

AAQHC (WA Group) Action points

Date: **Thursday 17th November**

Time: **1600 hours**

Venue: **St John of God Health Care – (12 Kings Park Rd West Perth) – Pomegranate Room**

1. **Present :** Jane Newcomb (JN) (telephone), Chen Anderson (CA) (Acting Chair), Fay Winter (FW), Mircalla Kolinac (MK), Jackie Bullock (JB), Hazel Lloyd (HL), Iolanta Clarke (IC)
2. **Guest:**
3. **Apologies:** David Lord (DL), Kathleen Alloway (KA)

DISCUSSION	ACTION	WHOM
MARKETING /COMMUNICATION		
<ul style="list-style-type: none"> • Build contacts list for marketing. Include in Communication Strategy 	<ul style="list-style-type: none"> • Draft Communications plan to be updated and sent out to group • Need to add AAQHC as receivers • Comments to Iolanta by 25 November 2011 • KPIs to be added to the plan 	<p>IC</p> <p>IC All CA</p>
<ul style="list-style-type: none"> • Define the benefits or what we offer link these to national issues/events. 	<ul style="list-style-type: none"> • Changes to be made to the newsletter 	<p>MK</p>
<ul style="list-style-type: none"> • SJOG board room or investigate other suitable locations when event details determined 	<ul style="list-style-type: none"> • To be a question on the survey re venue for meetings 	<p>JN</p>
<ul style="list-style-type: none"> • Well balanced across the year, to maintain momentum and engagement. Refer to Events Calendar/Communication Strategy 	<ul style="list-style-type: none"> • Ask members if monthly meetings acceptable through survey 	<p>JN</p>
<ul style="list-style-type: none"> • Improve information on web page. • Link into other professional networks letting them know what we are about. • Look into use of Linked in/Yammer? 	<ul style="list-style-type: none"> • AAQHC to determine consistent title for branches/chapters • Follow up with AAQHC as still not correct also hot topics area • Find old WA logo for AAQHC 	<p>JN</p> <p>JN</p> <p>JN</p>
<ul style="list-style-type: none"> • Link our first message with the “why join” to the upcoming event. Ask what people want, maybe survey at the event? 	<ul style="list-style-type: none"> • Survey monkey to be explored • Fees for membership sent out : <ul style="list-style-type: none"> ○ One off application fee \$100 	<p>JN</p>

DISCUSSION	ACTION	WHOM
<ul style="list-style-type: none"> Find out exactly what the membership fees are 	<ul style="list-style-type: none"> Standard membership \$176 Student \$100 Organisational member \$825 Fellowship renewal (additional) \$82.50 Associate fellow renewal (additional) \$38.50 	
EVENT/S		
<p>Discussion on a “launch” type event to hang our hat on. Decided to make it a January New Year New Us Launch. Key theme to be something interesting both personally and professionally. Suggestions : Curious about how to use social media? , Applying new technology, Using knowledge to work smarter, Being Responsive and Adaptive to change.</p>	<ul style="list-style-type: none"> Need to encompass this into some sort of catch phrase/hook line that says what we are about: <ul style="list-style-type: none"> transforming, adapting, responding, new year theme, what we are offering. Write something around this to send out to members inviting them to submit suggestions JN has secured 1 year membership for AAQHC as prize for the best catch phrase winner 	<p>JN</p> <p>JN</p>
<p>Themes/Ideas for events:</p> <ul style="list-style-type: none"> Myer Briggs Medicare Locals Leadership <p>List of topics generated at previous meeting also referred to. E.g. ABF</p>	<ul style="list-style-type: none"> Amanda Ling – Activity Based Funding: agreed awaiting date Alasdair (Chair) to be approached re Medicare Local Jackie to ask Ann Green re Myer Briggs and available dates Identify De Bono trainer Dorothy Jones – Adaptive Leaders: agreed awaiting date Mentor/mentee Deb Pearson to be approached Tarun Weeramanthri – Social Media: agreed awaiting date Colin Wood to be approached re session on <u>how to</u> operate social media Lean thinking – approach RPH to see who ran it and JN to check John Clark availability Discussion at next meeting re charging non-members for bigger sessions 	<p>JN</p> <p>JN</p> <p>JB</p> <p>JB</p> <p>JN</p> <p>CA</p> <p>JN</p> <p>FW</p> <p>IC/JN</p> <p>All</p>

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DISCUSSION		
<ul style="list-style-type: none"> Revamped newsletter 	<p>Great response all agreed great way forward</p> <ul style="list-style-type: none"> Chair to provide information National goals to go into national news section Links to be checked once uplifted 	<p>JN MK MK</p>
Other Business		
<ul style="list-style-type: none"> Consultation paper regarding the Proposed national goals from the Australian Commission Clinical Governance Group Distribution of AAQHC leaflets at WA conference 28 November One day seminar November 2012 Re-launch event- Relaunch for the future event for ? February 2012 	<ul style="list-style-type: none"> AAQHC to be asked if they are providing feedback Update Group on Clinical Governance Network at next meeting Seek permission to distribute leaflets Check RPH availability Check Hollywood hospital availability Working party for the relaunch MK, JB, JN 	<p>JN JN JN IC JB</p>

Close of meeting: 17.10