



**ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS INC.  
ABN 31 320 723 660**

***Minutes of Annual General Meeting  
held on 2 November 2023,  
in the Meeting Rooms P7/P8, Plaza Level  
at the Brisbane Convention & Exhibition Centre  
Merivale St & Glenelg St, South Brisbane, Qld 4101***

**DRAFT (to be confirmed at AGM 2024)**

*Minute taker for this meeting: Martin Bishop, AQNML Secretariat*

**1. Opening**

Meeting opened by President, Melinda Daniels at 5.17pm as the necessary quorum was present.

Melinda Daniels, Lisa Milne, Pauline Calleja, Libin Jose, Michele Burge, Karyn Ehren, Anne Ford, Sandra Wilson, Lisa Evans, Nicola Young, Kitty Hutchinson.

**2. Apologies**

Margaret Cahill, Janelle Laws, Benjamin Lawrence, Keri McLeod, Cheryl Prescott, Patsy Yates.

**3. Proxies**

Nil

**4. Notice of Meeting**

The President, Melinda Daniels advised that the Notice of Meeting could be read out or this notice, which had been directed to all members of the Association, may be taken as read. Melinda read the report.

**Moved:** Karyn Ehren **Seconded:** Pauline Calleja **Carried.**

**5. Minutes of Previous Annual General Meeting**

**Motion:** That the minutes of the 2022 Annual General Meeting of Members of the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS held on the 3 November 2022 and certified as a correct record of proceedings be taken as read and hereby confirmed.

**Moved:** Nicola Young **Seconded:** Anne Ford **Carried.**

## 6. President's Report

President Melinda Daniels tabled the following Report.

It is my privilege to present the President's Report of the Association of Queensland Nursing & Midwifery Leaders (AQNML) for 2023. This is my third President's report, which I deliver on behalf of the 2023 Executive Committee. I would like to take the time to thank them for their assistance, work and support over the past year. They are Vice President – Benjamin Lawrence, Secretary / Treasurer – Lisa Milne, Committee Members – Billy Allen, Margaret Cahill, Pauline Calleja, Libin Jose and Pauline Maude. As I have discussed on many occasions we are a voluntary committee of passionate and committed Nursing & Midwifery Leaders that have full-time 'day jobs' and due to our shared vision we work hard to represent the vision and legacy of the AQNML past, present and future.

The evolution for the AQNML is something that I am most proud to lead and to be a part of; from the humble and exclusive beginnings of the Matrons Association of Queensland to now 73 years on welcoming and supporting nursing and midwifery leaders at all levels across the many sectors of healthcare and encouraging our members and conference delegates to use our association and annual conference to expand their networks and make lasting connections to support them both professionally as well as personally. For me, this is the best aspect of being an AQNML member. It is not easy being a Healthcare Leader in the current times. The challenges related to fiscal accountability, workforce, HR, supply chain issues, new hospital builds, increasing population and service demands and external factors like flood, fire, worldwide pandemic, cyber-attacks and the list goes on are unlike any we've had before. Knowing we can all be there for one another and offer an email, text or phone call is invaluable.

This year's Conference program was intentionally planned to focus on workforce current and future. This a common concern and challenge for us all across sectors and due to the vast areas our members and delegates represent we felt we were well placed to deliver this content in a very meaningful and constructive way. We have tried to cover from the entry level with our University and Graduate content through to the Chief Nurse and Midwifery Officer and all that comes in between. We were thrilled to be offered the opportunity to host a workshop for Australia's first National Nursing Workforce Strategy which would give our delegates a direct voice in influencing future workforce at a national level. This takes us back to the original roots of our association in which the Matrons of Queensland past met with the then government leaders to discuss and plan health care delivery, issues and concerns. All of our workplaces are now becoming more affected by the much talked about and forecasted 'ageing' Nursing & Midwifery workforce and the AQNML membership is no exception with many of our senior long term members making the decision to retire in the past couple of years. Most notably, one of our longest serving members and past Presidents Graham Wilkinson. It is important to acknowledge and try to retain some of the invaluable wisdom and experience these retirees take with them when they go. With that in mind, we look forward to Graham's presentation at our 2023 conference and we will try to make this a regular session at future conferences for our future leaders to benefit from.

Last year was our first face-to-face conference in 3 years and despite some concerns with lower membership numbers it was a huge success. We were very well supported by our amazing sponsors, we welcomed back some familiar faces and saw a big increase in our Private Sector colleagues represented. This was very reassuring for our AQNML's future as the conference is our main source of revenue however this year we have seen a decline in both delegates and sponsors. In talking to some of our long term supporters, workload at their sites seems to be the most common factor. For the incoming committee, I believe we need to consider a change of date for our conference away from the busy end of year.....watch this space. To grow our membership we will also need to focus on some additional smaller member events separate to the conference to ensure we provide our members and sponsors with more but predominantly to support and grow our strength in our networking opportunities.

The financial position of the Association is detailed in the Auditor's Report and Annual Financial Statement and within the Treasurer's Report. The Treasurer's Report will also look at membership numbers in more detail, however these are the figures as at end 2022/23 financial year as at 30 June 2023.

<b>Membership:</b>	Full Members	Associate Members
End of 2022/23 Financial Year	124	9

It has been an honour to yet again serve as the AQNML President for this year. To outgoing Vice President, Benjamin Lawrence and Committee member, Margaret Cahill who served their 2-year-term and Pauline Maude and Billy Allen a 3 year term, I thank you for your support, leadership, and time in administering the Committee, especially this past year when there have been even greater demands on people's time and greater pressures on us to continue to lead in such challenging times. I look forward to working with the incoming committee to keep the AQNML alive and thriving and thank you all for your support.

In closing, I extend my deepest gratitude both personally and on behalf of the Executive Committee and our membership to our Secretariat, Cre8it Events, Martin, Kate and their Staff. Martin and Kate do so much more than provide professional secretariat services to the Association, they are constant source of ideas, support and inspiration. I have indicated before and will do so again, without their support we would not be able to achieve as much as we do, many thanks to you both and to your staff.

Thank you,

Melinda Daniels  
AQNML President  
Date 31/10/23  
(Original Signed)

**Motion:** That the President's Annual Report for the year ended 30 June 2023 as tabled be received and noted.

**Moved:** Melinda Daniels

**Seconded:** Michele Burge

**Carried.**

## 7. Financial Statements

Treasurer / Secretary Lisa Milne tabled the following Report.

It is with great pleasure that I present my Treasurer's Report for the Association.

For 2022/2023 the Association has seen a increase in membership numbers. As at 30 June 2023, total number of financial members equaled 133 (19 more than membership for financial year 2022/2023, which was 114).

2022/2023 Membership includes:

- 4 New Member Special 2023/24
- 15 New Member Special 2022/23
- 71 Full Member renewals
- 34 New Full members
- 0 Associate Member New Special 2023/24
- 2 Associate Member New Special 2022/23
- 3 New Associate Members
- 4 Associate Member renewals
- 0 Associate Member Interstate New Special 2022/23
- 0 Associate Member Interstate New Special 2023/24

The membership fees resulted in \$10,227.00 paid.

You have a copy of the Financial Statement. These are our current assets as at 30

June 2023: Cash at bank Operating Account: \$24,618.00

NAB Investment Account

\$17,493.00 Conference Account

\$2,593.00

Total Cash assets: \$44,704.00

Including total current liabilities, the net assets are:

\$45,479.00 Compared to 2022 our net profit assets were

\$69,826.00

This year there is a net profit (loss) of

\$24,347.00 This can be attributed to

the following:

## EXPENSES:

The Financial Year shows a deficit on paper due to increasing costs associated with conference activities along with general cumulative costs across the board. The association committee was committed to monitoring and reviewing expenses over the financial year to ensure sustainability.

## INCOME:

2023 income from membership experienced an decrease from previous year, as a result of no Merchant Facility operational between April to after 30 June 2023. (This facility has since become operational in the new financial year. Conference Delegates and Sponsorship was carried over from 2021 Postponed Conference).

It is important for the review of performance over a 3 – 5 year period due to the impact of Conference Income and Expenses being spread over financial years. There has been a general trend over a number of financial years that have being challenging for the Association, showing losses but over the longer term it reveals a clearer picture.

### Profit / Loss

2016/17 (\$2,434.60)  
2017/18 \$54,551.76  
2018/19 (\$42,566.90)  
2019/20 (\$12,268.14)  
2020/21 (\$9,252.72)  
2021/22 \$21,973.00  
2022/23 (\$24,347.00)

This coming year will be particularly challenging due to increased Conference expenses and a decrease in conference registrations and exhibitors overall.

Auditors, Simpson & Winslow's report verifies the AQNML financial records are in good standing and have provided the reports for our AGM.

I am happy to report that with our financial processes continue to be compliant with all Accounting Standards and are in a sound position as an Association to hand over to the next Executive.

Thank you,

Lisa Milne  
Secretary/Treasurer  
AQNML  
24/10/2023  
(Original Signed)

**Motion:** That the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS Inc. Financial Statements for the year ended 30 June 2023 as tabled be received and noted.

**Moved:** Lisa Milne                      **Seconded:** Nicola Young                      **Carried.**

## 8. Appointment of Auditors for the Ensuring Fiscal Year

**Motion:** To appoint Simpson & Winslow as Auditor for the ensuring fiscal year.

**Moved:** Pauline Calleja                      **Seconded:** Libin Jose                      **Carried.**

9. **Appointment of Committee**

Melinda Daniels (President) extended a warm vote of thanks and appreciation to all outgoing members of the Executive (as listed below):

*Members retiring from the Executive Committee due to two (2) year term completion:*

Benjamin Lawrence      Vice President  
Margaret Cahill         Committee Member

*Members retiring from the Executive Committee after one (1) year mid term:*

Billy Allen                Committee Member  
Pauline Maude            Committee Member

*Members remaining on the Executive Committee for their second year:*

Melinda Daniels        President  
Lisa Milne                Secretary/Treasurer  
Pauline Calleja         Committee Member  
Libin Jose                Committee Member

Therefore, available positions on the Committee are:

1 x Vice President  
4 x Committee Members

VOTING PROCESS:

**Nomination for Vice President received prior to AGM:**

Name: *Nicola Young*  
Nominated by: Lisa Milne    Seconded by: Melinda Daniels.

**Nomination for Committee received prior to AGM:**

Name: *Karyn Ehren*  
Nominated by: Melinda Daniels    Seconded by: Lisa Milne.  
Nomination: Accepted

Name: *Michele Burge*  
Nominated by: Melinda Daniels    Seconded by: Lisa Milne.  
Nomination: Accepted

**Member Nominations to be taken from the floor**

**Committee Member Nominations:**

Name: Kitty Hutchison  
Nominated by: Pauline Calleja        Seconded by: Libin Jose  
Nomination: Accepted

A vote of thanks to all committee nominees.

A warm welcome was extended to the incoming Executive Committee.

10. **General Business**

As no items of general business were notified prior to the meeting, the business of the meeting is concluded.

***Business Without Notice – Nil***

- 11. **Close**  
*Melinda Daniels* (President) thanked members for their contribution and attendance and formally closed the meeting at 5.43pm.

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**President**

.....  
**Date**

.....  
**Secretary/Treasurer**

.....  
**Date**