

**MINUTES
ANNUAL GENERAL MEETING, 2022**

Held on Monday June 27, 2022, at 1:00pm (AEST)
Via Zoom

1. Present and Apologies

1.1 Present

There were 26 members present.

President Jo Bishop opened the meeting and welcomed those in attendance and gave instruction on the use of the virtual meeting platform functions.

The President acknowledged the traditional custodians of the lands, waters and air of Australia and Aotearoa New Zealand.

1.2 Apologies

Anna Chur-Hansen, Julie Ash, Gary Rogers, Stephen Tobin, Phillippa Poole, Anna Ryan, Louise Hortsmanshof, Shane Brun

2. Confirmation of Minutes

***Motion 1:** 'That the minutes of the 2021 AGM, held Tuesday August 6, 2021 held via Zoom, be accepted.'*

B Canny/T Gladman

3. Matters Arising from the Minutes

No items raised.

4. Special Resolution

Amendment to the Objects and Rules of the Association

The Honorary Secretary referred to the information distributed prior to the meeting.

The Special Resolution asks that the Object and Rules be amended to allow the nomination process and ballot for the election of Committee of Management to be held further in advance of the Annual General Meeting to accommodate the online meeting format and to allow for advanced planning for changeover of Committee members.

The Committee of Management recommends that the ANZAHPE Objects and Rules (i.e. the constitution) be updated as follows:

Current:

Election of committee members

Item 17(1) Nominations for election as committee members:

(b) must be delivered to the honorary secretary of the association at least 28 days before the date fixed for the holding of the annual general meeting.

Item 17 (6) The ballot for the election of committee members is to be conducted from 14 days prior to the annual general meeting by a simple majority ballot.

Proposed:

Item 17 (1) Nominations for election as committee members:
b) must be delivered to the honorary secretary of the association at least 14 days before the date fixed for the holding of the Committee of Management election ballot.

Item 17 (6) The ballot for the election of committee members is to be conducted from 60 days prior to the annual general meeting by a simple majority ballot.

It is recommended that the wording changes to the Association's Objects and Rules outlined above, and as shown on the provided document, be approved.

Proposed: Megan Anakin

Seconded: Jo Bishop

There was discussion of Item 17.6 around setting a minimum time for the election resulting in update of wording:

Item 17 (6) The ballot for the election of committee members is to be conducted between 60 – 14 days prior to the annual general meeting by a simple majority ballot.

A live online poll was conducted, and the result was acceptance by over 100% of the members present.

The Special Resolution is accepted with update to wording of Item 17(6).

4. President's Report

Jo Bishop acknowledged this as her first AGM as President and welcomed the opportunity to share activity of the CoM over the period with the membership shared the following highlights from her report

- ANZAHPE Festival 2022
- ANZAHPE ONLINE
- Fellowship Committee and Fellowship mentoring scheme
- Networking events
- Research Grant scheme
- ANZAHPE-AIPPEN collaboration
- HTAGs
- International relationships (AMEE & IAMSE)
- 50th anniversary celebrations
- FoHPE journal
 - 50th anniversary FoHPE series

Challenges and goals going forward included:

- Establishing how we can continue to support the membership
- Ensuring strategic alignment of the Association goals

Jo acknowledged the contributions of the ANZAHPE Committee of Management members and the ANZAHPE Office staff (Jill Romeo and Kendall Marriot) for their significant contributions over the past 12 months. Jo reminded that the Grant and Award recipients will be acknowledged during the Hub event.

Motion 2: *“That the President’s report be accepted”*

T Gladman/B Canny

5. Members retiring from the Committee of Management

Members retiring from the Committee of Management:

- Joy Rudland (Aotearoa, New Zealand) – inaugural lead of the ANZAHPE ONLINE Professional Development Program.
- Chinthaka Balasooriya – (NSW) Past President and ANZAHPE External collaborations committee.

Jo referred to comments she had invited both retiring members to forward about their time on the CoM.

She thanked both retiring CoM members for their significant contributions

6. Report from Election Committee

There were four vacancies to be filled on the CoM at the 2022 election. Four nominations were received.

As per the ANZAHPE Objects and Rules 17 (4):

If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

Elected as a new members of CoM:

- Tehmina Gladman (Aotearoa, New Zealand)
- Ian Symonds (South Australia)

Jo welcomed Tehmina and invited her to give a brief introduction.

CoM members re-elected for a further 2 year term:

- Jo Bishop (Queensland)
- Anna Vnuk (Queensland)

7. Membership Secretary’s Report

Anna Vnuk referred to her report.

Points highlighted from the report included:

- The current membership levels show a pleasing increase in membership numbers and current levels are the highest to date and Anna thanked the members for their strong support.
- Response to member survey conducted at the end of 2020

- Introduction of student plus category - offer of continued student rates for first year post graduation
- Concessional rate for members from OECD countries receiving ODA
- Member networking events added as supplementary to ONLINE PD program
- The membership form will be updated to allow information to be collected that can inform ANZAHPE's work around Diversity, Equity and Inclusion.

Membership fees from February 2023 are proposed to remain at the same level for a further 12 months. Membership fee increase to be reviewed for February 2024.

Rates from February 2023 will be:

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

Questions were invited.

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

B Canny /A Wearn

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

B Canny/C Balasooriya

8. Treasurer's Report

Ian Symonds referred to his report and documents circulated including the audited accounts and financial statement for the 2021 year, and information on 2022 year to date performance. The following key points were highlighted from the 2021 accounts:

- Slight overall surplus for 2022 year

Income:

- Increase in membership income
- Festival income
- Return of deposits from 2020 conference bookings

Expenses:

- Slight increase in expenses in 2020
- Major conference expenses now show in the general ANZAHPE accounting. This has previously been part of conference financial management.
- Increase in salary expenses paid in 2021. Only charges for 3 quarters were billed in 2020 due to a delay with billing processes, subsequently a higher amount 5 quarters show as 2021 expenses.

Costs are expected to remain stable in 2022 with Administrative staffing for Executive Officer and administrative assistant as the major items of expense and it was highlighted that this expense supports all operational activities including:

- Research Grants
- Awards and Prizes
- FoHPE journal
- Fellowship Scheme
- HTAGs

- ANZAHPE ONLINE PD program co-ordination
- ANZAHPE Conference liaison with PCO
- Website.

Ian confirmed that deposits paid for 2020 conference venue were fully refunded to the Association.

Audit Opinion:

- That the auditor states that with ANZAHPE's current financial position, they believe that ANZAHPE can pay its debts as they fall due and continue to operate as a going concern.
- The Auditor provides an unqualified audit opinion for year ending 31/12/2021. 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.

2021 Year to date

The Treasurer noted that a deficit of \$24,500 was predicted for 2022 with prediction of lower income for 2022 conference than YTD indicates and a breakeven or small surplus result may be achieved.

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

J Rudland/A Schoo

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

J Rudland/A Schoo

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

Karen Scott (Editor)

Karen reported a continuation of innovations for FoHPE in 2022 as follows:

- Move from 3 to 4 issues per year
- Horizontal themes including Focus on Methodology (Liz Molloy coordinator, submission by invitation) and Interprofessional Education (Jodie Copley coordinator, ongoing special section in line with ANZAHPE-AIPPEN relationship), 50th anniversary (David Prideaux, Editorial Panel Lead with Associate Editors Andy Wearn and Tim Wilkinson).
- New theme for introduction in 2022, Respectful Inclusion and Diversity (Louisa Remedios and Sarah Rennie co-coordinators).
- Update to FoHPE paper format: Discussion paper word limit increased from 1,000 to 2,000 words to 3,000 words.
- FoHPE website – recent software update provides a new look and improved functionality.
- FoHPE writing workshop returns in 2022 to the conference program.
- Upgraded FoHPE system will allow for online first publication.
- Application for DOAJ and PubMed Central database listings will be progress in the next six months. Medline listing from 2023.

Karen invited expressions of interest in joining the FoHPE Editorial Board to fill two current vacancies. Karen reminded members that they can support FoHPE by accepting reviewing invitations as this is a vital element of improving efficiency and paper processing times.



ANZAHPE

Australian & New Zealand Association for Health Professional Educators

ABN 57 130 154 650

Karen reported on improved efficiency with FoHPE processing times and that we aim for decision on acceptance for publication within six months but explained there are various factors that can impact on the journey of individual submissions.

Please reach out to Karen Scott or Jill Romeo with any EoIs for the FoHPE Board or any other feedback or comments. Comments from the floor offered ideas to increase reviewer uptake with suggestion that authors that submit to FoHPE should be prepared to review as some journals target authors with current work. Karen suggested that when those approached are not able to accept a review invitation, please suggest an alternative reviewer to the managing editor.

In closing Jo Bishop thanked Jill Romeo, ANZAHPE Executive Officer for her work to support all elements of ANZAHPE Business and welcomed Kendall Marriott who has recently joined the team as ANZAHPE Administrative Assistant.

Jo acknowledged and thanked the CoM for their work, along with the ANZAHPE members who ensure that ANZAHPE continues to thrive and grow.

There was no further business, and the meeting was closed at 2:06pm (AEST).

Signed as a correct record.

President
Jo Bishop

Date May 15, 2023