



## **Palliative Care NSW Incorporated Annual General Meeting**

**Date:** Thursday 2 November 2023

**Venue:** Online (Zoom)

### **MINUTES**

AGM commenced at 5:03pm with a quorum in attendance.

#### **ITEM 1 Welcome and apologies**

No apologies or proxies received.

In attendance:

Members: Felicity Burns (Chair), Nicole Sutton (Treasurer), Therese Smeal (Vice President), Joan Ryan (Secretary), Amanda McFarlane, Carmen Sanchez, Colleen Carter, Deb Parker, Hazel Stein, Janeane Harlum, Janelle Sanderson, Larissa McIntyre, Maria Tattersall, Sandra Sullivan, Scott Read, Carla Beheram

PCNSW Staff: Kirsty Blades, Megan Asbury, Maria Lopez, Peta McVey

Minutes: Emma Scott-Stevenson

#### **ITEM 2 Confirmation of Previous Annual General Meeting Minutes November 2022**

Motion: That the minutes of the 2022 AGM of Palliative Care NSW Incorporated be accepted.

Moved: Deb Parker

Seconded: Therese Smeal

Minutes Accepted

### **ITEM 3 Business Arising - None**

### **ITEM 4 President's Report**

President Felicity Burns began her report by thanking PCNSW's dedicated members, health workers and services in NSW, who continue to provide quality palliative care despite the many challenges they have endured over the past few years. PCNSW is incredibly grateful for your strength and perseverance, and continues striving to support you as you provide exceptional care.

Felicity acknowledged the departure of PCNSW's long-standing Chief Executive Officer Linda Hansen, who worked with PCNSW for 19 years. She also welcomed the new PCNSW staff members to the team, and recognised the work performed by the team during this financial year.

Felicity highlighted the PCNSW events which had taken place throughout the financial year, including the 2022 Biennial State Conference, PCNSW's National Palliative Care Week launch and Professional Education Day. She also highlighted projects that have taken place during this financial year, and PCNSW's continued work with the NSW Ministry of Health. PCNSW has also remained committed to supporting its members through the introduction of the Voluntary Assisted Dying legislation that will come into effect in NSW on the 28th of November this year. Felicity also explained that PCNSW has focussed on new digital platforms to improve member experience with an updated member join and renewal process and a new platform for distributing regular news to our members.

Felicity concluded her President's Report by acknowledging PCNSW's Management Committee and thanking them for their dedication over the past 12 months.

### **ITEM 5 Chief Executive Officer's Report**

Megan Asbury, the former Acting Chief Executive Officer, began her report by acknowledging the work of former Chief Executive Officer Linda Hansen, who departed PCNSW this year.

She welcomed PCNSW's new Chief Executive Officer Kirsty Blades, who has already begun working on the development of PCNSW as an organisation. She also thanked the Management

Committee for their support of PCNSW, especially during the period following Linda's departure and while she stepped into the role of Acting Chief Executive Officer.

Throughout this financial year, PCNSW's staff team increased to six members. Two new roles have been established, including a Communications Officer and Palliative Care Service Guide. The expansion of the staff team has enabled PCNSW to better deliver on its commitments as an organisation.

PCNSW has worked to raise awareness of Palliative Care within the community and provide up-to-date educational opportunities to our members and health professionals in the sector. The resources available on PCNSW's website have been expanded, and member eNewsletters and Pallium journals have continued to be regularly dispatched. PCNSW's 2022 Biennial State Conference and Professional Education Day during National Palliative Care Week 2023 enabled reconnection with members and networking. The introduction of the Community Conversations Project in regional NSW has gained popularity, and serves to provide beneficial education to communities about palliative care. PCNSW has also continued to regularly represent its members through engagement with the NSW Ministry of Health, particularly in relation to the VAD implementation process over the past year.

PCNSW's Volunteer Support Services Programme, funded by the NSW Ministry of Health, has continued to provide support for Palliative Care volunteers and managers across NSW. Megan thanked the palliative care volunteers and managers in NSW for their invaluable contributions to the sector. She also thanked Kate Bowman, Manager of the Volunteer Support Services Programme, for her hard work in the past year to support and re-establish services that were reduced during COVID, as well as create new volunteer services and manager roles across the state.

As part of PCNSW's enhanced funding from the NSW Ministry of Health the Palliative Care Service Guide role was established, run by Dr Peta McVey. Through this role Peta has not only assisted members of the community to navigate the often daunting processes to access Palliative Care, but has also been able to collect invaluable data to better understand the level of death literacy within the community, and gain insight into how the community accesses care. PCNSW looks forward to providing ongoing support to the community with this service.

A highlight for 2022 was PCNSW's long-awaited Biennial State Conference, held at the Crowne Plaza in Terrigal. Megan thanked the Central Coast LHD for their help in organising this event. PCNSW would also like to thank the brilliant speakers and everyone who presented concurrent sessions and posters, as it is with their help that the conference was such a success. PCNSW received overall positive feedback from attendees, and suggestions about themes and topics will be used to guide the planning for the next conference in 2024.

Megan depicted the online engagement data for 2022/23. There was a significant increase in membership and online engagement. Providing reliable, trusted communications is an important part of maintaining PCNSW's reputation and position as the peak body for palliative care in NSW.

Megan concluded her Chief Executive Officer's report by thanking everyone for their support of PCNSW throughout the year, and for attending the AGM.

President Felicity Burns thanked Megan for her work as Acting Chief Executive Officer following Linda's departure. Felicity formally introduced Palliative Care NSW's new Chief Executive Officer, Kirsty Blades. Kirsty joined as CEO in September of this year and brings to Palliative Care NSW significant association and not-for-profit experience having worked in the NFP and Association space for over 20 years. This experience will help Palliative Care NSW continue to grow and enhance our impact as we strive to be a leading association that delivers great value for our members and an important voice to government and stakeholders.

Chief Executive Officer Kirsty Blades expressed her eagerness to work with PCNSW and focus on developing its membership base and expanding networking as an organisation. Kirsty also encouraged people to contact her if they have any questions or topics to discuss.

## **ITEM 6 Treasurer's/Auditor's Report and recommendation to appoint auditor for 23/24**

The Treasurer tabled the audited financial report from 22/23.

The Treasurer noted that PCNSW delivered a substantial surplus during this financial year, in comparison to the previous year. This surplus was primarily derived from the 2022 Conference,

as well as a small number of donations. The Treasurer noted that substantial revenue was also generated. The biggest component of this revenue was provided by the NSW Ministry of Health, and enabled PCNSW to deliver new programmes which align with our Strategic Plan. The Treasurer presented the expenditure for the financial year, and explained that PCNSW has continued to improve its financial position each year.

The Treasurer concluded her report but thanking Acting Chief Executive Officer Megan Asbury, and expressing that she is looking forward to working with current Chief Executive Officer Kirsty Blades in the future.

Motion: That the Audited Financial Report be accepted.

Moved: Colleen Carter

Seconded: Scott Read

Motion accepted.

Motion: That Robertson & Greenwood Consulting be appointed as the Auditor for 2023/24.

Moved: Nicole Sutton

Seconded: Deb Parker

Motion accepted.

## **ITEM 7      Elections of Office Bearers and General Members**

President Felicity Burns handed this agenda item over to Chief Executive Officer Kirsty Blades, as it would be a conflict of interest for her to lead this item.

Chief Executive Officer Kirsty Blades explained that this agenda item relates to the election of President Elect. Megan Asbury was declared the Returning Officer for this section.

The election of President Elect is as per Rule 17 (6-9) in the rules of Palliative Care NSW.

Rule 17:

(6) At the AGM following that where the President takes office, the Past President shall stand down as an office-bearer and a President Elect shall be elected.

(7) The President Elect shall take on the title of President Elect and assume the duties of Vice President.

(8) Where the President Elect is the current President, a Vice President is to be elected.

(9) At the AGM following the election of the President Elect, that person shall assume the office of President.

Kirsty Blades announced that Therese Smeal will now stand down as the Past President. PCNSW thanked Therese sincerely for the work she did in her most recent roles as President and then Past President.

Kirsty Blades presented the position of President Elect. Nominations were called for prior to this meeting noting that a requirement for President Elect is that they must have served at least one two year term on the Management Committee and their nomination must be endorsed by two current members.

Returning Officer Megan Asbury announced the nominations. Megan explained that PCNSW received one nomination for the position of President Elect from Felicity Burns. This nomination was endorsed by Therese Smeal and Maria Stanica.

As only one nomination was received, Returning Officer Megan Asbury declared that Felicity Burns has been elected as President Elect. Felicity will continue in her current position as President until the AGM in 2024 and as she has now been voted as President Elect, she will continue as President for a further 2 years until the AGM in 2026.

Kirsty Blades explained that as per Rule 17 (8) Where the President Elect is the current President, a Vice President is to be elected.

Kirsty Blades explained that as PCNSW could not call for that nomination with sufficient notice period prior to this meeting, PCNSW will now be calling for Nominations from the floor for the position of Vice President. This will be a two-year term until the 2025 AGM, where we would once again be electing a President Elect. The Vice President is a member of the Executive Committee and as such has an important governance role within the committee.

A requirement of being nominated is that you must have served a minimum 2-year term on the management committee at any point in the past and you must then be endorsed by 2 current members in attendance at this meeting today.

Returning Officer Megan Asbury called for nominations from the floor for the position of Vice President from 2023 – 2025.

Therese Smeal was nominated as Vice President, and was endorsed by Sandra Sullivan and Deb Parker.

As only one nomination was received, Returning Officer Megan Asbury declared that Therese Smeal was elected as Vice President, effective at the conclusion of this AGM to the conclusion of the AGM in 2025.

#### **ITEM 8      Other Business**

President Felicity Burns expressed that she is delighted to have been given the opportunity to continue in the role of President until 2026, and congratulated Therese Smeal for her election as Vice President.

PCNSW did not receive in writing any other business, so Felicity declared the 2023 AGM of Palliative Care NSW Incorporated closed.

Meeting Closed: 5:41pm