



**ASSOCIATION OF QUEENSLAND NURSE LEADERS INC.**  
**ABN 31 320 723 660**  
**Minutes of Annual General Meeting**  
**held on 2 November 2017,**  
**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 2018)**

*Minute taker for this meeting: Martin Bishop, AQNL Secretariat*

**1. Opening**

Meeting opened by President, Graham Wilkinson at 4.54pm as the necessary quorum was present. (Names recorded in the Attendance Book. 31 attendees).

**2. Apologies**

Desiree Croft, Catherine Marron.

**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:** Sue Farrell    **Seconded:** Seana Clark    **Carried.**

**5. Minutes of Previous Annual General Meeting**

**Motion:** That the minutes of the 2016 Annual General Meeting of Members of the Association of Queensland Nurse Leaders held on the 6 October 2016, and certified as a correct record of proceedings be taken as read and hereby confirmed.

**Moved:** Leeanne Trenning    **Seconded:** Andrea O'Shea    **Carried.**

**6. President's Report**

President *Graham Wilkinson* tabled the following Report.

*It is my privilege to present my first President's report of the Association of Queensland Nurse Leaders (AQNL).*

*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 Andrea O'Shea and Committee Members – Juliana Buys, Seana Clarke, Jennifer Craig, Desiree Croft, Kerrie Hall, Jackie Hardy (resigned mid term), Leeanne Trenning, Naomi Waker and Nicola Young. I would also like to extend special thanks to Wendy Fennah who assisted me with planning the 2017 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 Snapshot 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 many of our long term members retiring. Our Membership numbers are slightly up for the year 2016/2017. Andrea O'Shea's Treasurer Report will look at membership numbers in more detail however these are the figures as at end 2016/2017 Financial Year and as at 1 October 2017:

Membership:	Full Members	Associate Members
End of 2016/2017 Financial Year	149	10
As at 31/10/2016	127	7

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 AQLN.

I am pleased to announce that AQLN has extended two member benefits that were introduced last year. AQLN's Bronze Affiliation with ACN provides members with a discounted Affiliate Member rate to ACN and a 5% discount off all CPD Courses. ACN have also offered all members that registered for the Conference to go into the draw to win either a complimentary ACN membership and/or one complimentary National Nurses Forum Registration.

This year the Executive Committee have conducted a Planning Day to formally plan for this year's Conference, review budgets, membership and opportunities.

AQLN continued to publish the AQLN Snapshot newsletter this year. We are always looking for stories, innovation and what's working well in all membership workplaces. Please email to [info@aqnl.org.au](mailto:info@aqnl.org.au) for the editions of Snapshot throughout the year. Thanks to Wendy Fennah for taking on the role of Snapshot Editor this past year.

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

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 222 downloads of the Framework since July 2016. We have those people included in our Association database to keep them updated with AQLN information. It is another opportunity to diversify and extend the reach of our communication and membership strategy. With this in mind, the Association has worked closely with the Chief Nurse of Queensland and her office to progress a broader state-wide distribution and access points.

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

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.

## *AQNL Sponsored / Supported Events 2017:*

*This year has seen minimal AQNL Sponsored Events and is an area that the Executive Committee need to focus 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 want to express the value of being on the AQNL 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 AQNL 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 AQNL and I believe the future Committee and members are very well positioned to advance AQNL 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  
President AQNL  
2 November 2017  
(Original Signed)*

**Motion:** That the President's Annual Report for the year ended 30 June 2017 as tabled, be received and noted.

**Moved:** Leeanne Trenning

**Seconded:** Nicola Young

**Carried.**

## **7. Financial Statements**

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

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

For 2016/2017 the Association has seen a small reduction in membership numbers. As at 30 June 2017, total number of financial members equalled 159 (4 less than membership for financial year 2015/2016, which was 163).

2016/2017 Membership includes:

- **28** New Member Special 2017/18
- **79** Full Member renewals
- **42** New Full members
- **7** Associate Member renewals
- **3** New Associate Members

The membership fees resulted in \$21,886.15 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 2017:

Cash at bank Operating Account: \$18,588.13

NAB Investment Account \$25,388.16

Conference Account \$14,710.36

Total Cash assets: \$58,686.65

Including total current liabilities, the net assets are: \$58,686.65

Compared to 2016 our net assets were \$59,628.51

This year there is a loss on paper for AQNL of -\$2,434.60

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 2016 and 2017 expenses. The figures reported can include Conference income and expenses that span the 2016 and 2017 Conference years. The 2017 Conference / Seminar expenses (2016/17) were approximately \$13,800 more than the 2016 (2015/16) year. The other main varying items are Secretariat Fees which reflect an increase in the Secretariat agreement and also some of the 2016 Secretariat Fees were not invoiced until the 2017 financial year. Printing and Stationary expenses are also impacted by Conference printing expense from the 2016 Conference.

There has been a general trend over a number of financial years being challenging for the Association, showing losses. AQNL continues to face the challenge of raising revenue with continued pressure on the membership base and increasing expenses. The economic outlook for the 2017/2018 year remains conservative, and ongoing strong fiscal controls need to continue to ensure AQNL's ongoing financial viability.

#### INCOME:

Whilst 2017 income was slightly higher than 2016 this was insufficient to cover all the expenses.

With the future in mind, the AQNL Committee should consider reviewing all expenses and identify where savings can be made for the 2017/2018 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 AQNL 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,

Andrea O'Shea  
Treasurer AQNL  
2 November 2017  
(Original Signed)

**Motion:** That the Association of Queensland Nurse Leaders Inc Financial Statements for the year ended 30 June 2017 as tabled be received and noted.

**Moved:** Andrea O'Shea

**Seconded:** Kerrie Hall

**Carried.**

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

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

**Moved:** Jane Peeters                      **Seconded:** Andrea O'Shea   **Carried.**

9. **Special Resolution**

**Motion:** Special Resolution 1 – AMENDMENT TO MODEL RULE 2.

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 2 as detailed:

**2. The name of the incorporated Association is Association of Queensland Nursing and Midwifery Leaders Inc (in these rules called “The Association”).**

**Moved:** Anne Eaton                      **Seconded:** Doug Kynaston   **Carried.**

10. **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:*

*Andrea O'Shea                      Secretary/Treasurer*

*Committee members: Juliana Buys, Seana Clarke, Desiree Croft, Kerrie Hall, Jackie Hardy(resigned mid term) and Naomi Walker*

*Members remaining on the Executive Committee for their second year:*

*Graham Wilkinson – President*

*Wendy Fennah – Vice President*

*Jennifer Craig – Committee Member*

*Kerrie Hall – Committee Member*

*Leeanne Trenning – Committee Member*

*Nicola Young – Committee Member*

Therefore, available positions on the Committee are:

7 x Committee Members

Secretary / Treasurer is elected internally from Committee Members

Positions nominations have been received for:

2 x Committee Member

**VOTING PROCESS:**

Nomination for Committee Member:

*One (1) nomination received prior to the AGM*

Name: Leesa Clancy

Nominated by: Sue Farrell      Seconded by: Amanda Scannlon

Elected Unopposed

Nomination for Committee Member:

Name: Anne Morrison

Nominated by: Jennifer Craig                      Seconded by: Leeanne Trenning

Nomination Accepted

Elected Unopposed

*Committee nominations taken from the floor for the remaining 5 positions:*

Nomination for position of Committee Member:

Name: Melinda Daniels – Darling Downs Hospital & Health Service

Nominated by: Joan Shepard

Nomination for position of Committee Member:  
Name: Douglas Kynaston – Sunshine Coast Hospital & Health Service  
Nominated by: Kerrie Hall

Nomination for position of Committee Member:  
Name: Anne Eaton – Whitsundays Hospital & Health Service  
Nominated by: Genny White

Nomination for position of Committee Member:  
Name: Carolyn Bourke  
Nominated by: Andrea O’Shea

Nomination for position of Committee Member:  
Name: Andrea Nagle – Darling Downs Hospital & Health Service  
Nominated by: Carolyn Bourke

Each of the Nominee were invited to introduce where they were from and with no further nominations they all accepted the nominations.

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**

*Graham Wilkinson* (President) thanked members for their contribution and attendance and formally closed the meeting at 5.47pm.

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**President**

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**Date**

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**Secretary/Treasurer**

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**Date**