New Zealand Anaesthetic Technicians' Society

# NZATS EXECUTIVE MEETING MINUTES

**Date:** Thursday, 17 September 2026
**Scheduled Start Time:** 9:30 a.m.
**Actual Start Time:** 9:08 a.m.
**Venue:** Rydges Hotel, Christchurch

## 1. Welcome and Opening

The meeting opened with a Karakia.

## 2. Attendance

The meeting commenced at 9:08 a.m. Catherine Sinclair attended the meeting at 10:10 a.m.

**Present:** Andy Owen, Rachael Jones, Helen Robinson, Aimee Atchison, Nicola Fann, Catherine Sinclair, Willow Harper, Jess Laloli and Ashleigh Dittmer.

**Apologies:** Jess Barbridge, Shristi Prasad and Saruja Sarveswaran, AUT Student NZATS Representatives

**Conflict of interest:** Catherine Sinclair declared a conflict of interest in relation to the development of a 5-Minute Sim website.

## 3. Confirmation of Previous Meeting Minutes

It was resolved that the minutes of the meeting held on 19 June 2026 be confirmed as a true and accurate record.

Mover/Seconder: Nicola Fann and Ashleigh Dittmer

## 4. Matters Arising from Previous Meeting

### 4.1 Action Register – Review of Outstanding Actions

| Action | Responsible | Update / Outcome |
|---|---|---|
| CPD portal usage numbers | Rachael | The Executive agreed to wait before making changes. Access remains difficult, and it was acknowledged that some groups have their own portals. Communication to members is to be sent after the conference regarding usage. Renewal is due in 2028. Costs have increased to approximately $5,000. Review at the next meeting. |
| Remove CPD portal lockout feature | Andy | Paused for now. |
| Website redevelopment | Andy / Ashleigh | Limited progress can be made without 90 Black. Ashleigh to take over the website combined with the Communications role. |
| Consolidate Flight Team standards | Rachael | Completed by NZATS. Feedback closes on 25 September 2026. |
| Circulate Educators Forum feedback | Jess Laloli | Five responses received; feedback was positive. QR code to be used at the meeting. Wellington venue was positive. Preceptors Day for members was discussed. |
| Share Auckland Airway Day planning documents | Aimee | Completed. |
| Workforce survey update | Rachael | Good response: 26 responses representing 600 FTE. This was reduced to 22 responses after duplicate responses were removed. The findings were presented at the leadership meeting. Rachael to share the PowerPoint presentation. Vacancies were discussed, and the previously circulated report |

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| | | will be resent to the committee. This work will continue. |
| Microsoft 365 education session | Andy | Rachael shared links for education. To be kept open. |
| Advertising Executive vacancies | Ashleigh | Completed. |
| Membership receipt system | Andy & Aimee | Not automated at this stage; ongoing. |
| Establish a Corporate Uber account | Aimee | Ongoing. |
| Draft CPR Certification letter to MSC | Nicola | MSC discussions confirmed they cannot support this at present; there is no change at this stage. Certification is managed by individual hospitals. Machine checks to be considered as part of competence. |
| Develop NZATS opening Karakia | Jess Laloli / Catherine | Cards to be developed. Helen to add this to the next agenda. |

## 5. Agenda Items by Member

**Rachael Jones**

- **MoH update**: work continues with Martin Chadwick.
- **AUT update:** Katrina has changed roles; challenges continue.
- **NZPHSA** Rachael attended the meeting.
- **MSC**: The name change was noted. NZATS was asked to distribute a survey; this was shared with the team. NZATS discussed its part in the process. MSC will continue this journey.
- **Sedation document:** Feedback was circulated; Andy to complete this and the team to provide feedback. Document to be shared with the team.
- **Workforce planning** was discussed.
- **Flight guideline** completed by NZATS and awaiting feedback.
- **Cell Saver course:** The master course for next year was discussed.
- **NZ Blood Service Cell Saver guideline:** Nicky raised the update to the guidelines. Karen Bennett to be linked in with this work.
- **Microsoft 365**: To continue as a professional SharePoint; education to follow.
- **2027 Executive Meetings**: Proposed dates and venues dates were discussed. Helen to select dates for the 2027 Executive meetings. The next meeting on 27 November will remain at a Teams meeting.
- **AGM / Cell Saver T&D:** arrangements and conference arrangements were noted.

**Conference**

- Run sheet and AGM arrangements were discussed.

**Helen Robinson**

- The voting process at the AGM, including Proxy Voting, was discussed.

**Aimee Atchison**

- Finance update provided, process for the AGM discussed
- The conference budget was shared with the team.
- 80 full delegates were recorded for the meeting.

**Andy Owen**

- **Biennial conference:** The Executive agreed to proceed with moving to a biennial conference.
- **AGM:** Moving the AGM online every second year was discussed.
- **Politics and election social media:** A reminder regarding NZATS and political/election-related social media is to be circulated to the committee.
- **NZATS App:** Development work continues.
- **Student placement poverty:** Andy would like to progress work supporting allied health students who are required to undertake clinical placements.
- **Bilingual newsletter:** A bilingual newsletter was suggested. Andy has contacted the Te Reo language department for support.

**Nicola Fann**

- **Machine checks:** Discussion was held regarding responsibility for this work and the proposed handover. Nicola will support the handover. A decision will be made at the next meeting.
- **ANZCA guidelines:** The guidelines document provided by Rachael was circulated, and Nicola is now named in the document.

**Catherine Sinclair**

- **Cultural Safety Education Day 2027:** Dean can deliver another course next year. Planning is underway for a save-the-date, proposed for the third weekend in May. Aimee will review costs.
- **5-Minute Sims:** Catherine has created a website for 5-Minute Sims.

**Willow Harper**

- No agenda topics were recorded in the source notes.

**Jess Laloli**

- **Airway Day:** All speakers are confirmed, including four Anaesthetist presentations. Sarah Johnson is unable to attend, and arrangements will be made by the Christchurch team. There are currently 25 registrations. All details are to be stored in the shared drive.
- **Training and Development meeting:** Requests for member content were sent, but no responses have been received. 18 members are attending.

**Ashleigh Dittmer**

- **November Newsletter:** Requested information, educational material and photographs to feature.

**6. General Business**

No general business was recorded.

**7. Next Meeting**

**Date:** 27 November 2026
**Time:** 9:30 a.m.
**Location:** Via Teams

**8. Closing**

The meeting closes at 12:17 p.m.