Australasian Sleep Association
New Zealand Branch
Annual General Meeting
5th May 2017
School of Medicine, University of Otago, Wellington

**Attendees:** Garun Hamilton (Monash Health), Andy Davies (CCDHB/WellSleep, University of Otago Wellington), Sonia Cherian (CCDHB/WellSleep, University of Otago Wellington), Alex Bartle (SleepWell Clinic), Greg Reynolds (NZRSI/Somnodontics), Sally Baddock (Otago Polytechnic), Bronwyn Sweeney (Sleep/Wake Research Centre, Massey University), Lora Wu (Sleep/Wake Research Centre, Massey University), Rachel Sayers (University of Otago), Dawn Elder (University of Otago Wellington), Jacob Twiss (Starship Hospital, ADHB), Angela Campbell (WellSleep, University of Otago Wellington), Natasha Ashworth (Hauora Tairawhiti DHB), Karyn O’Keeffe (Sleep/Wake Research Centre, Massey University), Daniel Garner (HBDHB), Barbara Galland (University of Otago), Alister Neill (WellSleep), Ken Whyte via Teleconference (ADHB)

**Apologies:** Sally Powell (CDHB), Philippa Gander (Sleep/Wake Research Centre, Massey University), Margot Skinner (University of Otago)

1. **Previous minutes**
The minutes of the previous annual general meeting held on 7 May 2016 were approved as a true record.

2. **President report and ASA New Zealand Branch strategic plan.**

   **Emphasised goal of New Zealand Branch Committee:** Promote education and training in sleep health and medicine within ASA, foster research and clinical guideline development in New Zealand context.

   **Emphasised strategic priorities of New Zealand Branch Committee:**
   - Facilitate a vibrant and accessible annual scientific meeting (Sleep in Aotearoa)
   - Build membership across range of health practitioner disciplines
   - Form a New Zealand Sleep Health Foundation
   - Promote best practice standards

   **Acknowledged New Zealand Branch Committee members:** Alister Neill, Dan Garner, Ken Whyte, Angela Campbell, Andrew Veale, Barbara Galland, Jacob Twiss, Karyn O’Keeffe, Natasha Ashworth

   *Te Ha Ora Moe (The Breath of Life (Sleeping)): Obstructive Sleep Apnoea Respiratory Strategy 2015 has been developed, which was led by Asthma and Respiratory Foundation of New Zealand. Alister Neill and Branch Committee members contributed to development of OSA section in document.

   **Sleep Health Foundation:** SHF is now established with Trust members elected. ASA Trust members include Alister Neill, Lora Wu, Philippa Gander and Alex Bartle. The goal is to promote and lobby for sleep health in New Zealand, with further goal of influencing policy makers. A question was raised about whether Sleep Health Foundation would aim for improving sleep health for children and adults. It was confirmed that improving sleep health for all New Zealanders is the goal.

3. **Scientific Meetings**

   **Sleep in Aotearoa 2017:** Acknowledged and thanked organising committee for Sleep in Aotearoa 2017. Acknowledged and thanked invited international speaker (Garun Hamilton). Tiered registration fees were suggested so that the conference would be more accessible for physiologists, nurses and allied health professionals, particularly if they did not have CME funds available to them or worked part-time. Proposed that surplus from conference be used to fund those who don’t have access to CME or that Travel Awards be opened up to those below salary cap, rather than just
Students. Proposed that Sleep in Aotearoa be marketed to Australian trainees for presentations. Also proposed that link Sleep in Aotearoa to Australian Sleep Trainee weekend held in February each year.

**Sleep Down Under 2017:** Reminded that the annual scientific meeting of ASA/ASTA is being held in Auckland in October this year. Encouraged to attend.

**Sleep in Aotearoa 2018:** Proposed that it be held in Wellington again next year. Also proposed that be held in smaller centre like Gisborne. No consensus from the floor so will be determined at later date.

4. **Membership Initiatives, Networking, Students, Research**
   Barbara Galland emphasised that there is a need to encourage students to participate in the New Investigator Award for Sleep in Aotearoa. This year we had a low number of applicants. Barbara has compiled a list of students in New Zealand with research interests in sleep, but has only a list of 8-10 students to date. Barbara has established a Facebook group for students but has recently opened it up to clinicians and researchers. Proposed that send out link to Facebook page to all ASA members. It was suggested that Sleep in Aotearoa have trainee sessions (similar to US conferences). Acknowledged that short courses have been successful in the past and will likely be held at future conferences. Travel awards are very good at encouraging attendance. Suggested that have student representative on Branch Committee. Acknowledged that this was a good idea. Changes to constitution would need to be made, but this was possible.

5. **Standard of Provision for NIV**
   No progress with Ministry of Health (MoH) engagement has been made since last report. MoH appears to want to shift responsibilities back to DHBs. Research being undertaken during 2017 through University of Otago Wellington to survey NIV service providers, patients and care givers will help inform re-engagement.

6. **Financial report**
   **Current financial standing:** $8,600 profit was made from Sleep in Aotearoa conference for this year. $1,700 has been spent on activities of newly established Sleep Health Foundation. This brings balance to $23,829.

   **Planned spending for 2017/2018:**
   - $3,300 for expenses for Sleep Health Foundation ($2,000 as a single payment as, $1,300 for board meeting representation / attendances of SHF in New Zealand).

   **Expected income for 2017/2018:** $10,000-15,000 for Sleep in Aotearoa

   **Process for budgeting expenditure:** Advise NZ ASA Branch president of project / ideas. Normally proposals will reflect the ASA NZ Branch strategic priorities. Budget is prepared for the ASA Finance Chair and ASA Board for approval in June.

7. **Election / confirmation new members of the Executive**
   - New Branch Committee members, Dr Jacob Twiss and Dr Dan Garner, who were co-opted to Branch Committee in last year, were welcomed.
   - Dan Garner was put up for nomination at previous AGM.
   - Jacob Twiss, co-opted to replace Liz Edwards has offered himself for election.
   - Barbara Galland has completed two-year term and offered herself for re-election.
   - Natasha Ashworth is completing a two-year term and is standing down.
   - Andrew Veale is completing a two-year term and is standing down.
• Angela Campbell is completing a 3rd two-year term and is standing down. No nominations were received by due date so nominations for the vacant positions were taken from the floor.

_Elected Branch Committee members:_
Sally Powell
Dr Jacob Twiss
Dr Andrew Davies
Barbara Galland

_Treasurer:_ Karyn O’Keeffe to take over role for coming year.

_President:_ Ken Whyte will take role of President of the New Zealand Branch. Alister Neill will move into role of Past President.

8. **General Business**
Suggested that moving forward the Committee could focus on advocacy and research funding. Part of this is the remit of the SHF. Value of documented clinical standards raised and importance of resourcing the sleep health sector.