NEW ZEALAND ASSOCIATION OF ORTHODONTISTS (Inc.)

AGENDA FOR MEETING OF THE COMMITTEE OF THE NZAO INC.
Monday 29th March 2010 at 7.30PM VIA TELECONFERENCE LINK

1. APOLOGIES................................................................................................................................. 2

2. MINUTES OF PREVIOUS COMMITTEE MEETING ....................................................................... 2

3. INWARDS AND OUTWARDS CORRESPONDENCE .................................................................. 2

4. FINANCIAL REPORT .................................................................................................................. 3

5. EDITOR’S REPORT ....................................................................................................................... 4

6. EXECUTIVE ADMINISTRATOR’S REPORT .................................................................................. 4

7. CONFERENCE REPORTS (tabled by Peter Fowler) ................................................................. 5

7.1 Timing of Biennial Conferences (Peter Fowler’s briefing paper) ........................................... 5

7.2 Biennial Conference 2010 – June 30th to July 3rd incl ......................................................... 6

7.3 FORENZAO Clinical Day 10th Sept 2010 (Auckland - Novotel Hotel) ................................. 6

7.4 Biennial NZAO Meeting 2011 Fri/Sat 11th & 12th of March (Auckland) ............................... 7

7.5 FORENZAO Clinical Day August 2011 Auckland ................................................................. 7

8. GENERAL BUSINESS ............................................................................................................... 7

8.1 Orthodontic Auxiliary ............................................................................................................... 7

8.1.1 Training Program Update ..................................................................................................... 7

8.1.2 Working Agreement Update .................................................................................................. 7

This has been finalised and a note along with a Dental Council web link is to be included in the next
NZAO newsletter .............................................................................................................................. 7

8.1.3 Scopes of practice- OA vs. hygienists orthodontic procedures ............................................ 7

Nicole Young has encouraged NZAO to keep up the correspondence despite it being seen by the
Dental Council as somewhat of a low priority. ....................................................................................... 7

8.2 Membership Applications........................................................................................................ 8

8.3 Welfare Report - John Muir..................................................................................................... 8

8.4 Marketing update - John Shennan .......................................................................................... 8

8.5 ERDG and FORENZAO working relationship ...................................................................... 8

8.6 NZAO Executive Strategic Planning – John Muir .................................................................. 8

8.7 NZAO brochures ...................................................................................................................... 8

8.8 WFO Report (Peter Fowler) .................................................................................................... 8

8.9 Progressive Orthodontic Seminars (Peter Fowler) .................................................................. 9

8.10 Web based Electronic Member Directory ............................................................................ 9

8.11 Next Meeting date ................................................................................................................ 9
1. **APOLOGIES**

   David Healey

   Motion: that the apologies be accepted
   Moved: Peter Fowler  Seconded: Fiona Turner  carried

2. **MINUTES OF PREVIOUS COMMITTEE MEETING**

   (Reference Appendix 1 for the President’s amended approved copy by double clicking on the embedded Adobe PDF file icon)

   Motion: that the January Minutes be accepted as a true and accurate record
   Moved: Peter Fowler  Seconded: John Muir  carried

3. **INWARDS AND OUTWARDS CORRESPONDENCE**

   **Summary of Inwards:**
   1. 22/1/10 (e) Linda Reese from Trapezio requesting list of OA grads
   2. 23/1/10 (e) Simon Kean continuing correspond re complaint
   3. 23/1/10 (e) Dr Carlo Lui request for information on joining NZAO
   4. 2/2/10 (e) Winifred re changes to minutes from last meeting
   5. 3/2/10 (e) Andrew Lush receptionist requesting NZAO directory more recent than 2007
   6. 3/2/10 (e) Sara Evans details re Clinical Day
   7. 15/2/10 (e) Nicola Young confirming NZAO application for accreditation of OA accepted
   8. 15/2/10 (e) Wayne Dalley re PAP (practice accreditation program)
   9. 16/2/10 (e) Sophia Armstrong to PF & JC; Course accreditation
   10. 16/2/10 (e) Mark Young re automatic electronic NZAO directory cost $750 to create this facility
   11. 17/2/10 (e) Wayne Dalley re PAP (practice accreditation program)
   12. 18/2/10 (e) JC to PF webmaster role see below
   13. 19/2/10 (e) Hibel, Jessica Ormco re course accreditation for WFO
   14. 19/2/10 (e) Ruth Turner re qualification of Sanjay Namburi
   15. 19/2/10 (e) Dr Shari Daniels notifying re availability as locum
   16. 19/2/10 (e) Mark Young re file sizes on website for previous meeting
   17. 22/2/10 (e) Lynda Cochran DCNZ re applicant for OA accreditation see below
   18. 22/2/10 (e) Nicola Young re title Completion of the New Zealand Association of Orthodontists, Orthodontic Auxiliary Training Programme: Certificate of Orthodontic Assisting
   19. 23/2/10 (e) Mark Young to JC and Wayne re PAP ready to use on website and instructions on use
   20. 23/2/10 (e) Wayne PAP
   21. 24/2/10 (e) Rick Olive to NZAO see below
   22. 25/2/10 (e) Wayne PAP
   23. 25/2/10 (e) Mark Young PAP reg form ready to run
   24. 27/2/10 (e) Tony Lawrence re membership reclassification
   25. 28/2/10 (e) Mark Pinkerton re NZAO list to SDT see below
   26. 2/3/10 (e) Eva Sharush enquiry re OA training
   27. 2/3/10 (e) Winifred thoughts re OA training program
   28. 4/3/10 (e) Jasmin Renders re OA accreditation see below
   29. 5/3/10 (e) Rene Jonker expression of interest in COA
   30. 5/3/10 (e) Chad Greer List of Trapezio grads
   31. 7/3/10 (e) Martin Barrett re timing of next NZAO meeting March 2010
   32. 7/3/10 (e) Andrew Lush request for more directories
   33. 8 & 9/3/10 (e) Angela Yeoman request for contacts re participation in MoH Health and Disability workforce survey see below
   34. 8/3/10 (e) Winifred’s response to DCNZ criteria see below
   35. 8/3/10 (e) Tricia Gillbanks request for female orthodontist who looks after special needs
   36. 9/3/10 (e) Jacqueline Doon re brochure for John Graham and Martin Fine for Clinical Day
   37. 9/3/10 (e) Wayne re Progressive Orthodontics see below

NZAO Committee Meeting Minutes – 29th March 2010
38. 10/3/10 (e) PAP
39. 10/3/10 (e) Nicola Young letter of confirmation of Accreditation of OA training program
40. 10/3/10 (e) Vincent query on financial assistance for orthodontic treatment
41. 12/3/10 (e) Sheree Greer from Kodak works re stand at Sept clinical workshop
42. 12/3/10 (e) WFO subs and current membership list
43. 13/3/10 (e) Mostafa Alzahar re interest in NZ Ortho program
44. 14/3/10 (e) Mark Beresford re 2010 clinical retreat report see below
45. 15/3/10 (l) DCNZ accreditation of OA see below
46. 15/3/10 (l) DCNZ code of OA dentist relations see below

Summary of Outwards:
1. 27/1/10 (e) PF to Derek Barwood re exec decisions re brochures
2. 27/1/10 (e) PF to Wayne re PAP and membership awards
3. 30/1/10 (e) PF to Nicola Young response to NZDA submission on proposed OA training see below
4. 2/2/10 (e) PF to WIOC Tapei confirming attendance of PF and Mark Ewing
5. 15/2/10 (e) JC to NZA membership re CPD from WFO
6. 15/2/10 (e) Sophia Armstrong re CPD code for clinical workshop 13th Feb
7. 17/2/10 (e) PF to Wayne re PAP
8. 17/2/10 (e) FT to Shari Daniels re advertising locum capacity to membership
9. 18/2/10 (e) PF to Mark Pinkerton re NZAO list for SDT see below
10. 19/2/10 (e) FT & MW responses to Ruth Turner enquiry re Sanjay Namburi
11. 19/2/10 draft letter to Chad Greer re participants for retreat see below (sorry I do not have final copy)
12. 26/2/10 (e) Matt Williams to Monier Abdul re orthodontic training
13. 28/2/10 (e) PF to Mark Pinkerton re NZAO list for SDT see below
14. 2/3/10 (e) matt Williams to Eva Sharush re OA training
15. 4/3/10 (e) PF to Chad Greer requesting extension to time for those who have completed online course to be able to do 2 day retreat
16. 8/3/10 (e) PF to Martin Barrett re dates for NZAO meeting March 2011
17. 9/3/10 (e) PF to Jacqueline Doon re details program John Graham for clinical day Sept 2010
18. 9/3/10 (e) JC to Tricia Gilibanks re female ortho in C’Church
19. 10/3/10 (e) JC to NZAO full membership re accreditation program
20. 11/3/10 (e) PF to Speed re proposed NZAO meeting 10-11th march 2011
21. 15/3/10 (e) Matt Williams reply to Mostafa Alzahar re ortho application

Matters arising from the Correspondence
Reference Appendix 2 (a) for the most recent correspondence received and 2 (b) & (c) for DCNZ letters received.

- Many thanks to Winifred Harding for all her work to make the APOC and indirectly the 7th IOC in Sydney 2010 such a success
- Re Mark Pinkerton & NZAO list for SDT – Peter Fowler will ask Mark to co-ordinate another meeting if required with the PDO in the Auckland region
- Workforce Survey – agreed as not relevant or applicable to NZAO and Fiona Turner will respond in kind

Motion: that the Correspondence be accepted & endorsed
Moved: Peter Fowler  Seconded: John Muir  carried

4. FINANCIAL REPORT

Outgoing:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Fees</td>
<td>30</td>
</tr>
<tr>
<td>Flowers</td>
<td></td>
</tr>
<tr>
<td>Prof Kean</td>
<td>75</td>
</tr>
<tr>
<td>Cardales</td>
<td></td>
</tr>
<tr>
<td>Stationary</td>
<td>38.07</td>
</tr>
</tbody>
</table>

NZAO Committee Meeting Minutes – 29th March 2010
PA 2 GO  
(Secretary) 1343.54  
Hart  
(brochure) 342  
Silicone  
Dream  
(website) 668.26  
Reservation 595  
**Total:** 3091.87  
  
**Incoming**  
nil  
  
Fwork  
Clinical  
work shop 5600  
5600  
  
**Closing Balance:** $29,030.84  

Incentive for early payment of subs which have started to come in and direct credit has been noted as the preferred options followed by cheque payment  

All notices re change to member details or status must be fielded through the Executive Administrator so that the website remains the master file of member data  

*Motion:* that the Treasurers report be accepted  
*Moved:* Matt Barker  
*Seconded:* Catherine Porter  
*carried*  

---  

**5. EDITOR’S REPORT**  

Had a few comments and a letter to the editor about the editorial. Mostly positive. There was good coverage of the WFO thanks to words by Andrew Lush and photos by Paul Crowther. There were 2 pages of adverts included. Had a loose thread about CPD Cycles…… Can anyone help on this? Construction of the edition took 6hr 30, which has been less than recent editions, as plenty of copy was provided for me by others.  

Next Issue Vol 24 No 2, June 2010) (Close off date 11 June 2010): Currently nothing received for this edition. Apart from the letter to the editor. As ever contributions will be gratefully received. They need to be promptly received for this edition as I am off on a locum 2 days later.  

Winifred noted some typo’s to David re the last newsletter  

*Motion:* that the Editors report be accepted  
*Moved:* Peter Fowler  
*Seconded:* Matt Barker  
*carried*  

---  

**6. EXECUTIVE ADMINISTRATOR’S REPORT**  

*Key tasks performed in February*  
*•* Sundry email management - General and Executive  
*•* Clinical Workshop resourcing and attendance  
*•* Archive of AGM Minutes  
*•* Archiving of Executive Meeting Minutes  
*•* PAP Meeting with Peter Fowler & Wayne Dalley  
*•* CPD updates – general and for Clinical Workshop Day attendance and Sydney Conference  
*•* Generic NZAO attendance sheet template created  
*•* Liaison with Silicon Dream in respect of PAP platform, practice session with
• archive files and quote request for alternative mooted for an electronic member directory.
• PAP Systems Manual updates as per meeting with Peter & Wayne on Sat 13th
• Phone & Email liaison with Silicon Dream on multi matters pending
• Webmaster report to the Executive
• Phone meeting with Fiona Turner as requested re web inquiry management
• Queries relative to ORMCO/CPD Accreditation
• NZAO Attendance Certificate template created and approved customised certificates

Total time billed = 70hrs

Key tasks performed in March to date (as at March 18th)
• Attendance and Minute taking of OA Steering Committee Meeting incl meeting pre prep.
• Resourcing commenced for September NZAO Clinical Workshop Day admin
• PAP register/database and systems manual updated in conjunction with Wayne Dalley. Notices sent to Full members plus a separate notice to Fully Accredited members falling due for recertification.
• PAP queries and registration requests responded to/activated.
• Phone meeting with Wayne Dalley re PAP in progress - confirmation Email template finalised & added to Systems Manual.
• March Meeting Agenda file commenced.
• Phone mtg with John Muir re Strategic Planning, succession & March 2011 Bi-ennium & AGM and email + phone meeting with Events Manager at preferred AKL venue
• Sundry email management & liaison with key Executive members re multi matters
• CPD points updates. Sundry email management incl Committee & website, OAT & PAP liaison

Total time billed to date = 35hrs

Key on going & outstanding “to do’s”
• PAP admin & resourcing
• OAT admin & resourcing
• CPD admin & resourcing
• Annual Member subs - admin & resourcing
• NZAO Member Directory update
• Sept 2010 Clinical Workshop Day admin & resourcing
• Strategic Plan admin & resourcing
• June/July 2010 Conference / admin & resourcing
• March 2011 Conference / admin & resourcing

Summary
A full and proactive 2 months since the last meeting with key admin projects now underway as well as future resourcing clarified and either pending or ready to action. Aside from some issues with Silicon Dream and the admin webmaster role (which have been re-clarified) all admin work/resourcing, both day to day and project/program based is running quite smoothly and as is on track.

Motion: that the Executive Administrators report be accepted
Moved: Peter Fowler Seconded: Matt Williams carried

7. CONFERENCE REPORTS (tabled by Peter Fowler)

7.1 Timing of Biennial Conferences (Peter Fowler’s briefing paper)
Proposed changes to the timing of the NZAO Biennial Conferences to rejig our Biennial meetings

Because Peter Gilbert took an additional year as President when Phil Sanford declined taking on the Presidential role due to an accident to his daughter, the biennial NZAO meetings were shifted out of sequence with the Biennial meetings of both the ASO and the NZDA.
To get back in step, the NZAO Biennial Meeting has to be rescheduled to occur in 2013. This would require the NZAO to hold its next Biennial meeting in 2011 or skip the one two years from now (2012).

It has been proposed that the NZAO hold a smaller Biennial Meeting in March 2011. This would result in the current President, Vice President and Immediate Past President changing approximately 6 months later then normal 2 years i.e. March 2011.

The new incoming President, Vice President and Immediate Past President would hold their posts for approximately 6 months longer as well i.e. September 2013.

From Sept 2013, the Presidential terms would return to a more normal 2 year duration.

The consequence of this are:
- ERDG Symposium will be delayed until 2012, and then every two years there after
- Audited 6 monthly accounts will be presented at the March 2011 AGM
- Audited 12 monthly accounts will be presented at a SGM attached to the FORENZAO Clinical Day held in Sept 2011

Key discussion points:
- March 2011 Conference is currently very close to the Foundation Meeting in Melbourne Australia

Motion: that the NZAO Biennial conferences be realigned with the ASO and NZDA Biennial meetings as originally intended, by holding two biennial meetings on consecutive years (2010 and 2011) and then 2013

Moved: Peter Fowler Seconded: John Muir carried

7.2 Biennial Conference 2010 – June 30th to July 3rd incl
Sponsors: Arthur Hall- Principal sponsor, The Lab and Ormco –Major sponsors, Orthotrac Internet Café sponsor, American Orthodontics Auxiliary Social and Prof Farella sponsorship, 3M Unitek name label sponsor. Trades display: 21 tables sold, two left unsold (one may be used for the AOB/poster displays?)

Registration details due to go live from April 1 and an email out soon after
Conference programme 95% complete. Randall McAlister (+/- Alistair Stockdill) to present an update on dental radiography for those who hold an additional scope of practice in extra oral radiographs on the Friday afternoon. Nigel Latta will finish earlier on the Friday (hence more time for Randall). Option of attending for only the day if required (See website for most current version)

Pre conference workshop on Wednesday, only Orthotrac user group meeting on the Wednesday, 3M Unitek has pulled their pre conference workshop

FORENZAO dinner speaker- possible Dame Leslie Max? To be held on the Friday night at the ChCh Art Gallery

NZAO Exec meeting on the Wednesday (30th June) afternoon

The program has been finalised – including registrations fees - and will be gazetted to the members after Easter

7.3 FORENZAO Clinical Day 10th Sept 2010 (Auckland - Novotel Hotel)
John Graham, Martin Fine and two post grads, programme nearly finalised and ready for posting on web site. Letter to supporting FORENZAO trades to be emailed off with finalised details of the programme soon. Program has been finalised and will go on the website shortly and gazetted to members after the July Conference.
7.4 Biennial NZAO Meeting 2011 Fri/Sat 11th & 12th of March (Auckland)
Drs. Berube and Landry from Quebec speaking on adult orthodontic patients presenting with complex periodontal and restorative problems. Sponsored by Speed. AGM includes change of president. Initial short listing of suitable venues underway. Anticipated audience to include staff as well as restorative and periodontal specialists.

7.5 FORENZAO Clinical Day August 2011 Auckland
Joe Geenty possible guest speaker plus present NZAO Audited 12 months accounts via Special General Meeting.

ERDG Meeting postponed until 2012, provisional consideration for Bay of Islands in March 2012. Multiple topics of interest as opposed to one central theme.

Motion: that the Conference reports be accepted
Moved: Peter Fowler Seconded: Catherine Porter carried

A motion for the next Executive Meeting that subject to the rules of the Association, the profit from the last Auckland Clinical Workshop of $1,500 be doubled and donated in the form of equipment to the Dental School to be placed on the next meetings agenda

8. GENERAL BUSINESS

8.1 Orthodontic Auxiliary

8.1.1 Training Program Update
Matt advises that candidates are to be fully informed of the process and requirements. Keys forms are being finalised in respect of final accreditation requirements and will be updates via the Systems Manual shortly.

Jean to post the application packs (4) pending as result of expressions of interest received as soon as she has received the agreed cover /information letter – as per an OAT Steering Committee meeting to be held Wednesday 31st by teleconference - which will be included in the “packs” and added to the OAT Systems Manual.

Eligibility for candidates doing the retreat who have already done the course was discussed including issues of registration and assessment.

Invoice received for $2,500 for the program writing fee from Dr Alison Meldrum which it not reflective of the hours & time spent.

Motion: that Alison re-submits an invoice for $5000
Moved: Winifred Harding Seconded: Peter Fowler carried

Insurance discussed in respect of Auxiliaries of advice received from DPL relative to individuals seeking independent cover. Current DPL cover is $400 per year for registered orthodontic auxiliaries.

8.1.2 Working Agreement Update
This has been finalised and a note along with a Dental Council web link is to be included in the next NZAO newsletter

8.1.3 Scopes of practice- OA vs. hygienists orthodontic procedures
Nicole Young has encouraged NZAO to keep up the correspondence despite it being seen by the Dental Council as somewhat of a low priority. To contact Mrs Leslea Eilenberg - Auckland based hygienist on the Council
8.2 Membership Applications

- **Nitin Raniga** – Student Member seeking Full membership - moved by Winifred Harding & Craig Sharp
- **Hannah Jack** – Student Member application - School Of Dentistry Dunedin – Moved by Winifred Harding & Seconded by Andrew Quick
- **Ali Ukra** – Student Member application - School Of Dentistry Dunedin – Moved by Winifred Harding & Seconded by Andrew Quick

*Motion: that Nitin be accepted as a Full Member of the Association and that Hannah Jack and Ali Ukra be accepted as Student members*

*Moved: Fiona Turner Seconded: Winifred Harding carried*

Action: Fiona to send letters of confirmation and Jean to add the new members to the database

8.3 Welfare Report - John Muir

Jim Pretorius has recently lost his grandson in a car accident and his other grandson was been seriously injured. John will follow up with a supportive phone call on behalf of the Executive.

*Motion: that the Welfare report be accepted*

*Moved: John Muir Seconded: Fiona Turner carried*

8.4 Marketing update - John Shennan

Not received

8.5 ERDG and FORENZAO working relationship

ERDG preparing a submission for FORENZAO to consider and ERDG are willing for FORENZAO to control the issuing of research money

8.6 NZAO Executive Strategic Planning – John Muir

Tabled for 6 months in light of AGM date changes

8.7 NZAO brochures

Derek Barwood advises that it has been agreed that the retention brochure can be improved, to be similar to the great retention brochure that the AAO had at the Sydney conference. This is happening.

Lance West is getting some photos together that we can hopefully use for the Surgery brochure.

The Adult orthodontic brochure can be printed, now that numbers have been confirmed via email reply from Jean/Peter relative the amounts agreed at the January Executive Committee Meeting.

8.8 WFO Report (Peter Fowler)

Prof Athanasiou from Greece has stepped down as President of the WFO and Dr Roberto Justus from Mexico was elected as the new incoming President for the next 5 years during the WFO Executive meeting in Sydney.

During Prof Athanasiou’s term, the WFO has, among numerous other events, undertaken the following

1. Formed a task force to produce Guidelines for Postgraduate Orthodontic Education including a detailed prototypic orthodontic curriculum
2. Formed a Committee for National and Regional Orthodontic Boards to produce suitable template and standards to encourage the establishment of new boards as well as the enhancement of existing Orthodontic Boards
3. Prepared and hosted the 7th IOC in Sydney
4. Affiliation of the Chinese Orthodontic Society with the WFO, bringing one of the biggest orthodontic societies into the WFO framework
5. Selected the 8th IOC to be hosted by the BOS in London in 2015
6. The WFO has continued to grow and now consists of 108 orthodontic organisations from 104 countries and more than 8,000 orthodontists and post graduate orthodontic students

Our regional representative (Australia, Indonesia, Malaysia, New Zealand, Philippines and Singapore) is now Dr Himawan Halim from Jakarta, Indonesia, who replaced Dr Ian Watson. Himawan has fond memories of his time he spent several months based as an observer at the Orthodontic Dept in Otago several years ago. He is the President of the Indonesian Association of Orthodontics and is an executive member of the Asian Pacific Orthodontic Society.

**Asian Pacific Orthodontic Society** – Appointment of a NZAO representative on APOS Executive membership, appointment of NZAO member on the APOS editorial board. It’s a requirement that if a representative doesn’t go twice in a row NZAO loose their membership of APOS.

Motion: That Peter Fowler takes over from Winifred Harding as the NZAO representative on the APOS exec community and that David Healey be appointed the NZAO representative on the APOS Editorial Board
Moved Winifred Harding Seconded John Muir carried

8.9 **Progressive Orthodontic Seminars (Peter Fowler)**
Concern was raised that the apparent support offered by NZDA for this seminar promotion. Full discussion with a consensus that a softly softly approach is the most appropriate course of action. Peter Fowler to call David Crum to express our disappointment

8.10 **Web based Electronic Member Directory**
For Executive Administrator Update & Background reference Appendix 3

Key discussion points:
- Saving on printing costs
- An update to date member resource
- Cost of set up relative to veracity of any type of database

A compromise was agreed to by way of a manual directory as before but having the option of it in PDF format as a free download with printed copies charged at a fee of $20 per copy. The first PDF download to be available prior to the Conference in July. The Executive Administrator also recommends a note to members to this effect in the next newsletter

8.11 **Next Meeting date**
Monday 31st May at 7.30pm by teleconference. July meeting to be held on the Wednesday 30th June afternoon starting at 3pm and ending in a Committee dinner and hosting the guest speakers of the Conference

Meeting closed at 9.14pm