



Thirty Sixth Annual General Meeting

Adelaide Convention and Exhibition Centre
Hall CD
Friday 24th August 2018, 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 1st September 2017

2. Reports

- 2.1 Tabling of the Financial report and Finance Director's report
- 2.2 Auditor's report
- 2.3 Confirmation of new Directors
- 2.4 President's Report
- 2.5 Chief Executive Officer's report

3. Meeting close



DRAFT MINUTES
ADEA ANNUAL GENERAL MEETING
FRIDAY 24 AUGUST 2018

Chair: Brett Fenton
Minute Secretary: Samantha Swales

1.0 Meeting Administration

1.1 Opening and Welcome

- The AGM commenced at 11:40 am.
- Apologies received from Jessica Miller, Jennifer Cameron and Janet Lagstrom
- 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.

1.3 Confirmation of Minutes of AGM held 1 September 2017

The Minutes of the last meeting was accepted without change. Proposed by Giuliana Murfet and seconded by Edwin Pascoe.

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 2017-18 financial report can be downloaded from the members section of the ADEA website and is also available within

the Annual Report. The report will also become available on the Australian Charities Not-for-Profit Commission register.

- An independent audit process for ADEA will be reviewed next financial year.
- The key components of income and expenditure were outlined by Heike Krause. She identified that:
 - ADEA was in a strong solvent financial position at 30 June 2018 with a total equity of \$2,784,424.
 - Total liabilities of \$421,000 at June 2018, will become future income for the ADEA.
 - ADEA had sufficient assets to cover all liabilities and financial strength to plan strategically for the future.
 - Last year's loss of \$107,000 was attributable to a donation to the Research Foundation which is an investment for members and is in alignment with the 2017–2018 Strategic Plan.
 - Additional funding will be granted to the Research Foundation in 2018-19, which is seen as a targeted investment and a continued strength of focus toward the CDE role.
 - There is an aim that the Research Foundation will become financially independent. Until this time, the board will annually review ADEA's investment into the Foundation.
 - Membership growth has been positive with 2195 members at 30 June 2018.
 - The cost of membership was indexed to the CPI and commensurate with operational costs increases.
 - ADEA staffing costs have remained stable since 2014 and constitute 35% of total expenditure. Heike acknowledge the hard work and dedication of ADEA staff.
 - ADEA remains in a strong financial position with a net profit of \$236,667 at 30 June.
 - The Statement of Profit and Loss included a donation to the ADEA Diabetes Research Foundation of \$67,930.
- Heike alerted members that in 2018-19 there will be a planned deficit due to increased staffing, technology upgrades and research investment that will reflect in increased benefits for members.
- The written report found on the ADEA website, includes an outline of expenditure for the 2018-19 financial year.
- The grants and sponsorships for CDEs, that are enabled by the continued commitment of sustaining members and sponsoring partners was acknowledged and is greatly appreciated.
- Heike extended a warm appreciation to National office staff for their hard work, flexibility and collegial adaptability and the assured commitment to the CDE cause.
- Upon stepping down from her role as the Financial Director, Heike acknowledged the support provided by Daniel McKinney, Digby Ross, Scott Myers, and Nick Babington.

- Heike encouraged members to contact Scott Myers, 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 confirm the auditing process.
- Heike Krausse, the Financial Director was acknowledged for delivering a very comprehensive report.
- The auditor declared that the report and all records within, are totally satisfactory and have been prepared in accordance with the accounting standards.
- The auditor acknowledged that ADEA was in a sound financial position with a surplus of almost \$2.8 million.
- He reinforced the excellent governance and financial processes and controls that had been adopted by ADEA to ensure sound financial accountability and thanked Joanne and team for assisting in the audit process.
- The auditor received no questions from the floor.
- The President thanked the Auditor for his report and asked members to accept the report.
- The Financial Report was accepted by members.

2.3 Confirmation of new Directors

- The President, Brett Fenton, acknowledged Giuliana Murfet who finished her term on the board as President in February 2018. Giuliana was acknowledged for her significant contribution to ADEA and its members.
- In February 2018, Nicole Frayne was elected as Vice President.
- It was announced that three Directors' terms end in August 2018: Libby Bancroft; Heike Krausse; and Steven Brett who were warmly acknowledged for their contributions as board members.
- The President extended his gratitude to all of the members of the Board and their combined contribution.

2.4 President's Report

- The President provided special mention to ADEA members who continue to improve the lives of people living with diabetes.
- The President reminded members that his full report could be found in the ADEA Annual report that is available on the ADEA website.
- Key points addressed in the President's Report included:
 - The ADEA Strategic Plan, although in its first year, has been reviewed to ensure that members are provided with the best possible service.

- Funding has been approved to upgrade the ADEA website and technology security to increase efficiency for members and staff.
- The board has agreed to invest in additional staff and resourcing to achieve the strategic objectives it has set.
- ADEA is increasing and strengthening collaborations with its partners in Indonesia.
- Joanne and Shannon Lin, and ADEA member, are seeking to develop collaborative relationships with China, alongside the Australian Diabetes Society and Diabetes Australia.
- The completing of three inaugural competitive research grants that will assist in building ADEAs capacity in research and will build the evidence base to support the role of the diabetes educator.
- The President thanked the CEO and National Office staff for their commitment to excellence in management.
- The President received no questions from the floor.

2.5 **Chief Executive Officers Report**

- Dr Joanne Ramadge, CEO of ADEA delivered her report. She informed members that her full report was also in the 2018 ADEA annual report that could be found on ADEAs website.
- Joanne thanked the contribution of members, particularly the volunteers who add substantial value to ADEA work by providing their time and expertise.
- Joanne acknowledged that the contribution from the ADEA members is evident in the quality and number of endorsements, credentialling and education programs.
- The ADEA has experienced growth in the numbers of CDE members over the past 12 months.
- It is recognised that many members will soon retire and that the ADEA needs to both retain existing members and encourage and support new members through their journey as CDEs.
- Internal staffing at the ADEA is very stable. Joanne acknowledged the enormous work and diversity in skills that support the achievements of the organisation.
- The key achievements for 2017-18 were outlined. They included:
 - A membership survey was undertaken this year with an outstanding number of responses received. The analysis will be available to members in September 2018 and will contribute to stronger membership engagement across all ADEA activities for the coming year.
 - ADEA developed strength in organisational management, governance, systems and processes and gained ISO 9001-2015 certification. The next external accreditation process will occur in April 2020.

- In 2018, ADEA membership numbers increased by 3.15% and CDE numbers by 6.75%.
- There has been a growth in online readership of the ADE and ADEA members are encouraged to continue to access the comprehensive range of articles online.
- Five research grants in total through the ADEA Diabetes Research Foundation.
- ADEA advocacy work continues in the areas of diabetes in schools, a Medicare item for CDE services for women with GDM and greater recognition for CDEs.
- Projects finalised this year included three e-learning modules for diabetes educators, nurses in aged care and aged care workers, working in aged care settings and a joint project that developed Core Competencies for Aboriginal and Torres Strait Islander Health Workers and Health Practitioners.
- Joanne encouraged members to contact her if they had any questions or issues.
- The CEO report was accepted without comment from the floor

3.0 Meeting Close

- The President called for any other questions or business from members.
- No questions or comments were received.

Meeting closed 12:15 pm