



New Zealand Anaesthetic Technicians' Society

New Zealand Anaesthetic Technicians' Society (NZATS)

Minutes of the Annual General Meeting (AGM)

Date: Saturday, 20th September 2025

Time: 2:40 PM

Venue: Copthorne Hotel, Oriental Parade, Wellington

1. Present

Jess Barbridge, Catherine Sinclair, Willow Harper, Rachael Jones, Aimee Atchison, Andy Owen, Helen Robinson, Jess Laloli, Ashleigh Dittmer, Nicky Smith, Julie Bromley, Stephanie Beckett, George Casement, Kristine Hocquard, Mark Hadwin, Zoe Bunker, Helen Kenny, Ian Boxsell, Brenda Knowles, Andrew Smith, Melissa Jarvis, Jessica Park, Kevin Saunders, Greg Mann

2. Apologies

- Karen Bennett – approval for constitutional changes noted
 - Colin Berry – approval for constitutional changes noted
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3. Opening

- Meeting opened by **Rachael Jones**, who welcomed all attendees.
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4. Confirmation of Previous Minutes – AGM 2024

- Minutes accepted as a true and accurate record.
 - **Moved by:** Julie Bromley
 - **Seconded by:** Ian Boxsell

5. Matters Arising from Previous Minutes

- None

6. Reports

a. President's Report

- Read by **Rachael Jones**.

b. Treasurer's Report

- Read by **Jess Barbridge**.
- Financial reports accepted as a true and accurate record by all members.
- *Note: Reports will be made available on the NZATS website.*

c. CPD Officer's Update

- Read by **Aimee Atchison**.
- Included updates on the **Conference Awards Guidelines** and reflections on **CPD events for 2025**.

d. Communications Officer's Update

- Read by **Ashleigh Dittmer**.
- Included an overview of **social media statistics**.

e. Website Update

- Read by **Andy Owen**.
 - Included a request for **members' feedback**.
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7. Executive Nominations

- **Vice-President Position** – No nominations for this period.

8. Remits – Updates to the NZATS Constitution

Section 7.16: Conflict of Interest, Disclosure and Register

- **Remit 1:** Clause A – Add declaration of conflict of interest — *Accepted*
- **Remit 2:** Clause B – Add a Conflict-of-Interest Register — *Accepted*
- **Remit 3:** Clause C – Add record declared conflicts — *Accepted*
- **Remit 4:** Clause D – Add the process to follow— *Accepted*
- **Remit 5:** Clause E – Add an annual review of the register — *Accepted*

Section 19.4: Formal Resolution Process

- **Remit 6:** Clause A – Appoint a dispute panel — *Accepted*
- **Remit 7:** Clause B – Add the process to follow — *Accepted*

Section 19.5: Outcome

- **Remit 8:** Clause A – Add possible outcomes — *Accepted*

Section 19.6: Right of Appeal

- **Remit 9:** Clause A – Add the right to an appeal statement — *Accepted*
- **Remit 10:** Clause B – Add an outcome statement — *Accepted*

Section 19.7: Natural Justice

- **Remit 11:** Clause A – Add the right to be heard — *Accepted*
 - **Remit 12:** Clause B – Add the right to fair and unbiased decision-making — *Accepted*
 - **Remit 13:** Clause C – Add the right to know the allegations and evidence — *Accepted*
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9. Change of Executive Members

- **Remit 14:** Remove Katrina Walsh, Secretary — *Accepted*
 - **Remit 15:** Add Helen Robinson, Secretary — *Accepted*
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10. New Business / Questions

- **Kevin Saunders** raised a discussion point regarding job advertisements using the NZATS website.
 - **Action:** Jess Barbridge to carry out work on this.

Meeting Closed

Time: 3:39 PM

Signatures



Rachael Jones
President



Helen Robinson
Secretary