



ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS INC.
ABN 31 320 723 660
Minutes of Annual General Meeting
held on 8 December 2021
Virtual Meeting

DRAFT (to be confirmed at AGM 2022)

Minute taker for this meeting: Martin Bishop, AQNML Secretariat

1. Opening

Meeting opened by President, Melinda Daniels at 4.02pm as the necessary quorum was present.

Melinda Daniels, Debbie Woods, Lisa Milne, Ben Lawrence, Billy Allen, Margaret Cahill, Ann-Louise Adams, Pauline Maude, Jenny Goodwin, Kate Field, Joy Jung, Nicola Young, Joy Jung, Graham Wilkinson

2. Apologies

Alanna Geary, Catherine Marron, Jomon Matthew, Ruth Maccaffery, Lyn Radel

3. Proxies

Nil

4. Notice of Meeting

The President, Melinda Daniels 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. Melinda read the report.

Moved: Billy Allen **Seconded:** Lisa Milne **Carried.**

5. Minutes of Previous Annual General Meeting

Motion: That the minutes of the 2020 Annual General Meeting of Members of the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS held on the 11 November 2020 *and certified as a correct record of proceedings be taken as read and hereby confirmed.*

Moved: Billy Allen **Seconded:** Ben Lawrence **Carried.**

6. **President's Report**

President Melinda Daniels tabled the following Report.

It is my privilege to present the President's Report of the Association of Queensland Nursing & Midwifery Leaders (AQNML) for 2021. This is my first President's report and what a bumpy year it has been.

We had an impressive Conference planned for this year and we were very excited at the planned program, high quality presenters and the opportunity to meet again face to face to catch up, network and celebrate our Association's belated 70th Anniversary from 2020 that we had missed out on due our Virtual Conference last year. Unfortunately, as the weeks in the lead up to our event drew closer, a combination of potential Covid restrictions, increased positive Covid cases within the state and our professions' workforce shortages on the frontline resulted in us making the difficult decision to postpone. While this was very disappointing for us all, it was the correct decision at the time given the challenges we have all faced this year in the ever-changing state of this Covid-19 pandemic.

At this point 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 Andrea O'Shea (resigned mid-term) / Debbie Woods (Acting Vice President), Secretary / Treasurer Lisa Milne and Committee Members – Michele Burge (resigned mid-term), Karyn Ehren (resigned mid-term), Benjamin Lawrence, Ann-Louise Adams, Pauline Maude, Tracey Pattie, Billy Allen and Margaret Cahill (casual committee member). Due some personal changes we lost Andrea, Karyn and Michele mid-term, however I would like to thank Debbie for stepping into the Vice President role and Margaret for answering our call out for a casual committee member. The professional wisdom within this group and positive attitudes despite the challenging term is to be commended.

The fact that we were unable to host our Conference for a second consecutive year also raised and escalated some heartfelt and arduous discussion within the committee regarding the future of AQNML, both from a financial and membership survival perspective. During this time, I reached out to some past Presidents for advice, wisdom, support and direction and I thank them for their input and time. What is AQNML without a Conference? What do we offer our members? Can we survive? AQNML is a not-for-profit, volunteer led organisation with a long, strong, and proud history. It began as the smaller Directors of Nursing Association (DONA) and has evolved over 71 years to become the more broadly inclusive Association it is today for Nursing and Midwifery Leaders at every level to meet, connect and share the challenges of our work areas and positions and all that encompasses. Here, we also celebrate the joy of our professions and nurture our future. And, because of this, that was enough motivation for our Committee to plough on. How we deliver this to our members will be the focus for our incoming 2022 Committee.....how exciting is that!

The financial position of the Association is detailed in the Auditor's Report and Annual Financial Statement and within the Treasurer's Report. The Treasurer's Report will also look at membership numbers in more detail, however these are the figures as at end 2020/2021 financial year as at 30 June 2021.

Membership:	Full Members	Associate Members
End of 2020/21 Financial Year	140	14

As you can see our membership are down, however given our inability to host a face-to-face conference for two years, this not surprising but definitely recoverable. 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.

As I know, you are all well aware 2021 has been a volatile year in our workplaces from both a clinical and administrative perspective. The world with Covid-19 resulted in so many new challenges and expectations like we have never seen before: such as the number of positive cases. Visitor restrictions, exemptions, masks, PPE and supply shortages, stock piling, reduced services, increased services, vaccination clinics, staff vaccination mandates, leave restrictions, workforce shortages and the list goes on. We are all tired and to be honest, over-whelmed at times, however in the true grit and spirit of our professions, we joined our colleagues at the forefront, and we led. Predications are we'll need to dig deep and draw on this again in the coming months more than ever and I have every confidence we can do it knowing that the shared purpose of all we do is to serve in optimising the care and safety of our patients, their families and members of our communities. In true AQNML style, we show our #Courageunderfire2021 and stand strong together, supporting one another.

It has been a true honour to serve as the AQNML President for this year. To outgoing Committee members Tracey Pattie, Debbie Woods and Lisa Milne (Secretary/Treasurer), who served their 2-year term, along with the other outgoing Committee members that stepped down mid- term, 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 people's time and greater pressures on us to continue to lead in such an extraordinary year. With this in mind, we as the committee have reviewed the Model Rules and proposed a change to reduce the core number of Executive Committee Members to alleviate some pressure in regard to commitment and quorum but still be active in achieving our goals.

In closing, I extend my deepest gratitude both personally and also on behalf of the Executive Committee and our 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,
Melinda Daniels
AQNML President
November, 25 2021
(Original Signed)

Motion: That the President's Annual Report for the year ended 30 June 2021 as tabled be received and noted.

Moved: Melinda Daniels

Seconded: Graham Wilkinson

Carried.

Graham Wilkinson response to the Presidents Report.

For what it's worth I don't think that AQNML has gone through such a turbulent time and so that report captured a lot of it but there was a lot more and particularly as the president you've had an extremely tough gig I can't think of a tougher gig. Anyone can lead under good times; this has been a really tough time for everyone, and I think the report captured that. So, we are still here and that's not by accident so thankyou and thank you to Martin & Kate.

7. Financial Statements

Treasurer / Secretary Lisa Milne tabled the following Report.

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

For 2020/2021 the Association has seen an increase in membership numbers. As at 30 June 2021, total number of financial members equalled 154 (38 less than membership for financial year 2019/2020, which was 192).

2020/2021 Membership includes:

- **11** New Member Special 2021/22
- **20** New Member Special 2020/21
- **98** Full Member renewals
- **11** New Full members
- **3** Associate Member New Special 2021/22
- **1** Associate Member New Special 2020/21
- **2** New Associate Members
- **7** Associate Member renewals
- **1** Associate Member Interstate New Special 2021/22

The membership fees resulted in \$14,190.74 paid.

We are continuing to experience decrease in our membership numbers and 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 and AQNML has been unable to host a conference in the past 2 years.

You have a copy of the Financial Statement. These are our current assets as at 30 June 2021:

Cash at bank Operating Account: \$28,772.99

NAB Investment Account \$17,231.12

Conference Account \$3,187.90

Total Cash assets: \$49,192.01

Including total current liabilities, the net assets are: \$47,852.85

Compared to 2019 our net assets were \$57,105.57

This year there is a loss on paper for AQNML of (\$9,252.72)

This can be attributed to the following:

EXPENSES:

While the Financial Year shows a significant loss, this is a paper loss only. AQNML continues to face the challenge of raising revenue with continued pressure on the membership base and increasing expenses. The economic outlook for the 2021/2022 year has been identified by the AQNML Committee as a concern with the loss of both 2020 and 2021 Conference Income and uncertainty affecting membership numbers. The committee has taken steps to reduce expenditure in the 2020/20201 & 2021/2022 year by reducing Secretariat hours and managing other expenses to ensure AQNML's ongoing financial viability.

INCOME:

2021 income was significantly lower than 2020 due to the decrease in membership fees, limited delegate and trade exhibition fees most likely due to uncertainty of the 2021 conference which in the

end was postponed. This reduction in income resulted in the committee electing to withdraw \$10,000 from the term deposit to ensure that funds were available to ensure associations viability.

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 being 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)

2020/21 (\$9,252.72)

The 2019/20 and 2020/21 financial aspects were impacted by Covid-19 resulting in the Conference being postponed until 2022 while some deposits have been paid and are being held by the Conference Venue, speakers and sponsors.

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
22/11/2021
(Original Signed)

Motion: That the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS Inc. Financial Statements for the year ended 30 June 2021 as tabled be received and noted.

Moved: Lisa Milne **Seconded:** Billy Allen **Carried.**

8. Appointment of Auditors for the Ensuring Fiscal Year

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

Moved: Melinda Daniels **Seconded:** Debbie Woods **Carried.**

9. Special Resolution

Special Resolution 1 - AMENDMENT TO MODEL RULE 18.

The following is presented at the Annual General Meeting to consider and if thought fit to pass, special resolution of the Members that the Model Rules of the Association be amended by:

Vote – For or Against – Amend Model Rule 18(1) c) as detailed:

18. Membership of management committee (1) c) 6 representatives to be elected from the ranks of Full Members.

Motion: Move to accept Special Resolution 1 – Amendment to Model Rules 18 as tabled above.

Moved: Melinda Daniels **Seconded:** Billy Allen **Carried.**

10. Appointment of Committee

Melinda Daniels (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:

Debbie Woods Acting Vice President
Tracey Pattie Committee Member
Michele Burge Committee Member (resigned mid term)
Karyn Ehren Committee Member (resigned mid term)
Andrea O'Shea Vice President (resigned mid term)
Margaret Cahill Casual Committee Member
Lisa Milne Secretary/Treasurer

Members remaining on the Executive Committee for their second year:

Melinda Daniels President
Benjamin Lawrence Committee Member
Billy Allen Committee Member
Pauline Maude Committee Member
Ann-Louise Adams Committee Member

Therefore, available positions on the Committee are:

1 x Vice President
2 x Committee Members

VOTING PROCESS:

Nomination for Vice-President:

Nil nominations received prior to the AGM

Member Nominations to be taken from the floor

Nomination for Vice President:

Name: Benjamin Lawrence

Nominated by: Pauline Maude Seconded by: Lisa Milne

Nomination accepted

Ben was invited to introduce himself to the AGM Attendees.

Nomination for Committee Members:

Two (2) nominations received prior to the AGM

Each of the Nominee were invited to introduce themselves

Nomination for Committee Member:

Name: Lisa Milne

Nominated by: Melinda Daniels Seconded by: Nicola Young

Nomination accepted

Nomination for position of Committee Member:

Name: Debbie Woods

Nominated by: Debbie Woods Seconded by Ann-Louise Adams

Nomination Accepted

Nomination for Committee Member (Taken from the floor due to Benjamin Lawrence taking role of Vice President).

Name: Margaret Cahill

Nominated by: Margaret Cahill Seconded by Lisa Milne

Nomination Accepted

A vote of thanks to all committee nominees.

A warm welcome was extended to the incoming Executive Committee.

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 – Nil

15. Close

Melinda Daniels (President) thanked members for their contribution and attendance and formally closed the meeting at 5.33pm.

.....
President

.....
Date

.....
Secretary/Treasurer

.....
Date