Signatures of co-chairs:



| **NZHEA Executive Meeting 29/03/2022 Zoom 7pm** | | | |
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| **Present:** Vicki Nicolson,Rachael Dixon, Jenny Robertson, Kathryn Wells, Shelley Hunt, Leigh Morgan.  **Apologies:** Annie Macfarlane | | | |
| **Agenda Item** | **Discussion** | **Action** | **Responsibility** |
| Welcome to everyone, including Vanessa. | | | |
| **NZHEA ‘business’ matters** | * Adding Westpac signatories and business online administrators/authorisers. Need to have at least three on, so Rachael nor Vicki ever need to authorise their own. * Vanessa will be removed as an authoriser due to AML requirements as related to her bookkeeping. * **Vicki moves** that Vanessa is removed as authoriser and that Jenny and Leigh are added as signatories and authorisers. **Shelley seconds** this. | * Jenny and Leigh happy to be added. | * Rachael will download the forms and email to Vicki to get the first signature. |
| **Networks of Expertise update** | * Rethinking some of our PLD delivery with ongoing Covid disruptions * Lots of meetings/advocacy/representation with various people and groups and being responsive to teachers. * Family planning/UC/NZHEA research collaboration. | * Jenny continue to lead this work with Rachael and Shelley in support. | * Jenny to shape up a short newsletter to send by end of term. |
| **Strategic plan** | * For face-to-face executive meeting. | * Shelley puts in apologies. |  |
| **PLD events in 2022** | * Primary - growing connections webinars * Secondary - Rotorua in July. Thanks to Jenny for taking on the role as rep on the NZHEA conference committee. Who from NZHEA is coming? Sponsorship options? * PB4L conference - mental health education end of Aug | * Primary - Kat and Rachael are presenting * Secondary - Jenny, Rachael(?), Leigh, Shelley, Kat (MC), Annie. * We couldn’t think of any health-related potential sponsors * PB4L - Rachael to meet with conference organisers and decide who’s best to represent NZHEA. |  |
| **Round up of new developments** (and work in progress) | * Lots in progress. * Kat spoke about her work on a panel looking at RSE support materials. |  |  |
| Next meeting date | Zoom meeting will be scheduled as required. |  |  |
| Meeting closed 8.15pm | | | |