

Minutes



Sterilising Research & Advisory Council of Australia, General Meeting

Date/Time: 12:30pm, Saturday, 17 November 2018
Venue: Hornsby RSL

1. Attendance

Present / apologies: A list of attendees for the meeting is on record

2. **Confirmation of the Minutes of previous Meeting** – Cindy Shaw accepted the minutes of the meeting held on 10th March 2018 at RPAH as a true and accurate record.

3. Business Arising from Previous Meetings

3.1 Nil

4. Standing Agenda Items

4.1 Correspondence in / out– The invitations for the members were sent out and accepted the RSVPs for the meeting at the open day workshop which occurred at RPAH.

4.2 Treasures report – The treasure is not able to attend today, the committee has a report. The report will be available for first meeting in 2019.

4.3 Journal report – August journal is a little late due to changing the printer company. There is a transition period and RPA printers are undertaking the printing of journal. The formatting is being looked at therefore the December journal may be larger than usual. If you attended the national conference at Luna Park the conference booklet and program is designed and printed by RPA printers. The quality was exceptional and a reduction in cost which is the reason for their consideration of our journal.

4.4 Education – In 2019 the committee is preparing for the conference and welcomes any ideas or submissions for presentations, speakers or trade stands that would like to be involved. Speak to a committee member if you have any thoughts. September is most likely the period for the conference with Ruth, Leanne and David looking into a location that can accommodate a large group. We are considering North Coast region, venues to be able to accommodate. Lynne asked the members are there any suggestions for the conference?

We will continue to look for something suitable.

A planning day scheduled early next year to plan out the education we will roll out for the year.

5. New Business

5.1 Constitution – On the SRACA website the constitution has been uploaded and members asked to review them and provide feedback.

At the last meeting we asked for any feedback and let the committee know if something is missing or if something should be included.

5.2 Evaluation forms – If members could complete the evaluation forms from the workshop today this would be appreciated. Thank you to all members who attended today and we wish you all a “merry Christmas” and a happy NY.

6. Business without notice

6.1 The winners of the gift cards are:

Effie Lino - Liverpool Hospital

Anu Varghese – Maitland Hospital

6. Meeting Close – 13:00pm

7. Next meeting

TBA

DRAFT