth>

Congress:

- Liverpool ACC Arena
- Supported three voting members to attend - Dana, Edina & Shelley
- Accommodation & travel funded
- For the first time we supported a student nurse to go as a voting member
- Fantastic networking opportunity

Liz (Chair) highlighted the cost implications when delegates fail to notify us that they are no longer able to attend an event. An event that although free to attend is not free to arrange. Many speakers give time freely, we may pay travel expenses, one speaker came from Cardiff to speak at "What does the RCN do for me event. Options going forward were considered as a committee but it was agreed charging a deposit to secure a place when already paying a subscription was not appropriate nor workable. However we do need to reduce waste, spend member money wisely and ensure if people are waitlisted for an event they can be notified if and when a place becomes available. Currently many members are simply not turning up on the day and not notifying the regional office nor the branch. A little professional courtesy would alleviate this problem, there are many reasons for not being able to attend, but please notify us.

Liz (Chair) made a plea: That our membership extends beyond the hospital and we would like to make sure we are as inclusive to all fields and areas of practice as possible.

Ratification of Branch Activists

Name	Role	Workplace	Ratified?
Anna Mould	Steward	Queen Alexandra hospital	Yes
Deborah Austin	Safety rep.	Jubilee House	Yes
Edina Finn	Learning rep. (On pathway)	Jubilee House	Yes
Emma Tomkinson	Safety rep.	Queen Alexandra hospital	Yes
Karen Parker	Steward	Queen Alexandra hospital	Yes
Kim Bygrave	Safety rep.	Queen Alexandra hospital	No
Kim Bygrave	Learning rep.	Queen Alexandra hospital	Yes
Liz Jeremiah	Steward	Queen Alexandra hospital	Yes
Yemi Haruna	Learning rep.	Jubilee House	Yes
Sue Morris	Safety rep.	Queen Alexandra hospital	Yes
Sue Morris	Steward	Queen Alexandra hospital	Yes
Sue Jones	Steward	Queen Alexandra hospital	Yes
Tanya Drew	Did not complete pathway	Jubilee House	No

Register of Branch Assets

No property or Assets to declare. N/A

Election of Branch Committee Members

Elected as Branch Chair - Liz Jeremiah (Standing)

Elected as Branch Secretary – Shelley Pearce (Standing)

Green Nwagwu **stepped down as Treasurer** (will serve end of term)

Elected as Branch Treasurer - Dana Brown (elected unopposed)

Kim Bygrave - not present but has given prior notice to **step down as co-vice chair**.

Sue Jones - not present – **will continue as vice chair**

Branch Annual Planning 2020

- Feedback from the floor focus less on hospital setting.
- Long term conditions: diabetes, COPD
- Aim to engage members in community settings
- Aim to engage members working in nursing homes
- Aim to engage members working in social care
- Aim to engage members across all fields of nursing not just adult branch but child, mental health & LD
- 2020 The Year of the Nurse & midwife
- Staffing for Safe & Effective Care campaign.

Any Other Business

- Gifts and thanks provided to speakers
- Gifts and thanks extended to Green for his contributions during his tenure as Treasurer