

# Minutes: 37<sup>th</sup> ADEA Annual General Meeting



**Time:** 11:30am

**Date:** Friday 23 August 2019

**Location:** International Convention Centre, Sydney

**Chair:** Brett Fenton, ADEA President

**Minutes:** Rachel Freeman, ADEA Professional Services and Education Manager

#	Item
1.	<b>Meeting Administration</b>
1.1	<p><b>Open and Welcome</b></p> <ul style="list-style-type: none"> <li>ADEA President, Brett Fenton, opened the 37<sup>th</sup> ADEA Annual General Meeting and acknowledged the traditional landowners of the land on which the AGM took place</li> <li>Introduction of ADEA's new CEO, Susan Davidson, and the ADEA Board of Directors:               <ul style="list-style-type: none"> <li>Amanda Bartlett</li> <li>Nicole Frayne</li> <li>Helen Phelan</li> <li>Ann Bush</li> <li>Tracey Tellam</li> <li>Maria Maieli</li> <li>Jessica Miller (apology)</li> <li>Derek Finch (apology)</li> </ul> </li> </ul>
1.2	<p><b>Confirmation of Minutes of AGM held 24 August 2018</b></p> <p>The minutes of the 2018 AGM were accepted without change.</p> <p>Proposed: Edwin Pascoe Seconded: Carl Lomann</p>
2.	<b>Reports</b>
2.1	<p><b>President's report</b></p> <p>Key points addressed in the President's report included:</p> <ul style="list-style-type: none"> <li>Welcomed Susan Davidson as new CEO of ADEA</li> <li>Thanked the outgoing CEO Joanne Ramadge and the Interim CEO Ben Graham</li> <li>Outlined ADEA's strategies and priorities over the 12 months to 30 June 2019:               <ul style="list-style-type: none"> <li>Increased collaborations with key stakeholders</li> <li>A consumer focus to drive demand for diabetes education</li> <li>Collaboration in the development of Position Statements and Guidelines, the development of Living Evidence-based Guidelines</li> <li>Revenue diversification</li> </ul> </li> <li>Acknowledged CGM funding issues and thanked members for their valuable feedback.</li> <li>Thanked the Board, the Program Organising Committee and the team in the ADEA office for their important roles in bringing the ADC program to members</li> <li>Thanked the outgoing Vice President, Nicole Frayne.</li> </ul> <p>A question was received from members about increasing CDEs fees, and the President responded that this is an advocacy priority for ADEA.</p>
2.2	<p><b>Chief Executive Officer's report</b></p> <p>Key points addressed in the CEO's (Susan Davidson's) report included:</p> <ul style="list-style-type: none"> <li>Thanked the outgoing CEOs, Joanne Ramadge &amp; Ben Graham, and the team within ADEA for their work over the past 12 months</li> <li>Thanked the members who volunteer their time on committees, advisory groups, projects, in Branches and in many other ways for the benefit of ADEA and all members</li> </ul>

	<ul style="list-style-type: none"> <li>• There has been a 4.9% increase in CDEs and a 20% increase in new members over the past 12 months, and strengthening member engagement and support will be a focus for ADEA</li> <li>• ADEA has been increasing CPD opportunities, including through webinars, tweet chats and Instagram</li> <li>• In 2020, ADEA will focus on increasing the profile of CDEs with key stakeholders including GPs and people with diabetes to increase CDE referrals, and collaborating with key stakeholders to advocate for increased remuneration/ revenue opportunities for CDEs.</li> </ul>
2.3	<p><b>Tabling of the financial report and Finance Director’s report</b></p> <p>Key points addressed in the Finance Director’s (Maria Maieli’s) report included:</p> <ul style="list-style-type: none"> <li>• Tabled the financial report, noting that it is in line with legislative requirements and the ADEA constitution; the report is available on the ADEA website</li> <li>• the CFO position is outsourced to Equity Partners, and the auditor has recommended that the outsourcing arrangement should continue</li> <li>• ADEA is in a strong financial position, with revenue from the NDSS, membership and sponsors. Membership income is steady. The main costs relate to employment of staff.</li> </ul>
2.4	<p><b>Auditor’s report</b></p> <p>The auditor advised members that ADEA reporting meets requirements.</p> <p>The auditor took questions from members:</p> <ul style="list-style-type: none"> <li>• Is there a limit to the surplus for not-for-profit organisations? The response was that the auditor was satisfied with the current surplus, and all organisations need to have funds in reserve</li> <li>• How does NDSS funding support ADEA projects? The response was that NDSS income must be matched against NDSS expenditure and any surplus returned to the Commonwealth Government, NDSS funding is audited and reported to the Commonwealth.</li> <li>• What is the budget for promotion of CDEs? The response was that these activities are mainly undertaken by staff, and therefore budgeted in employment costs.</li> </ul>
2.5	<p><b>Confirmation of new Director</b></p> <ul style="list-style-type: none"> <li>• The President confirmed that, following the recent request for nominations, Amanda Bartlett had been appointed to the ADEA Board.</li> </ul>
2.6	<p><b>Special Resolution to amend the ADEA Constitution</b></p> <p>The President outlined the rationale for the proposal to increase the number of Full Member Directors, from five to six Full Member Directors, including Directors workloads and the need to allow for succession planning.</p> <p>The special resolution was passed by a majority of the members present.</p>
	<p><b>Close</b></p> <p>The President called for any other questions or business from members. No questions or comments were received.</p> <p>The AGM closed at 12:16pm</p>