



ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS INC.
ABN 31 320 723 660
Minutes of Annual General Meeting
held on 31 October 2019,
in the Meeting Rooms P7/P8, Plaza Level
at the Brisbane Convention & Exhibition Centre
Merivale St & Glenelg St, South Brisbane, Qld 4101

DRAFT (to be confirmed at AGM 2020)

Minute taker for this meeting: Martin Bishop, AQNML Secretariat

1. Opening

Meeting opened by President, Wendy Fennah at 5.01pm as the necessary quorum was present. (Names recorded in the Attendance Book. 26 attendees).

2. Apologies

Leeanne Trenning, Shelley Nowlan.

3. Proxies

Nil

4. Notice of Meeting

The President, Wendy Fennah advised that the Notice of Meeting could be read out or this notice, which had been directed to all members of the Association, may be taken as read.

Moved: Karyn Ehren **Seconded:** Melinda Daniels **Carried.**

5. Minutes of Previous Annual General Meeting

Motion: That the minutes of the 2018 Annual General Meeting of Members of the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS held on the 2 August 2018 *and certified as a correct record of proceedings be taken as read and hereby confirmed.*

Moved: Anita Bolton **Seconded:** Michele Burge **Carried.**

6. President's Report

President *Wendy Fennah* tabled the following Report.

It is my privilege to present the President's report of the Association of Queensland Nursing & Midwifery Leaders (AQNML).

Firstly, I would like to thank the members of the Executive Committee for their assistance, work and support of the past year. They are: Vice President Melinda Daniels, Secretary/Treasurer Carolyn Bourke and Committee Members – Anita Bolton, Pauline Calleja, Jennifer Craig, Nicki Dennis, Andrea Hawkins (Nagle), Doug Kynaston, Lisa Milne, Anne Morrison and Leanne Trenning.

The continued engagement of our Secretariat has assisted the administration of the Association and the Committee meetings, management of events and publication of the Association's Facebook page and website. I would like to take this opportunity to recognise Kate & Martin along with their staff for the professional services conducted on our behalf by Cre8it Events, without them we would not achieve as much as we do. My deepest and sincere thanks to both Kate and Martin and their staff.

Our Membership has continued to face some pressure with a considerable number of members not renewing and a trend of some members only joining on the year when they attend the Conference. Our Membership numbers are slightly up for the year 2018/19. Carolyn Bourke's Treasurer Report will look at membership numbers in more detail however these are the figures as at end 2018/2019 Financial Year and as at 14 October 2019:

Membership:	Full Members	Associate Members
End of 2018/2019 Financial Year	153	17
As at 14/10/19 (2019/2020)	150	10

The Association is here for the benefit of its' members. Your active participation by providing feedback, promoting the Association and contributing to the Association is what makes this an Association that nurses and midwives want to be part of and get value out of their membership. I encourage you to continue to be active participants and let the executive committee know your thoughts and ideas.

On the subject of member benefits, I am pleased to advise that AQNML continues two member benefits that were introduced in 2017. AQNML's Bronze Affiliation with ACN provides members with a discounted Affiliate Member rate to ACN and a 5% discount off all CPD Courses.

This year the Executive Committee conducted a Planning Day in late 2018 to formally plan for this year's Conference, review budgets, membership and opportunities. At the planning day it was decided to divide the work into seven Special Interest Groups. Members were also invited to nominate to be part of a Special Interest Group. The work of the Special Interest Groups is planned to progress over at least two years and in many instances, will be ongoing.

The groups included:

Award Submissions

This group was led by Carrie Bourke and Andrea Nagle, members Alison Cilento, Jenny Goodwin and Katie Robinson also participated. The group have revised and refined the criteria and adjudication processes for both the Outstanding leader and the re - named The Colleen Rasmussen Emerging Nursing/Midwifery Leader Award.

Membership

Purpose of the working group – Increase the membership of the Association and to identify and enhance the benefits to nursing and midwifery leadership in Queensland, led by Pauline Calleja and Mel Daniels with support from members Jane Davies and Michele Burge. On the subject of member benefits, I am pleased to advise that AQNML continues two member benefits that were introduced in 2017. AQNML's Bronze Affiliation with ACN provides members with a discounted Affiliate Member rate to ACN and a 5% discount off all CPD Courses. There have been seven AQNML in action events. The team are really keen to encourage more of these in the next 12 months and particularly in line with the Nursing Now campaign.

Revenue Generation

Purpose of the working group is to review sponsorship and partner development opportunities. This working group consisted of Nicki Dennis and Anne Morrison. Currently the Conference is what makes our budget balance. We are not in the business of making money however, the Association has running costs and to continue, we need to remain financially secure to be able to increase the benefits to members and keep costs affordable. This year we have commenced charging for advertising, the team have more initiatives for consideration over the next 12 months.

Strategic and Operational Planning

The working group consisted of Anne Morrison, Wendy Fennah and Leeanne Trenning.

The purpose of the working group is to develop the strategic direction for the Association and how this will be operationalised. Our strategic priorities for 2019 – 2023 are:

1. To provide value for members
2. To be recognised as a key stakeholder for nursing and midwifery leadership
3. To be a key resource for development of nursing and midwifery leadership
4. To foster, grow and develop future leaders
5. To maintain relevance and opportunities for existing nursing and midwifery leaders

Mentorship Framework and Toolkit

Purpose of the working group is to review, make contemporary the Mentorship Framework and Toolkit and how this is implemented. The working group consisted of Anita Bolton and Lisa Mine. The group in reviewing the literature and other mentoring resources available have recognised that there are available resources that have recently been developed, specifically within Queensland Health. The team have recommended that to avoid duplication of effort we should seek to request the Queensland Health version be shared. A formal request has been sent to the Office of the Chief Nursing and Midwifery Officer to request the Queensland Health version of the Mentoring Framework be made available at no cost to members of the AQNML.

Communication Platforms and Social Media

Purpose of the working group is to increase the social media presence of the Association with regular and relevant contributions. Doug Kynaston and Mel Daniels have taken the lead. If you are actively on social media, you will notice, there has been a significant increase in social media activity, particularly Facebook posts over the past 12 months. Feedback has indicated that this has been a great way to keep members up to date with activities and further build on the profile of the Association.

Conference

Purpose of the working group was to organise the 2019 AQNML Conference program. Doug Kynaston, Jennifer Craig,

Mel Daniels and I have worked with Martin and Kate to bring together this year's Conference. We sincerely hope you are enjoying it and getting excellent value for your investment. We always attempt to vary the speakers, covering a wide range of topics to appeal to many. We are all very well aware of the influence culture has within an organisation and the challenge to promote and maintain positive culture hence the theme for this year's Conference.

AQNML continues to have a seat at the table of the Queensland Clinical Senate (QCS). The Queensland Clinical Senate represents clinicians and consumers from across the health system and provides strategic advice and leadership on system-wide issues affecting the quality, affordability and efficient delivery of patient care within Queensland. Over the last 12 months, the QCS has debated and produced recommendations on 'Maximising benefits of care', 'Health and wellbeing of the workforce' and "the digital state", all of these recommendations are available through the Queensland Clinical Excellence website. The QCS has also launched a podcast series, that interviews with clinicians from around the state regarding initiatives and programs to improve care for Queenslanders. Enormous thanks to Nicola Young for being our representative at the Senate.

The Committee continually reviews the financial position of the Association and we continue to face financial pressure. The Association will need to find new ways of maintaining membership growth and diversity to remain competitive. Our Nursing and Midwifery workforce remains under pressure to continue a focus on our professional practice and the need to have a strong voice in all health-related fields.

The financial position of the Association is detailed in the Auditor's report and Annual Financial Statement and within the Treasurer's report.

The Mentoring Framework has been utilised well this past year, with 155 downloads since July 2018-June 2019. Those who have download the Mentoring Framework have been added to the Association's database and will be keep updated with AQNML information.

AQNML Sponsored / Supported Events 2018-2019:

This year has seen a number of AQNML Sponsored Events and is an area that the Executive Committee need to continue to focus and build on over the next 12 months. The value of local events is immense. We

need to continue and grow these events in each area where members work. I put a call out to you, our membership, if you would like to host an event in your area, please contact any member of the Executive Committee and we will work towards supporting that. The events for 2019 were:

February 19, 2019 - Central West Hospital and Health Service, Barcaldine

Presentation by Dr Pauline Calleja, 'Building Positive Workplace Culture'

CWWHS organised and hosted this remote telehealth Professional Development Event through their Pathways by Excellence Leader Frances Harlow.

March 2, 2019 – Sunshine Coast Hospital & Health Service

Presentation by Chief Nursing & Midwifery Officer, Shelley Nowlan.

The SCHHS Graduate Nurse and Midwife Dinner celebrates the successful completion of the first year of registration and encourages new Nurses and Midwives to stay actively engaged and participate in the professions.

May 7, 2019 Passionate about Practice

AQNML Executive Committee had a stand an AQNML stand to promote the AQNML Association and Membership.

May 10, 2019 International Nurse and Midwives Day, Darling Downs Hospital and Health Services Toowoomba Hosted by Andrea Nagel, EDNMS DDHHS.

August 21-23, 2019 – The National Nursing Forum – ACN, Tasmania.

Carolyn Bourke was the lucky winner of the AQNML prize draw of a complimentary registration to attend the ACN Conference 2019.

September 26, 2019 – AQNML In Action – Princess Alexandra Hospital, Brisbane

Guest Speaker, Chief Nursing & Midwifery Officer, Shelley Nowlan, 'A Global Nursing Perspective.'

18 October 2019 – AQNML In Action – Retrieval Services Queensland (RSQ)

Presentations by Dr Pauline Calleja and Leeanne Trenning, 'Leadership Starts with Self-assessment. Strategies and Tools to Support your Leadership Development.'

I want to express the value of being on the AQNML Executive. There is a Roles and Responsibilities Framework which outlines the expectations of being a member of the Executive Committee. It was included with the Nomination Form sent to all members with the Notice of the AGM. We need you to understand the commitment required of these roles.

It has been a privilege to serve as the AQNML President. To the outgoing Committee members, I thank you for your support, leadership and time in administering the Committee. I encourage all members to remain committed to the purpose and objectives of AQNML and I believe the future Committee and members are very well positioned to advance AQNML and the voice of nursing & midwifery leadership.

In closing, 2020 will be a BIG year for the Association, as will celebrate 70 years servicing the profession. AQNML will also participate in the Nursing Now Challenge, which aims to raise the status and profile of nursing around the world. This will be done through the AQNML in Action activities as we count down to the 200th anniversary of the birth of Florence Nightingale on 12 May 2020. We will also recognise and celebrate 2020 being the International Year of the Nurse and Midwife.

As an Association, we cannot afford to be passive in our pursuits and I suggest the next year will be one of development and growth with some major celebrations along the way.

Thank you,

Wendy Fennah
AQNML President
October 2019
(Original Signed)

Motion: That the President's Annual Report for the year ended 30 June 2019 as tabled with the change (remove Andrea Hawkins (Nagle) from Revenue Generation), be received and noted.

Moved: Wendy Fennah

Seconded: Andrea Nagle

Carried.

7. Financial Statements

Treasurer / Secretary Carolyn Bourke tabled the following Report.

It is with great pleasure that I present my second Treasurer's Report for the Association.

For 2018/2019 the Association has seen a small increase in membership numbers. As at 30 June 2019, total number of financial members equalled 170 (4 more than membership for financial year 2017/2018, which was 166).

2018/2019 Membership includes:

- **27** New Member Special 2018/19
- **16** New Member Special 2019/20
- **82** Full Member renewals
- **28** New Full members
- **5** Associate Member New Special 2018/19
- **2** Associate Member New Special 2019/20
- **3** New Associate Members
- **6** Associate Member renewals
- **1** Associate Member Interstate New Special 2018/19

The membership fees resulted in \$18,131.60 fees paid.

We continue to attract new members; however, we are noticing a trend that some members are not renewing their membership. One reason for this is many of our members are either retiring or on their way to retirement and some only joining for the year that they attend the Annual Conference.

You have a copy of the Financial Statement. These are our current assets as at 30 June 2019:

Cash at bank Operating Account: \$19,666.77

NAB Investment Account \$26,426.72

Conference Account \$25,137.57

Total Cash assets: \$71,231.06

Including total current liabilities, the net assets are: \$69,373.71

Compared to 2018 our net assets were \$111,940.61

This year there is a loss on paper for AQNML of **(\$42,147.00)**

This can be attributed to the following:

EXPENSES:

This report is heavily influenced by when Conference income and expenses are invoiced and received. You will note that there is some variance between 2018 and 2019 expenses. The figures reported can include Conference income and expenses that span the 2018 and 2019 Conference years. The Secretariat Fees for 2018/19 included 3 months which were not invoiced until July 2018 which were from 2017/18 year. Conference/Seminar costs were also significantly higher for 2018/19 which reflects when invoices were received and paid for the Conferences and includes 2018 & 2019 Conference Expenses.

While the Financial Year shows a significant loss, this is a paper loss only and is heavily affected by income for the Conference being collected later due to our Conference date being later in the year. AQNML continues to face the challenge of raising revenue with continued pressure on the membership base and

increasing expenses. The economic outlook for the 2019/2020 year remains conservative, and ongoing strong fiscal controls need to continue to ensure AQNML's ongoing financial viability.

INCOME:

Whilst 2019 income is significantly lower than 2018, this reflects when income is invoiced, primarily for the Conference and when it is paid.

There has been a general trend over a number of financial years that have been challenging for the Association, showing losses, it seems that this trend might be changing, as represented when reviewing the Profit / Loss over the 2017/18 & 2018/19 financial years, there was a profit of \$11,984.86. It will be important to keep reviewing profitability over the longer term and actioning the recommendations below from the Auditor. This may assist with a more accurate representation of the Association's activities each year.

AUDITOR RECOMMENDATIONS:

The Auditor has noted in the 'Management Letter for Audit Period ending 30 June 2019)

We would like to bring to your attention the following matters for the committee's consideration:

Item - Due to the nature of the association's operations and the date upon which the Annual Conference occurs each year; it could be beneficial for the Financial Reporting requirements to members if the association were to 'redefine' its financial year to the calendar year. This can be done via the Office of Fair Trading where you are able to choose either the financial year or the calendar year to report on an association's operations. If the association were to adopt the calendar year as its reporting period, it could provide a more accurate representation of the association's activities each year because the income and expenses for the conference would fall within the same financial year.

If this is not a solution you would consider, the other would be to adopt an accruals basis for your accounting records which would also work to pull the income and expenses into the same financial period and create proper cut-off and matching of Income and Expenses in compliance with Australian Accounting Standards and Principles.

With the future in mind, the AQNML Committee should consider reviewing all expenses and identify where savings can be made. This may include reviewing conference activities, for example, conference registration fees. This should be decided in conjunction with expected future income generated from membership.

Auditors, Simpson & Winslow's report verifies the AQNML financial records are in good standing and have provided the reports for our AGM.

I am happy to report that with our financial processes continue to be compliant with all Accounting Standards and are in a sound position for the Association to consider the utilisation of funds towards future development in priority areas as determined by our next Executive.

Thank you,

Carolyn Bourke
Secretary/Treasurer AQNML
23 October 2019
(Original Signed)

Motion: That the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS Inc. Financial Statements for the year ended 30 June 2018 as tabled be received and noted.

Moved: Carolyn Bourke

Seconded: Andrea Nagle

Carried.

8. **Appointment of Auditors for the Ensuring Fiscal Year**

Motion: To appoint Simpson & Winslow as Auditor for the ensuring fiscal year.

Moved: Wendy Fennah **Seconded:** Pauline Calleja **Carried.**

9. **Appointment of Committee**

Wendy Fennah (President) extended a warm vote of thanks and appreciation to all outgoing members of the Executive (as listed below):

Members retiring from the Executive Committee due to 2 year term completion:

Committee members: Carolyn Bourke (Secretary/ Treasurer), Andrea Hawkins, Dough Kynaston, Anne Morrison, Leeanne Trenning, Jennifer Craig, Pauline Calleja (early resignation withdrawn prior to AGM).

Members remaining on the Executive Committee for their second year:

Wendy Fennah – President
Melinda Daniels – Vice President
Pauline Calleja – Committee Member
Nicki Dennis – Committee Member
Lisa Milne – Committee Member
Anita Bolton – Committee Member

Therefore, available positions on the Committee are:

6 x Committee Members

VOTING PROCESS:

Nomination for Committee Member:

Five (5) nominations received prior to the AGM

Each of the Nominee were invited to introduce

Nomination for Committee Member:

Name: Karyn Ehren

Nominated by: Andrea Nagle Seconded by: Carrie Bourke

Nomination accepted

Nomination for Committee Member:

Name: Deb O'Brien

Nominated by: Carrie Bourke Seconded by: Wendy Fennah

Nomination accepted

Nomination for Committee Member:

Name: Michele Burge

Nominated by: Nicki Dennis Seconded by: Wendy Fennah

Nomination accepted

Nomination for Committee Member:

Name: Tracy Pattie

Nominated by: Carrie Bourke Seconded by: Wendy Fennah

Nomination accepted

Nomination for position of Committee Member:

Name: Carolyn Bourke

Seconded by Melinda Daniels

Nomination Accepted

Additional Committee Member Nominations to be taken from the floor

Nomination for position of Committee Member (from the floor):

Name; Jenny Ralaca

Nominated by: Lisa Milne Seconded by – Sandra Wilson

Nomination Accepted

A vote of thanks to all committee nominees.

A warm welcome was extended to the incoming Executive Committee members and all introduced to the AGM attendees.

14. General Business

As no items of general business were notified prior to the meeting, the business of the meeting is concluded.

Business Without Notice (Discussion)

Doug Kynaston raised a discussion about offering a Life Membership. The Committee will have to form the criteria that would need to be met, to meet the criteria i.e. taking inspiration from other organisations. General discussion indicted general support.

Graham Wilkinson raised 2020 is 70 years as an Association and we should explore past members and friends of AQNML to celebrate with us.

Also raised was the possibility of retired members, Membership of AQNML.

In promotion of AQNML and the 2020 Conference it is encourage that Members bring at least one other person to the Conference including Leaders (emerging Nursing and Midwifery Leaders to the Conference).

15. Close

Wendy Fennah (President) thanked members for their contribution and attendance and formally closed the meeting at 5.43pm.

.....
President

.....
Date

.....
Secretary/Treasurer

.....
Date