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.
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| **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.
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| **Strategic plan** | * For face-to-face executive meeting.
 | * Shelley puts in apologies.
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| **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.
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| **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.
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| Next meeting date  | Zoom meeting will be scheduled as required.  |  |  |
| Meeting closed 8.15pm |