Palliative Care NSW Incorporated

Annual General Meeting

Wednesday 26 November 2025

Online (Zoom)

5pm

MINUTES

AGM commenced at 5:02 pm with a quorum in attendance. Nineteen people attended, comprising 14 members and five PCNSW staff.

ITEM 1

Welcome and apologies

In attendance

Members (14): Felicity Burns (President and Chair), Nicole Sutton (Treasurer), Therese Smeal (Vice President), Carmen Sanchez, Deborah Parker, Dimple Badesha, Janeane Harlum, Joan Ryan, Jon San Martin, Josh Cohen, Lara Johnson, Peta McVey, Sandra Sullivan and Julie Mecham.

PCNSW Staff (5): Kirsty Blades, Megan Asbury, Emma Scott-Stevenson, Anthony Bui and Kate Bowman.

Apologies: None received.

Proxies: None received.

Opening and meeting procedures

President Felicity Burns opened the meeting, welcomed attendees and confirmed that the meeting was conducted in accordance with Part 4 of the Rules of Palliative Care New South Wales Incorporated.

The Chair delivered an Acknowledgement of Country, acknowledging the Cammeraygal people of the Eora Nation and paying respect to Elders past and present and to Aboriginal and Torres Strait Islander people attending the meeting.

The Chair confirmed that a quorum was present. Virtual meeting protocols and the electronic polling process were explained. A test poll was conducted before formal motions were considered. PCNSW staff were reminded not to participate in member polls unless separately entitled to vote as members.

ITEM 2

Confirmation of 2024 AGM Minutes

The minutes of the 2024 Annual General Meeting, held online on 5 December 2024, had been circulated with the notice of meeting.

Motion: That the minutes of the 2024 AGM for Palliative Care New South Wales Incorporated be accepted.

Moved: Therese Smeal

Seconded: Sandra Sullivan

Motion accepted.

ITEM 3

Business Arising

None recorded.

ITEM 4

President's Report

President Felicity Burns presented the President's Report for the 2024–25 financial year and highlighted the following achievements:

- The 2024 biennial State Conference in Tamworth was the organisation's largest State Conference to date, attracting approximately 300 delegates, including 200 first-time attendees, and featuring more than 60 presentations.
- Fifteen professional education sessions reached more than 600 current and aspiring health professionals.
- The Professional Education Day attracted 232 attendees across six locations, including five first-time regional hubs.
- Community Conversations expanded, PalliLearn was introduced, and 1,441 people were reached through in-person and online community education.
- The Palliative Care Guidance Service received more than 550 calls, representing a reported increase of 39 per cent.
- The Volunteer Services Support Program continued through research, education, updated resources and the introduction of the NSW Palliative Care Volunteer of the Year Award.
- Advocacy included medicine shortages, aged care and NDIS reforms, participation in the inaugural palliative care and end-of-life policy roundtable, and contribution to the National Workforce Survey.
- The website attracted approximately 82,900 unique visitors and membership increased by approximately 30 per cent.

- Free membership continued for active palliative care volunteers and Aboriginal and Torres Strait Islander healthcare workers.

The President acknowledged the governance and strategic direction provided by the Management Committee and the importance of rural and regional representation. She reaffirmed PCNSW's vision that palliative care is understood, valued and accessible to all, with equity at its heart, and thanked staff, members, Management Committee members, funding partners, supporters and stakeholders.

ITEM 5

CEO's Report

Chief Executive Officer Kirsty Blades presented the CEO's Report for the 2024–25 financial year, her first full financial year as CEO.

Funding and organisational sustainability

The CEO acknowledged the NSW Ministry of Health as PCNSW's principal funding partner, supporting volunteer services, Community Conversations, PalliLearn, the Palliative Care Guidance Service, the Specialist Palliative Care Service Directory and other projects. PCNSW continued to diversify its funding and partnership base, including a partnership with Healthy North Coast PHN to deliver ten Community Conversations and funding from Palliative Care Australia associated with National Palliative Care Week and PalliLearn.

Volunteer Services Support Program

Palliare was substantially revised to 11 chapters and 212 pages, with more than 1,000 copies distributed across NSW. The program had produced 27 research reports over ten years. Kevin Stokes of Great Lakes Palliative Care Service received the inaugural NSW Palliative Care Volunteer of the Year Award and subsequently the national award.

Community engagement and education

- Twenty Community Conversations were delivered to approximately 480 participants, with 85 per cent in rural or regional locations.
- Evaluation results showed 96 per cent felt confident to use their learning and 97 per cent would recommend the sessions.
- PalliLearn commenced with eight online courses and the first series attracted approximately 235 participants.
- Work with SydWest Multicultural Services and Western Sydney Local Health District reached 116 seniors from a range of cultural and language groups.

Sector engagement and donations

The CEO reported continued engagement with government, Palliative Care Australia, other state and territory peak bodies, aged care stakeholders, the Centre for Aboriginal Health, Local Health Districts and other partners. Engagement with aged care increased and resources were developed to support palliative care in residential aged care.

PCNSW received a $22,000 donation from staff of Newcastle Permanent following palliative care provided by the Nelson Bay Community Palliative Care Team. The funds supported team members to attend the Oceanic Palliative Care

Conference and funded nine State Conference scholarships. The CEO explained that where a substantial donation recognised a particular service, PCNSW sought to direct a component of the benefit back to that service.

The CEO thanked staff, members, supporters and the Management Committee, with particular acknowledgement of Deputy CEO Megan Asbury. A member congratulated the President, CEO, Management Committee and staff on the organisation's achievements. No further questions were raised.

ITEM 6

Treasurer's Report including Audited Financial Report

Treasurer Nicole Sutton presented the Treasurer's Report and audited financial report for the year ended 30 June 2025.

Financial performance and sustainability

- Revenue was approximately $1.2 million, 35.9 per cent higher than the previous year.
- Expenditure was approximately $1.18 million, with employee-related expenditure representing approximately 60 per cent of total costs.
- The annual surplus was approximately $20,000, compared with a $29,000 deficit in the previous year.
- Consultant and contractor expenditure was approximately $54,000 and lower than anticipated, partly because Community Conversations were delivered by internal staff.
- The biennial State Conference creates a cyclical effect on financial results. PCNSW will continue diversifying revenue to strengthen financial sustainability and reduce or eliminate deficit years.

Financial position and governance risk

- Total assets were approximately $921,000 and cash at year end was approximately $38,000 higher than the previous year.
- Liabilities were approximately $297,000.
- The debt-to-equity ratio was 48 per cent, indicating a lower organisational risk profile than the previous year.
- Employee leave liabilities had increased and were being monitored by the Management Committee from both a financial risk and staff wellbeing perspective. The Treasurer noted the importance of ensuring employees could access accrued leave entitlements.

Member question

A member asked whether expenditure on printing and postage could be examined, while acknowledging the continuing importance of printed health promotion and volunteer resources. The Treasurer took the matter on notice.

Motion: That the audited financial report be accepted.

Moved: Lara Johnson

Seconded: Janeane Harlum

Motion accepted.

ITEM 7

Election of President Elect and Vice President

Chief Executive Officer Kirsty Blades introduced the election process under Rule 17 of the Palliative Care NSW Rules. Megan Asbury was appointed Returning Officer.

Nominations had been called before the AGM. Nominees were required to have served at least one two-year term on the Management Committee, and each nomination required endorsement by two current PCNSW members. The meeting was advised that Therese Smeal's term as Vice President had concluded and that she would not seek re-election.

President Elect

One nomination was received for Felicity Burns, endorsed by Sandra Sullivan and Deborah Parker. As only one valid nomination was received, no ballot was required.

The Returning Officer declared Felicity Burns elected as President Elect. Felicity Burns will continue as President until the 2026 AGM and then serve a further two-year term concluding at the 2028 AGM.

Vice President

One nomination was received for Sandra Sullivan, endorsed by Janeane Harlum and Therese Smeal. As only one valid nomination was received, no ballot was required.

The Returning Officer declared Sandra Sullivan elected as Vice President for a two-year term until the 2027 AGM.

Continuing Management Committee

The following continuing Management Committee members were acknowledged: Joan Ryan (Secretary), Nicole Sutton (Treasurer), Deborah Parker, Scott Reed, Lara Johnson, Josh Cohen, Carmen Sanchez and Julie Mecham. These acknowledgements did not constitute new elections at the 2025 AGM.

Formal vote of thanks

The Chair acknowledged outgoing Vice President Therese Smeal's 26 years of membership and approximately 18 years of Management Committee service, including periods as President and Vice President, and her significant contribution to community palliative care and the sector.

"I would like to pass a formal vote of thanks to Therese Smeal for her significant contribution to Palliative Care New South Wales."

ITEM 8

Other Business

No other business had been received in writing and no additional formal business was raised.

The Chair thanked members for attending and declared the 2025 Annual General Meeting of Palliative Care New South Wales Incorporated closed.

Meeting closed: 5:52 pm

Resolution Register

No.	Resolution	Moved	Seconded	Outcome
1	That the minutes of the 2024 AGM for Palliative Care New South Wales Incorporated be accepted.	Therese Smeal	Sandra Sullivan	Accepted
2	That the audited financial report be accepted.	Lara Johnson	Janeane Harlum	Accepted

Confirmation

Minutes confirmed as a true and accurate record of the 2025 Annual General Meeting of Palliative Care New South Wales Incorporated.

Chair's name: _____

Signature: _____

Date: _____