NEW ZEALAND ASSOCIATION OF ORTHODONTISTS (Inc.)

EXECUTIVE COMMITTEE MEETING

Monday 28th November – 7.30pm by teleconference

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1. APOLOGIES

David Wescott

Motion: That the apologies be accepted
Moved: John Muir  Accepted

2. MINUTES OF PREVIOUS (September 2011) COMMITTEE MEETING

Motion: That the September Minutes be accepted as a true and accurate record
Moved: John Muir  Accepted

2.1. Matters Arising Not Tabled
N/A

3. INWARDS AND OUTWARDS CORRESPONDENCE SUMMARY

3.1. President (summary)
• Chinese Orthodontic Society (COS) bidding for 2020 International Orthodontic Conference (IOC)-WFO – further discussion in 2012
• Mauro Farella - Australian colleagues are also having problems with non-extraction philosophies
• Convergence draft proposal for Bachmann Orthodontists for marketing and PR support – no problem envisaged with this however the other North Shore Orthodontists should be advised – JM to draft an email and JT to send

3.2. Secretary (summary)
• N/A over and above sundry notices and emails sent as requested

3.3. Executive Administrator (summary)
• N/A over and above sundry notices and emails sent as requested

Motion: That the Incoming Correspondence be accepted and the Outgoing Correspondence be ratified
Moved: John Muir  Accepted

4. FINANCIAL REPORTS (Sept & Oct 11 – JTK for MB)

NB: these summaries are now all inclusive of ERDG accounts & the PAP account as at the current financial year**

4.1. Current Month to date
November as at 25.11.11

Motion: That the Financial Reports for September, October and provisionally for November be accepted
Moved: Matt Barker  Seconded: John Muir  Accepted
4.2. New Treasurer
No further progress to date however David Wescott has replaced Bhavik Patel as a general Executive member

4.3. Sundry
- New accounts in Xero & bank feeds all now fully activated **

5. EDITOR’S REPORT (Wayne Dalley)
The December issue is in its final stages of preparation. There is a bit of a theme of Christmas charity with the editorial reflecting on the Give a Smile programme, and a very good article from Judith Hey on her recent work, with Peter Fowler, in Cambodia.

The issue of whether NZAO should require NZDA membership is also covered with 3 articles: NZDA President, David Crum and Ivan deSpa.

I am maintaining the interest of the advertisers with all providing copy. There will also be adverts for Waitangi and Rotorua conferences.

The March issue may have a new look. I know Jean thinks I am a bit “old fashioned” with the look of the Newsletter so there may be a change in type font to reflect a more modern look.

I continue to receive good support from members and have received negativity from only one member. I am very happy with that.

Motion: That the Editors Report be accepted
Moved: Wayne Dalley  Seconded: John Muir  Accepted

6. EXECUTIVE ADMINISTRATOR’S REPORT (JTK)
Overview
- General phone & email inquiries
- Sundry email & phone management Executive & Sub Committee’s
- OATP meeting as well as regular updates & application pack resourcing
- PAP updates
- CPD updates
- Brochure order management
- Monthly banking incl card authorisations
- Xero Admin & reporting
- November Executive Meeting preprep
- Debtor management for membership subscriptions
- ERDG Symposium Admin

Pending / in progress
- Administration of April 2012 ERDG symposium
- Administration of August 2012 FORENZAO Day & AGM
- Admin Liaison for 2013 Conference

Motion: That the Executive Administrators Report be accepted
Moved: John Muir  Accepted
7. CONFERENCE REPORTS (tabled by JM/PB/JTK)

- Jacqueline from Ormco has agreed for NZAO to collect registration fees and will promote the NZ leg of the tour as the main speaking appointment
- Clinical day will be extended to 11/2 days to maximize the number of topics on offer
- Final programme not yet put together. Jacqueline and I will get this done early 2012

7.2. 2012 AGM – 3rd August
- AGM will be held Friday pm

7.3. 2013 FORENZAO Clinical Day - in Dunedin – update
- The Hunter Centre will be the venue
- Speakers wish to bring wives and make it a ‘break even’ trip
- Contribution from the Dental School TBA/TBC
- Peter to clarify further and report at the next meeting

7.4. 2013 NZAO Conference update – John Muir
- Meeting to be held via teleconference on Wed Nov 23rd – outcomes & update to follow
- Allan to report on recent site visit with Terri.
- Jean circulated Conference Innovators report on conference meeting with Terri held on the Wed 23rd
- PF to report on progress with Auxiliary programme.

Motion: That the Conference Reports be accepted
Moved: John Muir  Accepted

8. ORTHODONTIC AUXILIARY / DCNZ / NZDTA

8.1. Training Program Update
Formally approved and Certificates completed since last noted for:

- n/a

As at 25.11.11 applications logged & pending required paperwork and/or retreat attendance, for:

- Alana Pike (Lutz Bachmann)
- Anna Bray (Mark Beresford)
- Ashley Smith (Prashant Zaveri)
- Christine Fraser (Katherine Thompson)
- Elly Banton (Neil Tobin)
- Faye Tudberry (Andrew Lush)
- Hilary Malcolm (Kieran O’Neill)
- Judy O’Neill (Karen Brook)
- Kerrie Smith (Kirsty Skidmore)
- Leesa Palmer (Neil Tobin)
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• Matekino Moyle (Neil Tobin)
• Michelle Broderick (Andrew Lush)
• Teanji MacDonald (Lutz Bachman)
• Tracey Lowe (Mike Courtney)

Completed applications pending final approval
  • n/a

8.2. Overall Update as per November Meeting Minutes & Resources
  • resources including Minutes all distributed prior to the Executive

Motion: That the OATP Resources be accepted
Moved: John Muir Accepted

8.3. NZDTA 2012 Oral Health Conference Programme
  • Program distributed prior to the Executive
  • John Muir unavailable to speak and however Andrew Quick will speak
  • No fees paid

9. GENERAL BUSINESS

9.1. Membership Matters

9.1.1 Applications
Dan Kennedy has been re activated and invoiced (pro rata) for Full membership having returned from the USA to work in partnership with Kate Thompson at KT Orthodontics in Gisborne

9.1.2 Resignations received, acknowledged and actioned from:
N/A

9.1.3 Mandatory NZDA membership for NZAO members
Member survey showed a majority support for membership of NZDA

9.1.4 The Orthodontic Centre Business Award
Resources and media release all distributed prior to the Executive
An acknowledgement will appear in the December newsletter

9.2. Welfare Report – Phil Green
Nothing of note to report

9.3. Marketing / Strategic Communications – Convergence

9.3.1 NZAO Logo & Branding
  • Concepts & Rationale emailed to full members for final consensus on 14.11.11
  • along with updated resources sent to the Executive just prior to the November Executive Meeting
  • Logo Branding Feedback Report from Convergence included in the above resources distributed.

Key discussion points:
• No consensus on the logo’s and Convergence will be advised to go back to the drawing board as the selection provided is too limited, designs are to close to those of affiliate organisations and choice of colour rationale is unclear
• Logo replacement & branding is to be carried out in direction conjunction with the website revamp as a managed NZAO PR rebranding launch

9.3.2 Website Analysis Report
• Website long overdue for a revamp and upgrade
• Host contractor and contract Executive Administrator to be fully consulted in and to be part of the process
• JT to send Website Analysis Report to Silicon Dream for comment
• Website and Re Branding Launch sub committee mooted – Prashant happy to head this, along with the NZAO Executive Administrator and Wayne Dalley as Editor and Peter Fowler formally commencing on receipt of Silicon Dream’s feedback on the Convergence web analysis report

9.3.3 Parent Survey
Relative to marketing program / opportunities as baseline benchmark to work from going forward for structured PR programs going forward in conjunction with brand & website re launch

9.3.4 Advertising Issues
Clear recommendations to members from the NZAO Executive drawing their attention to appropriate guidelines for advertising and ethical practice given that the Dental Council and the Dental Association are still working on formal guidelines and recommendations. To be advertised to members as an interim and voluntary set of advertising guidelines. Via newsletter in early 2012 and email to members on behalf of the Executive

9.3.5 NZAO Hotspot liaison report
Discussion of report recommendations:
• A log of member advertising – to be passed to and held by Convergence
• Convergence to be copied in on all/any member advertising complaints
• Where to next? Next steps

9.3.6 Brochure Re Stocking & Re Placement
Restocking and having a stop loss on ordering current stock in conjunction with re launch objectives to be kept in mind going into 2012

9.4 NZAO Relationships

9.4.1 DCNZ – John Muir / Peter Fowler
• November meeting update including formal Minutes distributed to the Executive from DCNZ

Updates & follow ups since the November meeting:
• Jean to meet with the Dental Council Secretariat on Dec 9th in WLN
• Trapezio website has been updated with the inclusion of “Dunedin” as an additional location choice for those undertaking the two day retreat and
the title “Trapezio NZ representative” has been added to the title of Lana Simpson, who coordinates and directly liaises with Trapezio
CPD hours – better monitoring.
This type of meeting to be an annual event going forward with the incumbent NZAO President

9.4.2 NZDA

2012 Conference Sponsorship Proposal as per resources distributed to the Executive via David Crum
PF advises that having spoken with Winifred Harding, WH and Sue are speaking together and if airfares could be covered WH would be more than happy with that. JM to advise David Crum that NZAO will pay WH travel and accommodation costs direct to WH

9.4.3 ERDG – Wayne Dalley

Symposium in March 2012 has been lodged with & approved by NZDA
the S2012 organisation is proceeding well with its content, speakers and advertising
No requests for funding have been received recently

9.4.4 FORENZAO – John Muir

Investment meeting held on Tuesday 8th November. MB and JM in attendance. Nothing to report on this over and above conservative and careful growth.

9.4.5 AOB Update – John Muir

Nothing to report

9.4.6 APOS Update – John Muir

Considerable discussion over the opening of a bank account with HSBC in Singapore and the means of raising the USD 20000-00 reserve needed to open it. PF to comment
Replacement needed for PF as APOS representative. PZ has been approached and if happy to do this next year.
PF has been invited to become an honorary life member of TAO in recognition of his support for their successful bid to join APOS.
Further to updates received and distributed to the Executive PF updated the Executive and JT is also email the membership in respect of support and advise of ASO 2012 Congress Early Bird Registrations Closing in 3 Days

9.4.6.1 COS bidding to host the 2020 IOC
Peter Fowler has replied to the following advising full discussion will take place at the Executive Meeting

9.5. NZAO Executive Strategic Planning – John Muir
This has not progressed owing to my other commitments

9.6. NZAO ‘Give a Smile’ type Community Trust – Peter Fowler
Minutes of matters discussed to date has been distributed
Next steps – estimate of costs, Xero set up, time lines MB to action
9.7. Future of Graduate Education
Further to resources distributed from Michael Harkness a general discussion followed about the detail of education requirements going forward.

9.8. Meeting dates for 2011

- Monday 23rd January @ 7.30pm by teleconference
- Thursday 29th March prior to ERDG Symposium in Bay of Islands
- Monday 28th May @ 7.30pm by teleconference
- Thursday 2nd August in conjunction with FORENZAO Day & 2012 AGM
- Monday 24th September @ 7.30pm by teleconference
- Monday 26th November @ 7.30pm by teleconference

Meeting closed at 10.17pm