



**ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS INC.**  
**ABN 31 320 723 660**  
***Minutes of Annual General Meeting***  
***held on 11 November 2020,***  
***Virtual Meeting***

**DRAFT (to be confirmed at AGM 2021)**

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

**1. Opening**

Meeting opened by President, Wendy Fennah at 4.20pm as the necessary quorum was present. (Names recorded in the Attendance Book. 20 attendees).

**2. Apologies**

Karyn Ehren, Alanna Geary, Shelley Nowlan, Linda O'Shea, Tracey Pattie, Julie Rampton, Katelyn Shearing, Joan Shepherd.

**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:** Wendy Fennah      **Seconded:** Melinda Daniels      **Carried.**

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

**Motion:** That the minutes of the 2019 Annual General Meeting of Members of the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS held on the 31 October 2019 *and certified as a correct record of proceedings be taken as read and hereby confirmed.*

**Moved:** Pauline Calleja      **Seconded:** Carolyn Bourke      **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) 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 70<sup>th</sup> 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:

<b>Membership:</b>	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)

**Motion:** That the President's Annual Report for the year ended 30 June 2020 as tabled with the change (remove Andrea Hawkins (Nagle) from Revenue Generation), be received and noted.

**Moved:** Wendy Fennah

**Seconded:** Billy Allen

**Carried.**

## 7. Financial Statements

Treasurer / Secretary Lisa Milne tabled the following 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 November 2020  
(Original Signed)

**Motion:** That the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS Inc. Financial Statements for the year ended 30 June 2019 as tabled be received and noted.

**Moved:** Lisa Milne

**Seconded:** Pauline Maude

**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:** Carolyn Bourke      **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: Wendy Fennah (President), Carolyn Bourke (stepping down 1<sup>st</sup> Term), Nicki Dennis, Pauline Calleja, Jenny Ralaca (resigned mid term), Anita Bolton.

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

Melinda Daniels – Vice President

Lisa Milne – Secretary/Treasurer

Michele Burge – Committee Member

Karyn Ehren – Committee Member

Debbie O'Brien – Committee Member

Tracey Pattie – Committee Member

Therefore, available positions on the Committee are:

1 x President

1 x Vice President

5 x Committee Members

VOTING PROCESS:

**Nomination for Committee Member:**

*Four (4) nominations received prior to the AGM*

Each of the Nominee were invited to introduce

Nomination for President:

Name: Melinda Daniels

Nominated by: Wendy Fennah

Seconded by: Lisa Milne

Nomination accepted

Nomination for Vice President:

Name: Andrea O'Shea

Nominated by: Melinda Daniels

Seconded by: Wendy Fennah

Nomination accepted

Nomination for Committee Member:

Name: Pauline Maude

Nominated by: Benjamin Lawrence

Seconded by: Anita Bolton

Nomination accepted

Nomination for position of Committee Member:

Name: Ann-Louise Adams

Nominated by: Debbie O'Brien

Seconded by Carolyn Bourke

Nomination Accepted

**Additional Committee Member Nominations to be taken from the floor**

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

Name: Billy Allen

Nominated from the floor by: Carolyn Bourke

Nomination Accepted

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

Name: Benjamin Lawrence

Nominated from the floor by: Pauline Maude

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 – Nil***

**15. Close**

*Wendy Fennah* (President) thanked members for their contribution and attendance and formally closed the meeting at 4.52pm.

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**President**

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**Date**

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**Secretary/Treasurer**

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**Date**