



Thirty Third Annual General Meeting

Adelaide Convention Centre, Halls L & M
Friday 28th August, 12:30am

Agenda:

1. Meeting Administration

- 1.1 Open and Welcome
- 1.2 Attendance
- 1.3 Confirmation of Minutes of AGM held 28th August 2013

2. Reports

- 2.1 Finance Report and presentation of end of financial year statements
- 2.2 Auditor's Report
- 2.3 President's Report
- 2.4 CEO's Report

3. Meeting close



Chair: Tracy Aylen

Minute Secretary: Julie Mueller

1.0 Meeting Administration

1.1 **Opening and Welcome**

Tracy Aylen opened the meeting at approximately 12:30, following the Jan Baldwin oration and the ADEA conference awards presentations.

Tracy welcomed all ADEA members to the meeting and acknowledged the presence of Board directors, ADEA branch and committee executives, past Board presidents and the CEO to the meeting.

All members were asked to register their name on the attendance sheet.

The agenda was changed to allow Cheryl Steele to deliver the Finance Report prior to leaving the meeting for a prior teaching engagement.

1.2 **Attendance**

Apologies and attendees were recorded and tabled. A quorum was present.

1.3 **Confirmation of Minutes of AGM held 28 August 2014**

Moved: Edwin Pascoe

Seconded: Heike Krausse

No amendments to the minutes

Motion : Carried

2.0 Reports

2.1 **Finance Report and presentation of end of financial year statements – Cheryl Steele**

The Financial director, Cheryl Steele, presented the 2014-15 financial statements.

The financial report is delivered to members in accordance with the Corporations Act 2001 and the Australian Charities and Not for Profit

Commission Act of 2012 and the ADEA Constitution. ADEA's financial management and the financial statements are audited by an independent auditing firm *Bandle McAneney & Co.*

The financial reports can be downloaded from the Members section of the ADEA website www.adea.com.au and also accessed in ADEA's 2014-15 Annual Report.

Key aspects of the Financial report include:

- The financial statements provide an over view of ADEA's financial position as of 30 June 2015.
- As at 30 June 2015 ADEA had:
 - Total Assets: \$3,310,232
 - Total Liabilities: \$756,077
 - Net Assets:\$2,554,155
- 98% of total assets comprise highly liquid assets of cash, term deposits and managed fund investments.
- 33% of total liabilities comprises 'Membership fees received in advance' and a further \$183,084 (24%) comprises 'Unexpended grants'
- ADEA recorded a profit of \$84,000 this financial year, derived from a total income of \$1,951,212 against total expenses for \$1,866,797
- ADEA's sources of income were outlined to members and includes:
 - 24% of income generated from membership fees.
 - ADEA sustaining member and sponsors who provided ADEA with funding grants
 - NDSS allocation
 - Income from ASM conference
 - Branch income generated from state conferences
 - ADE publications
 - Grants and Sponsorship
- Total actual expenses of \$1,866,797.
- Major sources of expenses include
 - Staffing costs, approximately 35% of income
 - Operating cost
 - Investment into ADEA Research Framework to support ADEA strategic direction
 - NDSS project costs: higher expenses of \$530,698 relate to increased registrants and expansion of the National Disaster Management Program
 - \$19,021 NADC Expense relates to ADEA's exit from the National Association of Diabetes Centre partnership with the Australian Diabetes Society.

Cheryl informed members that it was her last meeting as the finance director and thanked the President, Board directors and NO staff for their assistance and support during the 2 years that she was the finance director.

No questions were raised by members.

2.2 Auditor's Report –

- Tracy welcomed Tony Bandle to the meeting.
- Mr Bandle acknowledged Cheryl's accurate and precise presentation of the ADEA financial position.
- The audit process and finalisation of the audited financial statements was outlined.
- Mr Bandle reiterated ADEA's strong financial position and highlighted that the auditors were very satisfied with all aspects of the organisation's financial management.
- The financial statements had been signed off by the Board and had been lodged with the ACNC and the Australian Charities Not-for-profits Commission.
- The financial statements can be accessed from the Commissions website.
- No questions from members were received

2.3 President's Report

- The President acknowledged the continued growth and development of ADEA and the way in which the organisation was continuing to implement the 2011 -17 Strategic plan and respond to changes to Australian health care policy that impacted on the delivery of diabetes education and care.
- She highlighted that with the increasing number of people in Australia diagnosed with Diabetes that CDEs had a critical role to play in addressing issues as they arise and to continue to look at best practice models of care that better supported people with diabetes in the community.
- Members were encouraged to think about the long term direction of ADEA and consider what should be included in the next strategic plan.
- Consultation for the development of this plan will commence next year.
- The President informed members that along with the CEO, and the executive of ADS she had met with the Federal Health Minister to discuss changes to NDSS including the accessibility of blood glucose test strips.
- **Constitutional changes:** The changes to the ADEA Constitution were acknowledged as ensuring that ADEA's governance was clear and transparent.
- Members of the Constitutional Review Committee (listed below) were thanked for their hard work and dedication:
 - Heike Krausse Chair
 - Joanne Ramadge CEO
 - John Michailidis
 - Fiona McIver
 - Carol deGroot
 - Jayne Lehmann
 - Jan Alford

- **New on-line Credentialling System:** Members were thanked for their patience during the development of the new on-line credentialling system. The President acknowledged the positive feedback about the system and highlighted that the system would significantly reduce the workload of both the Credentialling Committee and NO staff.
- **Approved CDE primary disciplines:** Members were informed that the Board had accepted the applications from direct entry Midwives and Physiotherapists to be recognised as a primary CDE discipline. The Board had also agreed to accept a joint application from the Pharmacy Guild of Australia and the Pharmaceutical Society of Australia to remove the requirement of Pharmacists to have MMR qualifications.
- **National Diabetes Strategy:** The President informed members that the National Diabetes Strategy had been submitted to the Federal Health Minister and was in the process of being signed off. The document should be released shortly.
- **Retiring Board directors:** The President acknowledged and thanked the following Board members:
 - Cheryl Steele
 - Glenis Dent
 - Diana Sonnack
- Each retiring members had served for a significant time on the board and had contributed to many ADEA committees and initiatives
- Jan Alford, who is also retiring as Chair of the Credentialling Committee, was also acknowledged and thanked for her considerable dedication and commitment to ADEA over many years.

2.4 CEO's Report

- The CEO, Joanne Ramadge, acknowledged and recognised the high level of governance that the Board provided to ADEA. She reinforced that Board directors were volunteers who dedicated many hours of their time to ensure that ADEA was governed well.
- Some of the successes of the year were outlined. These included:
 - **The completion of the review of the ADEA Constitution and By-Laws:** The improvements made to strengthen the governance structure of ADEA and the hard work of the Constitutional Review Committee was reiterated by Joanne.
 - **The implementation of the CDE of the Year award program:** The CEO recognised the support of Lilly for raising the profile of CDEs by providing funding to support the CDE of the Year awards program. The CEO thanked Deb Foskett for her inspirational presentation
 - **The successful completion of NDSS/ADEA joint statements:** The CEO acknowledged the leadership and forward thinking of ADEA in the work undertaken on the Person Centred Care and the CDE Prescribing Insulin and Glucose Lowering Agents and the Disaster Planning work.
 - **The increased use of technology** used by ADEA to improve services both internally and externally. The successful implementation of

- the webinar series have been acknowledged by many members.
- **The development and implementation of the online Credentialling System:** Members were again thanked for their patience during this time and for their feedback on the system which has helped shape and improve the system.
 - **The implementation of the Research Framework:** The establishment of the Research Foundation will begin this financial year and will help build a strong ADEA research culture that demonstrates that ADEA is a mature professional organisation looking to the future
 - Joanne outlined the advocacy work undertaken by ADEA and outlined the government submissions that ADEA developed. She highlighted in particular the Senate inquiry into Health. She thanked members for their contributions and highlighted that the real life examples that were submitted were very useful in highlighting to government what is working and what is not working well.
 - The strengthening relationships with the state branches were also recognised and the importance of discussion and dialogue with branches was reinforced as a way to working to improve service delivery.
 - Joanne reminded members that next year is ADEA's 35 anniversary and that plans were underway to recognise the hard work of past members.

Meeting closed 1:30 pm.