**IFNA AusNZ Chapter – Meeting Minutes**

**Date and time**

Wednesday 12 August, 2021

1400-1500 AEST (Brisbane time)

Dial in details below

**In attendance:** Elisabeth Coyne (Chair), Natalie Winter (Secretary), Lindsay Smith , Valda Frommolt, Mandie Foster, Anna Richardson, Hazel Rands, Amanda Towell-Barnard

**Apologies:**, Henriette Trip, Marion Mitchell, Sandra Richardson, Cherry Ning, , Virginia Jones, Lisa Whitehead, Diana Arabiat, Chris Hills

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| **Items**  | **Discussion** | **By whom**  |
| 1 | Updates and Exciting new  |  | * The IFNC Conference was great to be able to link with others
 | All |
| 2 | Visiting scholars |  | * Build on networks e.g can apply to be a visiting scholar at Griffith Uni if undertaking research here. Elisabeth to send around
* Deakin University has a similar Visiting Scholar Scheme for international researchers for research periods of 3-12 months (currently suspended due to COVID to be reinstated when restrictions ease)
 | Elisabeth |
| 3 | Preconference Workshop |  | * Thanks to Elisabeth for her time preparing and presenting on this workshop. Her leadership is greatly appreciated.
* We should be receiving feedback soon from participants
* Workshop – can we run it again for colleagues who are interested/ for future conferences
* Mandie Foster has groups within paediatrics who may be interested to use workshop
* Who are we targeting, who owns it (marketing – uni logos), do we charge, how is it promoted? – As a AUSNZ Chapter product
* Use free webinars/seminars etc to build chapter numbers
 | Lindsay / Elisabeth |
| 4 | University review |  | * Elisabeth to draft protocol
* Outcomes may be useful to know what the course content is
* Engage with Kim Ussher - previous published course content
* Work on definitions to create a clearer framework for data extraction
 | Elisabeth |
| 5 | AUSNZ RN Survey |  | * Ethics at Griffiths submitted at UTAS and submitted in NZ
* Elisabeth to send documentation to Mandy Foster for ethics submission
* Need to confirm people and universities - add Mandy to the Griffith application
* Lindsay to draft letter for key nursing bodies
* Add ethics to Teams and excel document as Live document to Teams
 | Lindsay |
| 6 | INFA update |  | * Post conference review tonight – where to next
* Lindsay to circulate feedback from workshop
* Trying to make the board more open for people to attend (e.g chapter chairs)
* Chapter minutes go to Debbie and Janice
* How to make the board more accessible (timing of meetings, us meeting with Asian countries including India/Indonesia/ Thailand/Sri Lanka within our time zones)
 | Lindsay |
| 7 | Newsletter | Sway | * Please put forward any suggestions/articles for next newsletter
* Everyone to send through recent publications
 | Elisabeth |
| 8 | Other Business | Please email Mandie Fosters AUT email account**Next meetings Brisbane time:****1100-1200*** **Oct 6th, 2021**
* **Dec 1st, 2021**
 | To place in your diaries |