



Thirty Fifth Annual General Meeting

Perth Convention and Exhibition Centre
Riverside Theatre
Friday 1st September, 11:30am

Agenda:

1. Meeting Administration

- 1.1 Open and Welcome
- 1.2 Introduction of Board Directors and Auditor
- 1.3 Confirmation of Minutes of AGM held 26th August 2016

2. Reports

- 2.1 Tabling of the Financial report and Finance Director – End of year finance report
- 2.2 Auditor's report
- 2.3 CEOs Report
- 2.4 President's Report

3. Meeting close

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Chair: Giuliana Murfet

Minute Secretary: Julie Mueller

1.0 Meeting Administration

1.1 Opening and Welcome

- The AGM commenced at 11:30 am.
- Apologies and attendees were recorded.
- The Chair noted there was a quorum of full members present.

1.2 Introduction of Board Directors

- The President welcomed members to the meeting and introduced the board directors.
- The Chair acknowledged an apology from Steven Brett.

1.3 Confirmation of Minutes of AGM held 26 August 2016

The Minutes of the last meeting was accepted without change

2.0 Reports

- 2.1
- Tabling of Financial Report – Heike Krausse, financial director
 - The financial report was 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 were audited by an independent auditing firm Bandle McAneney & Co.
 - The 2016-17 financial report can be downloaded from the members section of the ADEA website and is also available within the Annual Report.
 - The key components of income and expenditure were outlined by Heike. She identified that:
 - ADEA was in a strong solvent financial position with a total equity of \$2,547,757 as at 30 June 2017
 - ADEA had sufficient assets to cover all liabilities and also allowed the Board to determine and consolidate the ADEA Strategic Plan 2017-2020

- Branch revenue was up however the revenue from Sponsorship was down.
- ADEA staffing costs remain relatively stable and Heike acknowledge the hard work and dedication of ADEA staff.
- ADEA's Statement of Profit or Loss and Other Comprehensive Income for the year ended 30 June 2017 shows a loss of \$107,310 for the financial year. However, the Statement of Profit and Loss included a donation to the ADEA Diabetes Research Foundation of \$200,000. Profit from continuing operations before donations was, therefore, \$92,690.
- Heike alerted members to the fact that in 2017-18 it was anticipated that there would be costs incurred as a result of the need to develop the ADEA website and also a further contribution to the ADEA Diabetes Research Foundation.
- Heike encouraged members to contact Digby Ross, in National Office, if they had any questions regarding ADEA's financial report.

2.2 Auditor's Report

- The ADEA independent auditor, Tony Bandle, was welcomed to the meeting to deliver the Audited Financial Statement.
- Heike Krausse, the financial director was acknowledged for delivering a very comprehensive report.
- The auditor acknowledged that although ADEA's financial statements indicated a deficit of \$107,310 this was due to ADEA providing the donation to the ADEA Diabetes Research Foundation.
- He reinforced that ADEA was in a sound financial position and acknowledged the excellent governance and financial processes and controls that had been adopted by ADEA to ensure sound financial accountability.
- The President thanked the Auditor for his report and asked members to accept the report.
- The Financial Report was accepted by members

2.3 President's Report

- The President, Giuliana Murfet, thanked all members for taking the time to attend the AGM and acknowledged and thanked all members who volunteered to support ADEA.
- The President reminded members that her full report could be found in the ADEA Annual report that could be downloaded from the ADEA website.
- Key points addressed in the President's Report included:
 - Acknowledging ADEA as a leader in diabetes education and care.

- The development of the 2017-20 Strategic plan following an extensive consultation process with members and experts in the field.
- Acknowledging the efforts of the ADEA Board to increase the value and recognition of Credentialed Diabetes Educators (CDE).
- The establishment of the ADEA Fellow membership category and the importance of this membership category in providing an external recognition for expertise, professionalism and contribution to diabetes education and care. Members who gain the Fellow membership category are entitled to use the post nominal FADEA.
- The granting of three inaugural competitive research grants that will assist in building ADEAs capacity in research and to build the evidence base to support the role of the diabetes educator.
- The launch of the Research Fellowship Program in April, which offers a grant for a one year post graduate fellowship that aims to develop the capacity in research and evidence base practice.
- The launch of the new on-line ADE publication and future potential for it becoming a journal.
- The ADEA workforce survey was completed in mid-2016 and highlighted the challenges within the diabetes education workforce. The President highlighted the ageing workforce and reinforced the need for ADEA to engage younger CDEs to keep them in the workforce and to encourage more health professionals to become a CDE.
- Acknowledging the important role of the ADEA Learning Management System in housing a number of interactive and remote access learning options, including webinars, e-learning modules and podcasts.
- Acknowledging the skills of Board members and outlined the process ADEA used to determine the diverse skills required of Board members so that they are able to determine and realise ADEAs strategic direction.
- The President thanked the CEO and National Office staff and all the ADEA member volunteers for their commitment to excellence in diabetes education. The President also extended her warm gratitude to the members of the Board and their combined contribution.
- The President received no questions from the floor.

2.4 Chief Executive Officers Report

- Joanne Ramadge, CEO of ADEA delivered her report. She informed members that her full report was also in the 2017 ADEA annual report that could be found on ADEAs website.

- Joanne highlighted the strong financial and governance structure of ADEA and thanked and acknowledged ADEA NO staff and all the volunteers who supported ADEA throughout 2016-17.
- The key achievements for 2016-17 were outlined. They included:
 - Gaining certification from the International Organization for Standardization (ISO) for Quality Management Systems (QMS) 9001:2015. Joanne highlighted that this demonstrated the ADEAs commitment to continuous quality improvement.
 - Continuing to grow in membership numbers, despite the ageing of the workforce. In 2017 ADEA membership numbers increased by 99 and there are now 2,128 members of which 1,329 are CDEs.
 - Undertaking significant advocacy work aimed at improving management of diabetes in schools, a Medicare item for women with gestational diabetes mellitus (GDM) to access CDE services and rebates for CDE services from large private health insurance funds.
 - The development of *the Competencies Standards in Diabetes for Aboriginal and Torres Strait Islander Health Practitioners and workers* to support improvements in outcomes for indigenous people.
 - The development of a wide range of Continuous Professional Development (CPD) opportunities
 - The development of a Fellowship category of membership that recognises a high degree of expertise as a CDE.
 - The successful staging of a number of branch conference due to the hard work of branch members.
- Joanne encouraged members to contact her if they had any questions or issues.
- The CEO report was accepted without comment from the floor

Meeting Close

- The President called for any other questions or business from members.
- One member sought clarification about the Boards directive that CDE members would need to ensure that 25% of their CPD activities were activities endorsed by ADEA. It was highlighted that all the activities on the LSM were ADEA endorsed activities and that members could keep up to date with what has been endorsed by reading the fortnightly e-newsletter.

Meeting closed 12:10 pm.