



ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS INC.
ABN 31 320 723 660
Minutes of Annual General Meeting
held on 2 August 2018,
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 2019)

Minute taker for this meeting: Martin Bishop, AQNML Secretariat

1. Opening

Meeting opened by President, Graham Wilkinson at 4.59pm as the necessary quorum was present. (Names recorded in the Attendance Book. 22 attendees).

2. Apologies

Jane Peeters, Annette Faithfull-Byrne.

3. Proxies

Nil

4. Notice of Meeting

The President, Graham Wilkinson 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: Wendy Fennah **Seconded:** Carolyn Bourke **Carried.**

5. Minutes of Previous Annual General Meeting

Motion: That the minutes of the 2017 Annual General Meeting of Members of the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS held on the 2 November 2017 and certified as a correct record of proceedings be taken as read and hereby confirmed.

Moved: Wendy Fennah **Seconded:** Carolyn Bourke **Carried.**

6. President's Report

President *Graham Wilkinson* tabled the following Report.

It is my privilege to present my final 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 Wendy Fennah, Secretary/Treasurer Carolyn Bourke and Committee Members –Jennifer Craig, Melinda Daniels, Andrea Hawkins (Nagle), Doug Kynaston, Anne Morrison, Leeanne Trenning and Nicola Young (also Leesa Clancy and Anne Eaton who resigned mid-year). I would also like to extend special thanks to Wendy Fennah who assisted me with planning the 2018 Conference.

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.

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 2017/2018. Carolyn Bourke's Treasurer Report will look at membership numbers in more detail however these are the figures as at end 2017/2018 Financial Year and as at 27 July 2018:

Membership:	Full Members	Associate Members
End of 2017/2018 Financial Year	156	10
As at 27/07/2017	110	12

No Association can survive, prosper or evolve without membership. It is your contribution and support that makes us great. We need you to be active in your management. I encourage you to give advice, critique and promote membership in AQNML.

I am pleased to announce that AQNML has extended two member benefits that were introduced last year. 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 have conducted a Planning Day to formally plan for this year's Conference, review budgets, membership and opportunities.

AQNML have developed a new website with considerable work from Executive Committee Member Doug Kynaston, a special vote of thanks to Doug for this work. We have also increased our presence in the social media via our Facebook page to share news and interesting articles and events, this year we have had committee members buddy up to provide additional content. We are always looking for stories, innovation etc. please email info@aqnml.org.au if you have anything to share. Our Social Media environments – Facebook, Twitter and LinkedIn are being used more by members and non-members since we went live with the platforms. People are using it to jump to the Website looking at membership and conference which is encouraging.

Nicola Young continues to represent AQNML on the Clinical Senate and Wendy Fennah at the Peak Nursing & Midwifery Bodies thank you for your commitment in representing AQNML.

The Committee continually reviews the financial position of the Association with financial position continuing to face increasing 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 remain focused on our professional practice and 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 154 downloads of the Framework since July 2017-June 2018. We have those people included in our Association database to keep them updated with AQNML information. It is another opportunity to diversify and extend the reach of our communication and membership strategy.

The Executive Committee has started to review of what it will take to update the Framework to include the new logo and name, including amending it to include Midwifery. Our efforts to date with seeking funding and assistance from the Chief Nursing & Midwifery Office has not been successful.

Last year's Conference was a resounding success as I am sure you will attest this year's will be.

AQNML Sponsored / Supported Events 2017-2018:

This year has seen a few 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.

April 20, 2018 - Sunshine Coast Hospital & Health Service

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.

March 6, 2018 – Darling Downs Hospital & Health Service, Toowoomba

Presentation by our Chief Nursing & Midwifery Officer, Shelley Nowlan. 'Journey from Darling Downs to Charlotte Street' and the lessons learnt along the way.

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 Team. 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 those 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 leadership.

In closing the Association nears 70 years servicing the profession. The inclusion of the profession of Midwifery, soon to be AQNML, is another step in recognition, inclusion and moving forward. In saying that, we face challenges. 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.

Thank you,

*Graham Wilkinson
AQNML President
2 August 2018
(Original Signed)*

Motion: That the President's Annual Report for the year ended 30 June 2018 as tabled, be received and noted.

Moved: Graham Wilkinson

Seconded: Andrea Nagle

Carried.

7. Financial Statements

Treasurer / Secretary Carolyn Bourke tabled the following Report.

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

For 2017/2018 the Association has seen a small increase in membership numbers. As at 30 June 2018, total number of financial members equalled 166 (7 more than membership for financial year 2016/2017, which was 159).

2017/2018 Membership includes:

- **30** New Member Special 2017/18
- **12** New Member Special 2018/19
- **87** Full Member renewals
- **27** New Full members
- **2** Associate Member New Special 2017/18
- **3** Associate Member New Special 2018/19
- **3** New Associate Members
- **2** Associate Member renewals

The membership fees resulted in \$18,477.08 fees paid.

We continue to attract new members; however, the trend of some members not renewing membership, continues. 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 2018:

Cash at bank Operating Account: \$48,344.57

NAB Investment Account \$25,911.77

Conference Account \$44,307.59

Total Cash assets: \$118,563.93

Including total current liabilities, the net assets are: \$111,940.61

Compared to 2017 our net assets were \$57,388.85

This year there is a profit on paper for AQNML of \$54,551.76

This can be attributed to the following:

EXPENSES:

The report is heavily influenced by when Conference income and expenses are invoiced and received. You will note that there is some variance between 2017 and 2018 expenses. The figures reported can include Conference income and expenses that span the 2017 and 2018 Conference years. The Secretariat Fees did not include 3 months which were not invoiced until July 2018 and will show in next years reports. Travel, Accommodation & Meeting Fees were also lower for the executive planning meeting.

While the Financial Year shows a healthy profit, this is a paper profit only heavily affected by income for the 2018 Conference being collected earlier due to our Conference date being earlier. There has been a general trend over a number of financial years being challenging for the Association, showing losses. AQNML continues to face the challenge of raising revenue with continued pressure on the membership base and increasing expenses. The economic outlook for the 2018/2019 year remains conservative, and ongoing strong fiscal controls need to continue to ensure AQNML's ongoing financial viability.

INCOME:

Whilst 2018 income is significantly higher than 2017 this may still not be enough to cover all expenses when moving the next financial year.

With the future in mind, the AQNML Committee should consider reviewing all expenses and identify where savings can be made for the 2018/2019 period. This may include reviewing conference activities, for example, increasing conference registration fees or relocating the conference to a cheaper venue. 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
Treasurer AQNML
2 August 2018
(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:** Doug Kynaston **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:** Nicola Young **Carried.**

9. **Appointment of Committee**

Graham Wilkinson (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:

Graham Wilkinson – President
Wendy Fennah – Vice President

Committee members: Jennifer Craig, Leeanne Trenning, Nicola Young, Leesa Clancy and Anne Eaton (resigned mid term)

Members remaining on the Executive Committee for their second year:

Carolyn Bourke – Treasurer / Secretary
Melinda Daniels – Committee Member
Andrea Hawkins (Nagle) – Committee Member
Doug Kynaston – Committee Member
Anne Morrison – Committee Member

Therefore, available positions on the Committee are:

1 x President
1 x Vice President
5 x Committee Members

VOTING PROCESS:

Nomination for President:

One (1) nomination received prior to the AGM

Name: Wendy Fennah

Nominated by: Leeanne Trenning Seconded by: Jennifer Craig

Elected Unopposed

Nomination for Vice President:

Two (2) nominations received prior to the AGM

Name: Leeanne Trenning
Nominated by: Melinda Daniels Seconded by: Jennifer Craig
Withdrawn Nomination and transferred to Committee Member

Name: Melinda Daniels
Nominated by: Leeanne Trenning Seconded by: Jennifer Craig
Confirmed Unopposed (Following withdrawal of Leeanne Trenning)

Nomination for Committee Member:

Seven (7) nominations received prior to the AGM and Leeanne Trenning

Each of the Nominee were invited to introduce where they were from prior to ballot.

Due to the number of nomination a ballot was held.

Nomination for Committee Member:

Name: Anita Bolton
Nominated by: Carolyn Bourke Seconded by: Andrea Nagle
Nomination accepted

Nomination for Committee Member:

Name: Nicki Dennis
Nominated by: Shelley Nowlan Seconded by: Sandra Wilson
Nomination accepted

Nomination for Committee Member:

Name: Lisa Milne
Nominated by: Nicola Young Seconded by: Wendy Fennah
Nomination accepted

Nomination for Committee Member:

Name: Jennifer Craig
Nominated by: Melinda Daniels Seconded by: Leeanne Trenning
Nomination accepted

Nomination for Committee Member:

Name: Karyn Ehren
Nominated by: Wendy Fennah Seconded by: Michele Burge
Nomination accepted

Nomination for Committee Member:

Name: Michelle Burge
Nominated by: Karyn Ehren Seconded by: Wendy Fennah
Nomination accepted

Nomination for Committee Member:

Name: Pauline Calleja
Nominated by: Leeanne Trenning Seconded by: Jennifer Craig
Nomination accepted

Nomination for Committee Member:

Name: Leeanne Trenning
Nominated by: Melinda Daniels Seconded by: Jennifer Craig
Nomination accepted

A secret ballot was held and the following were appointed as Committee members.

Committee Members:

Name: Anita Bolton

Name: Nicki Dennis

Name: Lisa Milne

Name: Jennifer Craig

Name: Pauline Calleja

Name: Leeanne Trenning

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.

15. Close

Wendy Fennah (President) thanked members for their contribution and attendance and formally closed the meeting at 5.41pm.

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President

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Date

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Secretary/Treasurer

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Date