

**MINUTES  
ANNUAL GENERAL MEETING, 2021**

Held on Tuesday August 6, 2021, at 12:00pm (AEST)  
Via Zoom

**1. Present and Apologies**

**1.1 Present**

There were 33 members present.

President Ben Canny opened the meeting and welcomed those in attendance and gave instruction on the use of the virtual meeting platform functions.

The President acknowledged the traditional custodians of the lands, waters and air of Australia and New Zealand.

**1.2 Apologies**

Leon Cowan, Lorna Davin, Avril Lee, Jennifer Lindley, Phillipa Poole, Andy Wearn

**2. Confirmation of Minutes**

***Motion 1:** 'That the minutes of the 2020 AGM, held Tuesday 14 July, held via Zoom, be accepted.'*

*B Canny/M Anakin*

**3. Matters Arising from the Minutes**

No items raised.

**4. President's Report**

Ben Canny highlighted that he has served as President since October 2020 and thanked the membership for the opportunity to serve in this role. Ben acknowledged previous President, Chinthaka Balasooriya for his service and contributions to ANZAHPE during his time as President. He noted the uncertain time over the past 12 months and highlighted high engagement with members through online opportunities and financial and membership level stability as items of significance.

Major highlights for the previous year included:

- Growth of the ANZAHPE ONLINE PD program
- Offering of ANZAHPE Research Grants
- Launch of Fellowship mentoring scheme
- 2021 online Festival
- FoHPE growth and development
- Developing international relationships with AMEE and IAMSE

Challenges and goals going forward included:

- Maintaining financial stability and growth
- Ensuring staffing levels support growth in activities
- Alignment and development of activities with strategic goals and priorities

The President congratulated the Award and Prize winners for 2021 and highlighted the session to follow where further recognition will be made. Ben highlighted ANZAHPE's 50 year anniversary in 2022 and that planning is commencing to mark this significant milestone.

Ben acknowledged the following people:

- Avril Lee – the perspective of clinical educator in workplace setting has been of great value to the CoM.
- Carole Steketee – it is highlighted that Carole continued on CoM for an additional year to provide stability, share experience and provide mentorship for CoM during the uncertain time the start of a pandemic presented.
- Jill Romeo – in supporting all CoM but particularly the close working relationship between the President and EO roles.
- All members – the continued support and engagement of the members is most appreciated and vital to the success of the Association.

***Motion 2: "That the President's report be accepted"***

*G Rogers/N Osheroff*

## **5. Members retiring from the Committee of Management**

Members retiring from the Committee of Management:

Ben Canny, Tasmania

Avril Lee, Auckland, New Zealand

Carole Steketee, Western Australia

## **6. Report from Election Committee**

The CoM election was held recently and the high interest in nominating for CoM was highlighted as positive for the Association. All nominees were thanked for offering to serve the Association. The election committee appointed by the President comprised Ben Canny, Carole Steketee and Chinthaka Balasooriya for managing the 2021 election process. An online election was held with 96 members voting.

The following people are elected for further terms on CoM:

- Megan Anakin
- Margo Brewer
- Diann Eley
- Koshila Kumar
- Joanna Tai

Elected as a new member of CoM:

- Anna Chur-Hansen – Ben welcomed Anna and highlighted her long standing active involvement with ANZAHPE. Anna is a psychologist, and the diversity of professional representation that Anna brings is most welcome.

Di Eley thanked Avril Lee and Carole Steketee for their service on CoM as well as the Festival Committee for the successful online event. Di thanked former President Chinthaka Balasooriya for his personal leadership qualities and significant contributions during his time as President.

Di made special message of thanks for Ben Canny's service since assuming the President role in November 2020. Di highlighted and the significant work he has done to guide the Association through the very challenging and ambiguous time the pandemic presents.

## **7. Membership Secretary's Report**

Koshila Kumar referred to her report.

Points highlighted from the report included:



- The current membership levels show a pleasing increase in membership numbers and current levels are the highest ever experienced and Koshila thanked the members for their strong support during this time.
- 90 members took the option of membership with Festival registration and 67 of these were new members.
- 220 members have attended at least one online PD session.
- The table showing a snapshot of the membership data showed a basic breakdown of membership. Of note, is the increase in corporate memberships.
- The member survey conducted in December 2020 showed members value the Association and intend to continue to be members
- The opportunity for mentorship and networking remains a strong incentive for becoming a member, and we will work to continue to offer increased opportunities for member networking. We will continue to strive to provide offerings that represent value for membership with ANZAHPE.

Membership rates from February 2022 are recommended to remain at the same level for a further 12 months.

Rates from February 2021 will be:

Individual:	AU\$285
Corporate:	AU\$1140
Student/Retiree :	AU\$95
Journal/Institution:	AU\$400

Questions were invited.

**Motion 3:** *“That the membership secretary’s report be accepted”*

*J Bishop /L Schuwirth*

**Motion 4:** *“That the ANZAHPE membership fees be set as recommended by the Membership Secretary’s report”*

*A Schoo/M Anakin*

## **8. Treasurer's Report**

Joanna Tai referred to her report and documents circulated and highlighted that her report includes the audited financial statement for the 2020 year, and information on 2021 year to date performance.

The following key points were highlighted:

### **2020 Income:**

- Income lower in 2020
- Nil Conference income due to no event being held.
- SIF Project income - a one off payment received in 2020 – this added to income for the year.

### **2020 Expenses:**

- Slight increase in expenses in 2020
- Major conference expenses now show in the general ANZAHPE accounting. This has previously been part of conference financial management.
- Reduction in salary expenses paid in 2020 (only 3 quarters billed in 2020). This is due to a delay with billing processes, and a higher amount (5 quarters) will show in 2021 expenses.

- Key items of expenditure highlighted were EO salary (due to increased position fraction).

The Treasurer noted that the reserve funds have sustained the operations with reduced income in 2020, and that the retained surplus as at end 2020 remains at a healthy level.

**Audit Opinion:**

- That the auditor states that with ANZAHPE's current financial position, they believe that ANZAHPE can pay its debts as they fall due and continue to operate as a going concern.
- The Auditor provides an unqualified audit opinion for year ending 31/12/2020. This statement indicates that the accounts are thorough, accurate and transparent in all material aspects with no hidden important facts and is confirmation of sound accounting processes.

**2021 Year to date**

The Treasurer reiterated the vital part that membership income is for healthy ANZAHPE finances and added her thanks for the support shown by new members and member renewals.

The recent Festival has added valuable income for 2021, and this provided financial stability out of uncertain times. Jo added her thanks to Ben Canny and Festival committee for the successful Festival which resulted in significant improvement in income above that anticipated.

Administrative staffing for Executive Officer and administrative assistant are the major items of expense and it was highlighted that this expense supports all operational activities including:

- Research Grants
- FoHPE journal
- Fellowship Scheme
- HTAG support
- Online PD events
- Conference liaison and support
- Website maintenance
- Member communications

Ben Canny made comment on the financial position of the Association. Ben reflected on the improved financial position from 2014 when ANZAHPE had a true structural deficit and complimented the leadership of past Treasurer Anthony Ali and Presidents Gary Rogers and Monica Moran. He noted that the improved finances have allowed the Association to come through the recent challenging time. The cost benefit of an online event vs. f2f conference was raised and the treasurer explained that while the pandemic still causes major uncertainty, the financial risk of potential cancellation of an event was a main detractor but we are hopeful that we will return to f2f events in the near future.

**Motion 5:** *'That the audited Financial Statements be accepted'*

**Motion 6:** *'That the Treasurer's report be received.'*

*G Rogers/K Kumar  
G Rogers/N Osheroff*



**9. Focus on Health Professional Education: A Multi-Professional Journal**

Karen Scott (Editor)

Karen started her presentation with acknowledgement of country. She thanked the CoM for continued support for FoHPE, particularly during the uncertain financial period.

Karen highlighted the following key points as key FoHPE items over the previous year:

- FoHPE transition to Open Access and free publication for members
- Submissions continue to grow increase in issue size and four issues per year are being considered.
- Improved processing times with increased administrative staffing. Reviewing uptake is the major barrier to processing times.

New initiatives:

- Horizontal themes introduced: Focus on Methodology theme, lead by Liz Molloy was introduced in 2020. Interprofessional Learning is a new theme and currently calling for papers.
- Update to look and feel. Article pdfs have had changes. An upgrade of the FoHPE journal website is available and is planned for 2021.
- Applying for listing on further databases planned following system upgrade.

Karen reminded members that they can support FoHPE by:

- submitting their work to the journal.
- citing FoHPE articles.
- Accepting reviewing invitations from FoHPE.

Ben Canny thanked Karen Scott for her work as Editor and commented that FoHPE presents a great opportunity for ANZAHPE and now is the time to take the journal forward.

There was no further business, and the meeting was closed at 12:57pm (AEST).

Signed as a correct record.

**President  
Ben Canny**

**Date May 23, 2021**