



Thirty Fourth Annual General Meeting

Gold Coast Convention and Exhibition Centre
Friday 26th August, 11:15am

Agenda:

1. Meeting Administration

- 1.1 Open and Welcome
- 1.2 Introduction of Board Directors
- 1.3 Confirmation of Minutes of AGM held 28th August 2015
- 1.4 Confirmation of New Directors

2. Reports

- 2.1 President's report
- 2.2 Chief Executive Officer's report
- 2.3 Finance Director – End of year finance report
- 2.4 Auditor's report

3. Meeting close



Chair: Tracy Ayles

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.
- Attendees were reminded by the Chair that only full members of ADEA could vote.

1.2 Introduction of Board Directors

- The board directors were introduced to the meeting. The Chair acknowledged an apology from Libby Bancroft, Director
- The Chair acknowledged the support and assistance of national office

1.3 Confirmation of Minutes of AGM held 28 August 2015

- The Minutes of the last meeting were accepted without change

Moved: Anne Morris

Seconded: Edwin Pascoe

Motion : Carried by a show of hands.

1.4 Confirmation of New Directors

- The following new Board directors were introduced to members
 - Robert Biancardi, Independent skills based director
 - Tracey Tellam, CDE director
- Members endorsed the appointment of the new directors with a show of hands.

2.0 Reports

2.1 President's Report

- The President, Tracy Ayles, delivered her report.
- Members were informed that her report, along with the 2015-16 financial report, could be found within the 2016 ADEA Annual Report which is available on ADEA's website.
- Key elements of the President's report:
 - The President recognised the strong financial situation of ADEA and acknowledged the efforts of the CFO and the ADEA Board in

- ensuring that sound investments were made in difficult economic circumstances.
- Highlighted that over the past year ADEA had demonstrated steady growth in membership numbers and had developed strong partnerships with other organisations to enhance the quality and recognition of the role of CDE in the delivery of education to people with diabetes. In particular Tracy acknowledged the hard work of the CEO in advocating the work of CDEs to government Ministers, advisors and broader stakeholders and the community.
 - Informed members that the format of the ADEA strategic plan had changed in line with best practice and the format was a guiding principles framework that outlined the key direction of ADEA. In addition the strategic plan had returned to a three year period of operation from 2017- 2020.
 - Highlighted the development of the ADEA Research Foundation as a significant achievement of the year and a major step towards improving the evidence base for diabetes education and associated health outcomes for people with diabetes.
 - Informed members that the changes to the Constitution, agreed to by members in 2015, were being implemented including the changes to the ADEA board structure. This included facilitating the capacity of board directors to move to executive positions.
 - Acknowledged the history of ADEA and highlighted that ADEA had reached a landmark milestone of 35 years of service in diabetes education. In recognising the history of ADEA, Tracy acknowledged the humble beginnings of ADEA and the inspirational foresight of the founding members. She urged all ADEA members to watch the recently developed ADEA history video which can be found on ADEA's website.
 - Acknowledged the rapidly changing, and often challenging environment that CDEs were working in, and informed members that the National Diabetes Strategy 2016 -2020 (NDS) was the framework that ADEA and ADS would be working within over the next four years.
 - Outlined some of the key priority areas that ADEA would be working in during 2016-17 including looking at the competencies and skills in diabetes care and looking at workforce issues. She acknowledged that ADEA had already commenced ground work in some of these areas including conducting a comprehensive workforce survey.
- In closing Tracy acknowledged the hard work of the CEO and the National Office team and expressed her sadness that her time as President of ADEA had come to an end.

2.2 Chief Executive Officers Report

- Joanne Ramadge, CEO of ADEA delivered her report. She informed members that her full report was also in the 2016 ADEA annual report that could be found on ADEAs website.
- Joanne thanked the President and acknowledged her hard work over the past years of her Presidency.
- Joanne highlighted the key achievements of 2015-16. They included:
 - The steady growth of ADEA membership to over 2,100 members and the steady increase in the number of members undertaking the credentialling process.
 - The new on-line credentialling and mentoring system that continued to be improved and enhanced to ensure that the credentialling process was efficient and streamlined.
 - The improvement in the ADE publication and acknowledged the dedication and hard work of the editor, Kate Marsh in delivering a quality publication. Joanne informed members that from March next year this publication would be available electronically and available on a mobile application.
 - The increased support to the state branches including administrative support mainly from Katy Robinson and assistance in organising state conferences and improved opportunities for CDEs to network with others working in similar areas.
 - The work undertaken to directly influence government policy and the broader diabetes agenda. Joanne outlined some of the submissions that ADEA had undertaken including the Department of Health's enquiry into Private Health Insurance Funds, a joint submission with DAA and Exercise Sports Science Australia to the Governments Medical Services Advisory Committee (MSAC) regarding the proposed Shared Medical Appointments for Type 2 Diabetes management and a submission to the Department of Health and the Minister Ley to allow CDEs and nurse practitioners to authorise blood glucose test strips (BGTS).
 - Informed members that the first national workforce survey had been undertaken and thanked the over 600 members who responded.
 - Acknowledged the strengthening commitment of ADEA in research and highlighted the development of the ADEA Diabetes Research foundation and the launch of the first funding round that was advertised in May 2016 with the successful grant applicants being announced sometime in November 2016.

2.3 Finance Director's Report

- The Financial director, Heike Krausse, presented the 2015-16 financial statements.
- 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 and that ADEA's financial management and the financial statements were audited by an independent auditing firm *Bandle McAneney & Co.*
- The 2015-16 financial report can be downloaded from the members section of the ADEA website and is also available within the Annual Report
- Heike outlined the key income and expenditure of ADEA during 2015-16 financial year. She identified that:
 - ADEA was in a very solvent financial position and as from 30 June 2016 had generated a \$100,912 profit.
 - This profit was derived from a total income of \$2,248,597 against total expenditure of \$2,147,684.
 - Major income sources were outlined and members were informed that income was generated through the following sources
 - ❖ 22% of ADEA's income from membership (\$503,971)
 - ❖ Income from ADEAs sustaining members to support ADEA and its objectives
 - ❖ NDSS funding allocation (approximately \$500,000 per year for the next four years)
 - ❖ ASM conference and branch conferences
 - ❖ ADE publication income, generated through advertising
 - ❖ Grant and Sponsorship income
 - Major expenditure was outlined. Major expenses in 2015-16 included:
 - ❖ Staff cost: it was highlighted that staff costs had decreased in 2015-16 by \$44,605 due to less casual staff expenditure and lower maternity leave expenditure from the previous year.
 - ❖ An increase of \$34,696 in operating costs due to an upgrade in IT hardware and software
 - ❖ Meeting and travel expenses
 - ❖ ADE and promotional expenses
 - ❖ Legal cost and advice including costs associated with the change to the Constitution and the establishment of the Research Foundation
- Heike outlined the activity based accounting system that was used by ADEA and reinforced the importance of "Not for Profit" (NFP) organisation generating a profit in order to ensure that there was a

“safety reserve” for any future difficult trading conditions and/or abnormal adverse financial events.

- In closing Heike acknowledged the support she received from National Office staff, in particular the CFO Daniel McKinney.

2.4 **Auditor’s Report**

- The ADEA independent auditor, Tony Bandle, was welcomed to the meeting to deliver the Audited Financial Statement.
- Heike Krausse, the Finance Director was acknowledged for delivering a very comprehensive report.
- The independent auditor reinforced the sound financial position of ADEA and acknowledged the excellent governance processes that had been adopted by ADEA to ensure sound financial processes were followed, including appointing an independent accounting firm to manage ADEA’s finances.
- He reinforced to members the importance of ADEA making a profit and commented the organisation for doing so.
- The President thanked the Auditor for his report and asked members to accept the report

Moved: Nuala Harkin

Seconded: Fiona Mc Giver

Motion : Carried by a show of hands.

3 **Meeting Close**

Meeting closed 1:30 pm.