

**MINUTES
ANNUAL GENERAL MEETING, 2020**

Held on Tuesday July 14, 2020, at 12:30pm (AEST)
Via Zoom

1. Present and Apologies

1.1 Present

There were 41 members present.

1.2 Apologies

Richard Hays, David Lim, Ornissa Naidoo, Kay Skinner, Andy Wearn

President A/Prof Chinthaka Balasooriya opened the meeting and welcomed those in attendance. He noted that this is the first ANZAHPE AGM held in a virtual format and gave instruction on the use of the virtual meeting platform and chat function for posting questions and comments. He acknowledged the traditional custodians of the lands and waters of Australia and New Zealand.

2. Confirmation of Minutes

***Motion 1:** 'That the minutes of the 2019 AGM, held Monday July 2, at the National Convention Centre, Canberra, be accepted.'*

A Schoo/D Eley

3. Matters Arising from the Minutes

No items for discussion.

4. President's Report

Chinthaka Balasooriya referred to the President's report that had been circulated prior, in which he had highlighted the contrast between 2019 to 2020. He noted the following key highlights for ANZAHPE in the past 12 months:

1. Growth of the ANZAHPE Research grants scheme including increase in grant fund pool and higher amounts offered.
2. Growth of the Fellowship Scheme with thanks extended to Gary Rogers as lead of the scheme since its inception, and to Julie Ash who has assumed the lead role.
3. Securing Interprofessional Futures' (SIF) project contracts. ANZAHPE will continue play a role in advancing IPE education and resources.
4. The IPE resource repository hosted on the Nexus website which is live with initial resources uploaded.
5. The new ANZAHPE website and member management system that was implemented in December 2019, with thanks offered to Joanna Tai and Jill Romeo for their work in on this project. The new website provides many new features for member networking.
6. The ANZAHPE Professional Development program led by Joy Rudland which was introduced in 2020. The program has developed a series of professional development activities drawing on the conference resources to offer a program for members in response to the cancellation of the 2020 conference.

7. Links with International associations (AMEE and IAMSE). Closer links with these organisations are being developed and reciprocal arrangements for members are being discussed.

The President thanked Trevor Gibbs (AMEE) and Neil Osheroff (IAMSE) for their generosity and collegial approach, and looked forward to fostering the relationships further.

Areas the President highlighted for ANZAHPE to give further attention to in the future, in line with ANZAHPE's goals, were supporting equity, justice, and indigenous health, and playing a stronger role in driving educational innovations harnessing new technologies. .

A number of challenges in the current context were noted. The cancellation of the 2020 conference as the flagship event and major member benefit, along with the associated loss of income poses a significant challenge. It was noted that membership renewal is potentially impacted by the loss of the annual event. While forward planning is difficult at this time, with the need to address the new realities, a structure comprising of subcommittees has been formed to focus on critical areas. These subcommittees will function with oversight of the Committee of Management (CoM).

ANZAHPE continues to be in a viable position due to the healthy finances. The efforts of previous Committees of Management was acknowledged for their work to achieve this. The President thanked those in attendance and encouraged members to continue to support the Association during this critical time.

Chinthaka concluded his report by acknowledging the work of the CoM members and Executive Officer to support him and the association.

Motion 2: *"That the President's report be accepted"*

A Schoo/B Canny

5. Members retiring from the Committee of Management

Vice President Ben Canny and Secretary, Carole Steketee have completed their full six year terms on the CoM and the President gave a summary of the roles that both have held since commencing on CoM in 2014.

Ben Canny has been involved in marketing and sponsorship over the full six years and has been instrumental in developing relationships with key sponsors, was convenor of the 2018 Hobart conference, is an ANZAHPE Fellow and has held the ANZHAPE Vice President role from 2017.

Carole Steketee commenced on CoM in the Digital Communications role and has been ANZAHPE Secretary from 2017. Carole has played a major role with the development of Research Grants and Prize processes.

Both these CoM members have held senior office bearer roles for several years and have valuable experience in managing challenges the Association has faced over these years. Chinthaka thanked Ben and Carole for their service over their time on the CoM.

6. Special Resolution

Amendment to the Objects and Rules of the Association

The President referred to the information distributed prior to the meeting.

The Special Resolution asks that the Object and Rules be amended to allow two experienced retiring office-bearers of the CoM to remain on the committee as special advisors for one

year. This is to ensure that the CoM has sufficient skill set and expertise to adapt to changes to the Association brought about by COVID-19, and to allow for sound succession planning.

Therefore, the Committee of Management recommends that the ANZAHPE Objects and Rules (i.e. the constitution) be updated to reflect the following changes:

Constitution and Membership

Item 16(1)

* (c) two additional members co-opted to the committee for the year 2020-2021 to assist the Association to deal with the implications of the COVID-19 pandemic.

* (c) is in place for the year 2020-2021 only, and the Association will revert to clauses (a) and (b) at the 2021 Annual General Meeting.

Proposed: Chinthaka Balasooriya

Seconded: Margo Brewer

A live online poll was conducted, and the result was acceptance by over 95% of the members present.

The Special Resolution is accepted.

Ben Canny and Carole Steketee will remain on the CoM for a further 12 months in line with the Special Resolution.

8. CoM election

Ben Canny outlined the process of forming an election committee appointed by the President comprising Ben Canny, Carole Steketee and Joanna Tai for managing the 2020 election process. Ben highlighted the implementation of the online election process with 87 members voting. As the close of nominations for CoM vacancies was prior to the AGM, this resulted in a more efficient and smoother process.

Chinthaka Balasooriya and Joy Rudland had completed two year terms on the CoM, and were eligible for re-election and Ben Canny and Carole Steketee were retiring from the Committee of Management. This resulted in four vacancies to be filled.

At the close of nominations, the following nominations were received:

CoM members nominating for further terms:

Chinthaka Balasooriya

Joy Rudland

New nominees:

Awais Saleem Babri

Jo Bishop

Keri Moore

Anna Vnuk



An online election was conducted from July 9 to July 13 and resulted in the following members being elected:

Chinthaka Balasooriya
Jo Bishop
Joy Rudland
Anna Vnuk

The officers were declared elected and welcomed to the Committee of Management.

7. Membership Secretary's Report

Koshila Kumar referred to her report.

Points highlighted from the report included:

- The current membership levels show a decrease in membership numbers since May 2019 which reflects 157 memberships that are overdue for renewal. Of note is that the majority (112) of unrenewed are new memberships taken out with registration for the conference in 2019. We are planning to reach out to lapsed members to encourage renewal of membership, while we understand that in the absence of the annual conference, and the current financial circumstances, renewal may not be realistic for some lapsed members.
- The table showing a snapshot of the membership data showed a basic breakdown of membership.
- The Membership Secretary highlighted the importance of considering the identity of the Association for members without a flagship event such as an annual conference. The newly introduced ANZAHPE ONLINE Professional Development program and the Fellowship Scheme were spotlighted as major member activities across the year which add value to membership and contribute to building a community of practice.

Membership rates from February 2021 are recommended to remain at the same level for a further 12 months.

Rates from February 2021 will be:

Individual:	AU\$285
Corporate:	AU\$1140
Student/Retiree :	AU\$95
Journal/Institution:	AU\$400

Questions were invited.

Motion 3: *"That the membership secretary's report be accepted"*

C Steketee /Z Siddiqui

Motion 4: *"That the ANZAHPE membership fees be set as recommended by the Membership Secretary's report"*

C Steketee/Z Siddiqui

8. Treasurer's Report

Margo Brewer referred to the reports that had been presented for the meeting. Margo referred to the links between reports from the President and Membership Secretary and highlighted the following key points from her report:

- The 2019 operating surplus figure (approx 82,000) is lower than the previous 12 months but still healthy level. Key items of expenditure that were highlighted were EO salary (due to increased position fraction) and purchase of new of office computer and website development and software upgrade.
- Conference income in 2019 was lower than 2018 due to variation in venue costs.
- SIF Project income - a one-off payment to support ongoing work as contracted.
- The retained surplus as at end 2019 is at a healthy level.
- The Auditor provides an unqualified audit opinion for year ending 31/12/2019. This statement indicates that the accounts are thorough, accurate and transparent in all material aspects with no hidden important facts and is confirmation of sound accounting processes.
- That the auditor states that due to the current financial position, they believe that ANZAHPE are able to continue as a going concern.

Margo highlighted the concern around the high dependence the Association has on the annual conference for income, and we estimate 80-100k lower income in 2020 due to the cancellation of the 2020 conference. The link between membership income and conference attendance was noted as a contributing factor. The benefit of healthy reserve funds to sustain the Association during this time was noted. The Association's commitment to continue to invest in activities and resources that benefit members as evidenced by the introduction of the online PD program and continued funding for Research Grants. The Treasurer encouraged members to forward any ideas for income generation to be forwarded at any time.

Motion 5: *'That the audited Financial Statements be accepted'*

K Kumar/A Schoo

Motion 6: *'That the Treasurer's report be received.'*

B Canny/K Smith-Han

The Treasurer called for questions and Leon Cowan asked if there was likelihood of advanced payments for 2020 and 2021 conferences being recovered and it was confirmed that a considerable amount has already been returned in line with right to refunds, and that the Conference Organiser will continue to work toward gaining refunds or applying deposits to future bookings as appropriate.

9. Focus on Health Professional Education: A Multi-Professional Journal

Karen Scott (Editor)

Karen highlighted that she has assumed the role of Editor from July 2020 following Andy Wearn retiring as Editor after serving the maximum 5 years in the role. She noted that Andy will remain on the Board Executive group. Jodie Copley has accepted the role of Deputy Editor

and Louisa Remedios was announced as a recent new appointment to the Editorial Board. Karen highlighted that there have been several changes to the Editorial Board in recent years and this presents both challenges and opportunities. This will be useful as we look to further expand the size of

the Board to deal with the anticipated growth of FoHPE work. Providing additional staff for administrative support for Jill as both ANZAHPE EO and FOHPE Journal Manager is planned.

Karen highlighted the following key points as key FoHPE items over the previous year:

- Submissions continue to grow and are from across a wide range, and from outside the Australian and New Zealand region.



ANZAHPE

Australian & New Zealand Association for Health Professional Educators

ABN 57 130 154 650

- Three issues are planned for each year
- Focus on Methodology theme, lead by Liz Molloy has been introduced in 2020

While the Covid-19 pandemic has delayed some work that was planned, FoHPE are committed to future directions to increase FoHPE visibility and citation metrics. FoHPE will move ahead to transition to Open Access publication, with the policy for publication fees remaining as free for ANZAHPE members with a fee for non-members. Plans for PubMed Central listing will be progressed to complement current listing in EBSCO, Informit and Web of Science (Emerging Sources).

The President welcomed Karen to her role as Editor and acknowledged the significant work of Andy Wearn in his time as FoHPE Editor.

There was no further business and the meeting was closed.

Signed as a correct record.

President
Chinthaka Balasooriya

Date: July 21, 2021