



ABN 31 320 723 660
Secretariat, PO 208, WYNNUM QLD 4178

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING
OF THE ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC.
WILL BE HELD

ON WEDNESDAY 11 NOVEMBER 2020

VIDEO CONFERENCE

COMMENCING AT 4.15pm (AEST)

BUSINESS

- 1. OPENING OF MEETING**
- 2. APOLOGIES**
- 3. PROXIES**
- 4. NOTICE OF MEETING**
- 5. CONFIRMATION OF MINUTES OF PREVIOUS AGM**
- 6. REPORT OF THE PRESIDENT:** To receive and adopt the report of the President for the 12 months to 30 June 2020.
- 7. FINANCE:** To receive and consider the reports of the Auditors, the statement of financial performance, statement of financial position and cash flow statement for the year ended 30 June 2020.
- 8. APPOINTMENT OF AUDITOR** for financial year 2020 / 2021.
- 9. APPOINTMENT OF COMMITTEE**
- 10. OTHER BUSINESS**
To transact any other business that may be legally brought forward in accordance with the Rules of Association.
- 11. CLOSE**

BY ORDER OF THE AQNML EXECUTIVE COMMITTEE

AQNML Secretariat

PO Box 208, WYNNUM, QLD 4178

Date: 30 September 2020



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

AQNML 2020 PRESIDENT'S REPORT



It is my privilege to present the President's report of the Association of Queensland Nursing & Midwifery Leaders (AQNML) for 2020, this will be my last report as President of the Association as I step down from this role following my 2 year term.

In opening, I would like to thank the members of the Executive Committee for their assistance, work and support over the past year. They are: Vice President Melinda Daniels, Secretary/Treasurer Lisa Milne and Committee Members – Anita Bolton, Michele Burge, Carolyn Bourke, Pauline Calleja, Nicki Dennis, Karyn Ehren, Debbie O'Brien, Tracey Pattie & Jenny Ralaca (resigned mid-term).

2020 is the international year of the Nurse and Midwife, this coincides with the 70th anniversary of the Association. We had planned some very exciting celebrations to raise the profile of the Nurse and Midwife, and to highlight the contributions of the professions to all aspects of health care, community, educational preparation, acute and primary care and population health to name a few. Of course, this did not pan out as we had planned, as with many other celebrations, including International year of the Nurse and Midwife celebrations. The professions, however, have most certainly come to the fore and this year. There has been global recognition of the pivotal role nurses and midwives have played and continue to do so in detection, prevention and response to the global pandemic COVID-19. This recognition is across front line, management and leadership roles. I don't think there is a single person who does not see the value nurses and midwives bring to the community. So, although many celebrations have been put on hold or cancelled, I think we can rest assured the community are well aware of our role and our contribution.

The Association began in 1950, as the Matrons Association and changed name in 1975 to the Nursing Superintendents Association, the association again changed in 1990 to the Directors of Nursing Association, DONA. In 2003 the Association changed its name to the Association of Queensland Nurse Leaders (Incorporated) AQNL, in 2017 the Association again changed its name to the Association of Queensland Nursing & Midwifery Leaders (AQNML). Each of the change in name has been brought about by the changes we have seen in the response to changes in recognition and development of the profession. We have expanded over the past 70 years to include emerging and aspiring leaders and are now an Association with 124 full members and 9 Associate members. The membership numbers are significantly lower than at June 2019, in part we believe this is due to the inability to hold a conference, many people join either at the conference or as they register. There are however many other benefits to membership of the Association, the ability to participate in AQNML in Action events, networking with peers, having a voice as a leader on matters that affect Nursing and Midwifery and 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.

The Treasurers Report will look at membership numbers in more detail however these are the figures as at end 2019/2020 Financial Year and as at 15 October 2020:

Membership:	Full Members	Associate Members
End of 2019/2020 Financial Year	163	13
As at 13/10/20 (2019/2020)	123	10

Members are encouraged to seek out any member of the executive committee and discuss any ideas they have for extension of member benefits and progress of the Association; it is your Association and as such your participation is actively sought and highly valued.

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. Nicola Young remains as our representative at the Senate, many thanks Nicola.

This year has been a difficult year for all in many ways. As an Association we need to constantly review our financial position. For the Association, we have needed to adjust the way we operate. We have been agile in our response to the restrictions brought about through the COVID -19 requirements. We have moved to delivering AQNML in Action as online events, these have been successful with good engagement and much positive feedback. To date we have provided 6 events, the events were recorded and are available to members to view online through the Associations website. Given we have not been able to hold a conference this has had significant impact on the organisations finances, our Treasurer will provide a detailed overview in her report, however I wish to make comment that it has required a committee response also. The executive has been asked to consider how they can take on a greater load, by undertaking activities that would normally sit with our secretariat. There are a number of committee members who have risen to this challenge by committing to undertake specific activities, Deb O'Brien has taken on the management of the AQNML Social media presence and Anita Bolton and Tracie Pattie has volunteered to minute and record our meetings, this has reduced the impact on the Secretariat services.

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

I want to express my gratitude to my fellow Executive Committee members, for their support and their contribution. In deciding to become a committee member I acknowledge the energy and effort required also 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 really need you to understand the commitment required of these roles, and in taking on a position being prepared to complete these commitments.

It has been a privilege to serve as the AQNML President for the past 2 years. To the outgoing Committee members, I thank you for your support, leadership and time in administering the Committee, especially this past year when there have been even greater demands on peoples time and greater pressures on our minds to continue to lead in such an extraordinary year. 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, I extend my deepest gratitude both personally and on behalf of the Executive Committee and the membership to our Secretariat, Cre8it events, Martin, Kate and their staff. Martin and Kate do so much more than provide professional secretariat services to the Association, they are constant source of ideas, support and inspiration. I have indicated before and will do so again, without their support we would not be able to achieve as much as we do, many thanks to you both and to your staff.

Thank you,

Wendy Fennah
AQNML President
October 2020
(Original Signed)

AQNML 2020 TREASURER'S REPORT

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

For 2019/2020 the Association has seen an increase in membership numbers. As at 30 June 2020, total number of financial members equalled 192 (22 more than membership for financial year 2018/2019, which was 170).

2019/2020 Membership includes:

- **38** New Member Special 2019/20
- **18** New Member Special 2020/21
- **92** Full Member renewals
- **38** New Full members
- **2** Associate Member New Special 2019/20
- **0** Associate Member New Special 2020/21
- **5** New Associate Members
- **4** Associate Member renewals
- **0** Associate Member Interstate New Special 2018/19

The membership fees resulted in \$23,872.47 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 2020:

Cash at bank Operating Account: \$29,529.79

NAB Investment Account \$26,833.04

Conference Account \$1,132.81

Total Cash assets: \$57,495.64

Including total current liabilities, the net assets are: \$57,105.57

Compared to 2019 our net assets were \$69,373.71

This year there is a loss on paper for AQNML of (\$12,268.14)

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 2019 and 2020 expenses. The figures reported can include Conference income and expenses that span the 2019 and 2020 Conference years.

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 and the postponement of the 2020 Conference due to Covid-19. AQNML continues to face the challenge of raising revenue with continued pressure on the membership base and increasing expenses. The economic outlook for the 2020/2021 year has been identified by the

AQNML Committee as a concern with the loss of Conference Income and uncertainty affecting membership numbers. The committee has taken steps to reduce expenditure in the 2020/2021 year by reducing Secretariat hours and managing other expenses to ensure AQNML's ongoing financial viability.

INCOME:

Whilst 2020 income is higher than 2019, this reflects when income is invoiced, primarily for the Conference and when it is paid.

It is important for the review of performance over a 3 – 5 year period due to the impact of Conference Income and Expenses being spread over financial years. There has been a general trend over a number of financial years that have been challenging for the Association, showing losses but over the longer term it reveals a clearer picture.

Profit / Loss

2016/17 (\$2,434.60)

2017/18 \$54,551.76

2018/19 (\$42,566.90)

2019/20 (\$12,268.14)

The 2019/2020 result was impacted by Covid-19 resulting in the Conference being postponed until 2021 while some deposits were paid and are being held by the Conference Venue and Conference Dinner venue.

AUDITOR RECOMMENDATIONS:

The Auditor has noted in the Report for Audit Period ending 30 June 2020

BASIS FOR EMPHASIS OF MATTER

The ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC. have prepared their Financial Statements accompanying this Audit Report on a cash basis. The ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC. holds a Conference each year at the end of the calendar year. It is significant to note when reading the Financial statements that a total of Income received in advance of \$56,201.88 is reported as a part of Conference Income in the comparative financial year yet most of the expenses for that Conference were incurred in the 2020 Financial Year. The Net Profit for the 2018 Conference in total over two financial years was \$4,011.00.

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,

Lisa Milne

Secretary/Treasurer AQNML

4/11/2020

(Original Signed)



Simpson & Winslow

Public Accountants & Business Advisors

Simpson & Winslow
Pty Ltd

A.C.N. 000 088 380



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Accounting Services
Registered Tax Practitioner
Auditing
Small Medium Enterprise
Business Advice
Corporate Services
Superannuation
Registered SMSF Auditor

INDEPENDENT AUDIT REPORT ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC FOR THE YEAR ENDED 30 JUNE 2020

SCOPE:

We have audited the attached statement of Income and Expenditure, and Statement of Assets & Liabilities of ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC. for the year ended 30 June 2020.

The Incorporations' committee is responsible for the preparation and presentation of the financial report and the information contained therein and has determined that the accounting policies used are consistent with the financial reporting requirements of the Entity's constitution and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion to the Members of ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC. on its preparation on presentation. No opinions are expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting requirements under the Incorporations constitution. We disclaim any assumption of responsibility for any reliance on the financial statement to which it relates to any person other than the Club, or for any purpose, other than that for which it was prepared.

The audit has been conducted in accordance with Australian Auditing Standards. Procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with the cash basis of accounting. Statement of Accounting Concepts and Accounting Standards are not applicable to the cash basis of accounting adopted by the ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC.

The Audit opinion expressed in this report has been formed on the above basis.

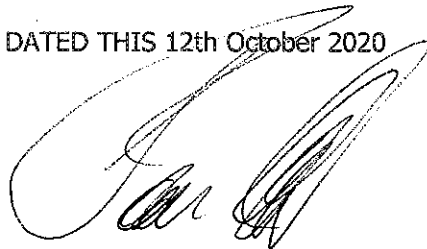
BASIS FOR EMPHASIS OF MATTER

The ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC. have prepared their Financial Statements accompanying this Audit Report on a cash basis. The ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC holds a Conference each year at the end of the calendar year. It is significant to note when reading the Financial statements that a total of Income received in advance of \$56,201.88 is reported as a part of Conference Income in the comparative financial year yet most of the expenses for that Conference were incurred in the 2020 Financial year. The Net Profit for the 2018 Conference in total over the two financial years was \$4,011.

AUDIT OPINION:

In our opinion, the financial report presents fairly in accordance with the cash basis of accounting, as described above, the Income and Expenditure of THE ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC for the year ended 30 June 2020.

DATED THIS 12th October 2020

A handwritten signature in black ink, appearing to read 'Ian D Rule', is written over a large, faint, circular watermark or stamp.

IAN D RULE MIPA, CTA, FTMA, FAIM
SIMPSON & WINSLOW PTY LTD

**ASSOCIATION OF QUEENSLAND NURSING &
MIDWIFERY LEADERS INC**

Financial Statements
For the year ended 30 June 2020

SIMPSON & WINSLOW PTY LTD
ACCOUNTANTS AND BUSINESS ADVISORS
LEVEL 1, 79-81 PRICE STREET
NERANG QLD 4211

Phone: 07 5596 3811 Fax: 07 5596 4583
Email: ADMIN@SIMPSONWINSLOW.COM.AU

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

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Committee's Report

For the year ended 30 June 2020

Your committee members submit the financial accounts of the ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC for the financial year ended 30 June 2020.

Committee Members

The names of committee members at the date of this report are:

PRESIDENT- Wendy Fennah
SECRETARY/TREASURER - Carrie Bourke
VICE PRESIDENT - Melinda Daniels
EXECUTIVE- Andrea Nagle
EXECUTIVE- Doug Kynaston
EXECUTIVE- Anne Morrison
EXECUTIVE- Nicki Dennis
EXECUTIVE- Lisa Milne
EXECUTIVE- Jennifer Craig
EXECUTIVE- Pauline Calleja
EXECUTIVE- Lecanne Trenning
EXECUTIVE- Anita Bolton

Principal Activities

The principal activities of the association during the financial year were: the provision of leadership to the profession in the pursuit of excellence in healthcare, in a dynamic and complex environment.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The deficit from ordinary activities after providing for income tax amounted to.

Year ended	Year ended
30 June 2020	30 June 2019
\$	\$
(12,268.14)	(42,566.90)

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

Committee's Report

For the year ended 30 June 2020

Signed in accordance with a resolution of the Members of the Committee on:

PRESIDENT- Wendy Fennah

SECRETARY/TREASURER - Carrie Bourke

The accompanying notes form part of these financial statements.

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

Income and Expenditure Statement

For the year ended 30 June 2020

	2020	2019
	\$	\$
Income		
Sales		1,050.00
Seminars & Workshops	199.99	
Interest received	406.32	514.95
Registrations	23,872.47	18,131.60
Conference delegates	88,032.83	87,860.91
Conference sponsorship	14,197.73	11,668.18
Total income	<u>126,709.34</u>	<u>119,225.64</u>
Expenses		
Advertising and promotion		3.01
Accounting/Audit fees	1,680.00	1,660.00
Awards	209.09	1,129.09
Bank Fees And Charges	991.83	1,019.97
Bookkeeping	150.00	503.86
Conference/seminar costs	106,246.17	126,130.97
Courier		105.41
Insurance	1,717.76	1,556.46
Postage	121.80	188.20
Printing & stationery		755.24
Secretariat fees	23,974.37	26,023.08
Subscriptions	1,134.89	1,087.03
Telephone		467.59
Travel, accom & meetings	2,159.93	814.21
Website fees	591.64	348.42
Total expenses	<u>138,977.48</u>	<u>161,792.54</u>
Profit (loss) from ordinary activities before income tax	<u>(12,268.14)</u>	<u>(42,566.90)</u>
Income tax revenue relating to ordinary activities		
Net profit (loss) attributable to the association	<u>(12,268.14)</u>	<u>(42,566.90)</u>
Total changes in equity of the association	<u>(12,268.14)</u>	<u>(42,566.90)</u>
Opening retained profits	63,402.00	105,968.90
Net profit (loss) attributable to the association	<u>(12,268.14)</u>	<u>(42,566.90)</u>
Closing retained profits	<u>51,133.86</u>	<u>63,402.00</u>

The accompanying notes form part of these financial statements.

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC
Detailed Balance Sheet as at 30 June 2020

	Note	2020 \$	2019 \$
Current Assets			
Cash Assets			
Cash At Bank - Operating account		29,529.79	19,666.77
NAB Investment account		26,833.04	26,426.72
Conference Account		1,132.81	25,137.57
		<u>57,495.64</u>	<u>71,231.06</u>
Total Current Assets		<u>57,495.64</u>	<u>71,231.06</u>
Total Assets		<u>57,495.64</u>	<u>71,231.06</u>
Current Liabilities			
Current Tax Liabilities			
GST payable control account		390.07	1,857.35
		<u>390.07</u>	<u>1,857.35</u>
Total Current Liabilities		<u>390.07</u>	<u>1,857.35</u>
Total Liabilities		<u>390.07</u>	<u>1,857.35</u>
Net Assets		<u>57,105.57</u>	<u>69,373.71</u>
Members' Funds			
Reserves			
Increase in Members Funds		5,971.71	5,971.71
Accumulated surplus (deficit)		51,133.86	63,402.00
Total Members' Funds		<u>57,105.57</u>	<u>69,373.71</u>

The accompanying notes form part of these financial statements.

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

Statement by Members of the Committee

For the year ended 30 June 2020

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC as at 30 June 2020 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

PRESIDENT- Wendy Fennah

President

SECRETARY/TREASURER - Carrie Bourke

Treasurer

The accompanying notes form part of these financial statements.

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

Certificate by Member of the Committee

For the year ended 30 June 2020

I, PRESIDENT- Wendy Fennah of [ENTER ADDRESS], and I, SECRETARY/TREASURER - Carrie Bourke of [ENTER ADDRESS] certify that:

- a. We attended the annual general meeting of the association held on .
- b. The financial statements for the year ended 30 June 2020 were submitted to the members of the association at its annual general meeting.

Dated

PRESIDENT- Wendy Fennah
Committee Member

SECRETARY/TREASURER - Carrie Bourke
Committee Member

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

Independent Auditor's Report to the Members

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC (the association), which comprises the Statement by Members of the Committee, the Income and Expenditure Statement, Balance Sheet as at 30 June 2020, a summary of significant accounting policies and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 30 June 2020 and [of] its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1981.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of Associations Incorporation Act 1981. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Committee for the Financial Report

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 1981 and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

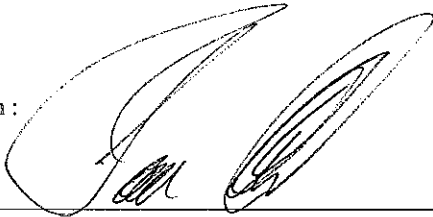
ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

Independent Auditor's Report to the Members

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Signed on :



ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

Compilation Report to ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

We have compiled the accompanying special purpose financial statements of ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC, which comprise the Income and Expenditure Statement and Balance Sheet as at 30 June 2020, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is to provide financial information to the committee of management.

The Responsibility of the Committee

The committee of ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet its needs and for the purpose that the financial statements were prepared.

Our Responsibility

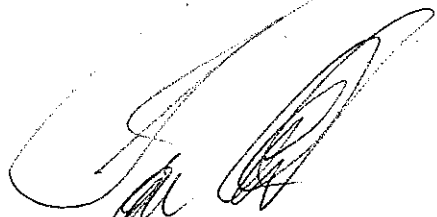
On the basis of information provided by the committee, we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315 Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants (including Independence Standards).

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the committee who is responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, these special purpose financial statements may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial statements.



SIMPSON & WINSLOW PTY LTD
LEVEL 1, 79-81 PRICE STREET
NERANG QLD

12 October, 2020