

# Minutes of Annual General Meeting held on 21 June 2024

Held at the Brisbane Convention & Exhibition Centre



<b>MEETING OPENED</b>	8:44am AEST
<b>BOARD OF DIRECTORS</b>	Anne Mellon (CNSA President and Board Chair), Meredith Cummins (CNSA Vice President), Di Davey (CNSA Director), Dr Gemma McErlean (CNSA Director), Gabby Vigar (CNSA Director), Sue Bartlett (CNSA Director), Gillian Blanchard (CNSA Director), A/Prof Debbie Kirk (CNSA Director) Prof. Kate White (CNSA Appointed Director), Tracy Pearce (CNSA Appointed Director)
<b>ATTENDEES</b>	<a href="#">Click here</a> for attendee list
<b>APOLOGIES</b>	Kelly Conway Ellen Heywood, CNSA Director
<b>STAFF</b>	Jemma Still (Chief Executive Officer) Amy Ribbons (Executive Assistant) Alex Croasdale (Marketing & Partnerships Manager) Clare Lynex (Senior Policy Officer)

## 1. Welcome

President and Board Chair Anne Mellon acknowledges and pay respect to the First Nations people as the traditional owners of the land. We pay our respects to the elders, past and present, and acknowledge the different nations across Australia on which we all live and work. CNSA will continue to work together with Aboriginal and Torres Strait Islander peoples to shape a health system which responds to the needs and aspirations of our community.

President Anne Mellon advised in accordance with clause 23 of the CNSA Constitution, as President she is also the Chair of the Annual General Meeting (AGM) of the Cancer Nurses Society of Australia Limited (CNSA).

President Anne Mellon noted as per clause 19 of the CNSA Constitution, the notice of this AGM as well as the meeting agenda and attachments were sent to the membership on Tuesday 28 May 2024.

President Anne Mellon advised only substantive matters that can be considered for the AGM are those listed on the Notice of the Meeting, however if time allows there will be opportunity for members to ask questions or make comments at the conclusion of the AGM.

President Anne Mellon noted as per clause 22 of the CNSA Constitution a quorum for a General Meeting is 30 Full Members present in person or by proxy, and since there are more than 30 members present the meeting is officially opened at 8:44am AEST.

### 1.1 Apologies

President Anne Mellon noted apologies have been received from Kelly Conway and Ellen Heywood, CNSA Director, prior to the AGM. No further apologies have been received.

President Anne Mellon advised under clause 29 of the CNSA Constitution, a Full Member may appoint another CNSA member as their proxy to attend and vote on their behalf at the AGM; two proxies have been received from Kelly Conway and Lisa King.

### 1.2 CNSA Board of Directors and Staff

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President Anne Mellon introduced the CNSA Board of Directors in attendance; Meredith Cummins (Vice President, and Chair of the Finance Audit & Risk Committee), Diane Davey (Co-Director Congress), Sue Bartlett (Co-Director Congress), Gabby Vigar (Director Networking), Gemma McErlean (Co-Director Education), Gillian Blanchard (Co-Director Education), Tracy Pearce (Appointed Director), Professor Kate White (Appointed Director) and Margie Hjorth (newly Appointed Director).

President Anne Mellon also introduced the CNSA staff in attendance; Jemma Still (Chief Executive Officer and Company Secretary), Alex Croasdale (Marketing & Partnerships Manager), Clare Lynex (Senior Policy Officer) and Amy Ribbons (Executive Assistant).

## 2. Minutes of Previous Meeting

President Anne Mellon advised the minutes of the previous AGM were sent with the notice of AGM on Friday 26 May 2023. As per the CNSA Constitution, confirmation of the minutes at this meeting is not required; however, the Company Secretary has a copy of the minutes that can be made available via email should any member wish to view them later.

## 3. Chairperson's Report <sup>[1]</sup><sub>SEP</sub>

President Anne Mellon gave an overview of the activities and changes that have occurred within CNSA in the last twelve months.

- This year has seen significant achievement, strategic developments and impactful initiatives aimed at enhancing the role of cancer nurses across Australia.
- One of President, Anne Mellon's first roles was to launch the 2023-2028 Strategic Plan, which outlines our vision and strategic imperatives for the next five years. Through rigorous Board meetings and extensive consultation, we refined our implementation plans to ensure we have the necessary resources and measurable outcomes to achieve our goals.
- Key organisational developments included renewing our long-term agreement with Onsonble and promoting Jemma Still to Chief Executive Officer. Additionally, we welcomed Tracy Pearce as an Appointed Director, bringing expertise in governance and workforce planning to the Board.
- The Board of Directors, supported by the National Office team, has had a strong focus on building our advocacy reach, with key achievements and initiatives such as:
  - Publishing our first Workforce Report and associated digests in conjunction with the Research Standing Committee (RSC).
  - Intensifying our advocacy efforts, resulting in numerous submissions that reflect the needs of our members.
  - Commencing scoping a new capability framework to enhance the skills of cancer nurses in conjunction with the Education Standing Committee (ESC).
  - Hosting our first workforce summit, gathering leaders in cancer nursing to discuss workforce challenges and future strategies.
- A significant development this year was the development and launch of the Australian Cancer Plan by Cancer Australia. The plan aims to improve cancer prevention, screening, treatment and management across Australia with a focus on equity for First Nations people. The plan is supported by six strategic objectives:
  - Maximizing Cancer Detection and Early Prevention
  - Enhancing Consumer Experience
  - Developing World-Class Health Systems for Optimal Care
  - Establishing Strong Foundations

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- Building a Workforce to Transform Cancer Care Delivery; and
  - Achieving Equity in Cancer Outcomes for Aboriginal and Torres Strait Islander People.
- CNSA welcomes the plan and the commitment of \$166 million from the Albanese Government for the Australian Cancer Nursing and Navigation Program. Highlights include:
  - \$74.5 million for 100 new all-cancer care nurses
  - \$21.2 million for prostate cancer nurses
  - \$49.6 million for a new Cancer Navigation Service
  - \$32.1 million for telehealth support services
  - \$9.4 million for the Child and Youth Cancer Hub
- As the professional association for cancer nurses, and the largest representative body for oncology and haematology nurses in Australia, CNSA welcomes the investment into cancer nursing and specialist support for people affected by cancer.
- We look forward to contributing and being part of the ongoing conversation and solutions to help build workforce capacity and continue to emphasise that every cancer nurse deserves the same opportunities for education and career progression, and that all people affected by cancer deserve the same opportunities for treatment and care.
- The past year has been one of remarkable growth and achievement for CNSA. We have made significant strides in our strategic goals, strengthened our organisational structure, and enhanced our advocacy and professional development initiatives. The introduction of the Australian Cancer Plan and the associated funding for cancer nursing further highlights the critical role of our profession in the national healthcare landscape.
- As we look ahead, we remain committed to our vision of achieving the best possible outcomes and experiences for all people affected by cancer. Our mission to promote excellence in cancer care and control through the professional contribution of cancer nurses will continue to guide our actions.
- Thank you for your support and dedication to the work you do. Together, we will continue to advance the role of cancer nurses and improve cancer care across Australia.
- It's an honour and a privilege to be the President of CNSA, and to represent our workforce. We're stronger together, and our specialist knowledge is unsurpassable. Let's bring this to the fore in 2024.

President Anne Mellon thanked the Board of Directors for giving their time and commitment to CNSA and for their unwavering support to allow the organisation to realise numerous achievements over the past year. The Board's openness, enthusiasm and collaboration allow CNSA to continue to build a strong society to support cancer nurses now and into the future.

## 4. Chief Executive Officer Report

Chief Executive Officer Jemma Still advised it has been a successful 12 months, with big goals being set. Thanks to the growing organisation and increased revenue, CNSA has been fortunate to hire two new team members to support our Strategic Plan, with a key focus on advocacy, marketing and partnerships. We welcomed Clare Lynex as our Senior Policy Officer in June 2023, and Alex Croasdale as our Marketing and Partnership Manager shortly after in July. Both have made an incredible difference since joining the organisation, increasing our output and deliverables.

Chief Executive Officer Jemma Still provided an overview of what has been achieved:

### Education

- As the professional association for Cancer Nurses, our remit is to deliver relevant and accessible professional development. Our ever-popular Tune in Tuesday webinar series featured a range of practical sessions, with content covering treatment updates and advice, career progression and leadership skills, building equity and equitable outcomes, nurse-led research, survivorship and prevention.
- Between our locally run and organised face-to-face events and our webinars, we delivered a combined 45 opportunities to engage with CNSA and increase your knowledge.

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- Through our new collaboration with MooGoo, we were delighted to support the delivery of the inaugural MooGoo Postgraduate Cancer Nursing Scholarships. A huge congratulations to the three winners and two runners up who walked away with a combined \$45,000 to help them with their costs of undertaking post graduate qualifications. What a wonderful commitment from this organisation to support the cancer nursing workforce.

## Research

- Funding and promoting nurse-led research is a key strategic imperative of the organisation. After listening to Mei Krishnasamy's impassioned plea to her medical colleagues at the COSA ASM to invest and support nurses and their research, it made me realise the battles that we're up against. Our Research Standing Committee are providing wonderful opportunities in this space, and we have big plans over the next 18 months to increase our profile and support in this area. We understand the importance of building research pathways for our members and are committed to delivering opportunities in a meaningful way.
- We were delighted to provide three research grants to Bronwyn Jennings – Nurse-led same day discharge following laparoscopic surgery in gynaecological oncology, Helen Anderson – Inflammation and symptoms in people receiving immunotherapy treatment for advanced cancer and Rachel Edwards – Optimising symptom management in patients receiving bone marrow transplantation. We also invested in a scoping review of the international nursing frameworks through our Education Standing Committee and supported the delivery of the new topic of the CNSA Vascular Access Devices: Evidence-based Clinical Practice Guidelines focused on Vessel Health and Preservation.

## Member Survey

- To help us keep on delivering benefits and resources to support our members, we conducted our first Member Engagement survey in 5 years. We have experienced incredible growth (over 50%) in the past four years, and anecdotally we know we're doing some good (and great!) things. We wanted to make sure our membership could provide direct feedback on the organisation and help shape our future.
- A big thanks to all 280 of you who participated. The results of the survey have already been useful in developing new initiatives, and we use the information regularly to inform decision making on priorities.

## New Initiatives

- As a result of stakeholder collaboration, and the input from members, we were lucky to launch three new initiatives identified in the member engagement survey.
- Over 50% of you indicated you would be interested in participating in Communities of Practice (CoP), and we were pleased to launch three CoPs for Breast Cancer, Nurse Educators and Nurse Managers/Executives - with more in the pipeline for the second half of the year.
- Available exclusively to members - these aren't just meetings; they are an opportunity for passionate individuals to come together, share ideas, ask questions, and collaboratively find solutions to challenges. The collaborative learning process of 'thinking together' is one of the most meaningful elements of a CoP and what makes it work. A huge thank you to our wonderful members who have stepped up to help facilitate these groups.
- Another 45% of you indicated you were keen to see a mentoring program introduced, and thanks to the support of AstraZeneca, we officially kicked this off in February – opening applications for both mentees and mentors to get involved. The purpose of this pilot program is to connect early-career cancer nurses with experienced mentors to provide tailored guidance on career pathways within the field of cancer nursing; Work-life balance strategies for long-term career satisfaction; Skill-building for effective communication and conflict resolution in the workplace; and Professional development strategies, including continuing education and certifications. We can't wait to evaluate the program and understand how participation can shape a member's journey.
- And finally, a large majority of the membership told us they'd be interested in a CNSA podcast – so we created that as well! Nursing Excellence in Cancer Care has proven to be a popular channel for cancer nurses looking

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for short and sharp practical takeaways on the latest innovations and technology relevant to their practice, knowledge and understanding. We have focused on the evolving treatment landscape and patient management strategies, with episodes already attracting an average of 360 listens. We're so grateful to everyone who has been involved in hosting or speaking as a guest, and we look forward to building on this in the future.

## A look to the future

- We were delighted to see that 96% of members intended to remain members of CNSA but we promise we won't take this commitment for granted. We will keep iterating and delivering on our mission of promoting excellence in cancer care and control through the professional contribution of Cancer Nurses. Over the next 12 months, expect a big focus on early career cancer nurses and the implementation of our digital transformation strategy

Chief Executive Officer Jemma Still advised all of this work has been supported by CNSA's incredible volunteers and members. We couldn't do what we do without them.

President Anne Mellon advised in accordance with Clause 27 of the Constitution, a resolution put to a vote at a general meeting will be decided on a show of hands, unless a vote in writing is demanded.

Ordinary resolutions are passed by more than 50% of the votes cast and a declaration by the Chair is conclusive evidence of the result. If the votes are equal, the motion is carried.

## **5. Ordinary Business**

### **5.1 Acceptance of Financial Statements and Auditors Report**

Vice President and Chair of the Finance, Audit and Risk Committee, Meredith Cummins referred members to agenda item 4.1 for the financial year ending 31 March 2024, as outlined in the financial statements and auditors report sent with the notice of AGM on Tuesday 28 May 2024.

The CNSA Ltd is required to satisfy the financial and reporting requirements of the Australian Charities and Not-For-Profit Commission Act 2012; in addition to complying with requirements specified by the Australian Accounting Standards. The annual financial report, statements and notes reflect these disclosure requirements.

Vice President and Chair of the Finance, Audit and Risk Committee, Meredith Cummins noted the following key points from the financial report:

- The overall result for the year was a profit of \$9,946 which also included allocated funding for some special projects including:
  - \$30,000 spent developing strategies and reports on the current, and emerging needs, of the workforce, including hosting an inaugural Workforce Summit and finalisation of the 2022 Workforce Report.
  - \$20,000 invested in research and development of a pilot mentoring program, offset by sponsorship from AstraZeneca.
  - \$40,000 provided to research grant recipients and supporting congress participation; and
  - \$10,000 to build our digital transformation strategy and scope a new interactive website.
- Our strong cash reserves and financial investments allow for this discretionary funding to have little impact on CNSA's overall financial position, with the organisation holding \$587,000 in cash reserves and \$585,000 in managed investment funds. This provides a good balance of cash on hand for operational requirements plus excess for emergencies, and excess funds invested for the medium/longer term.
- These funds are invested with an ethical investment philosophy and include a diverse range of organisations through managed investment platform. The aim of these investments is to protect the capital

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value, whilst providing a reasonable financial return above what would otherwise be available on fixed interest investments. These investments recorded a capital gain of \$38,610 during the year, as well as an additional \$28,712 of dividend and investment income.

- This is a long-term strategy that is being monitored by the Finance, Audit & Risk Committee and the Board of Directors under the guidance and direction of our Investment Broker and Accountant.
- We were also delighted to see the following highlights in our income:
  - \$301,000 in subscription income and generally in line with the prior year
  - \$753,000 in Annual Congress income – a combination of sponsor and attendance income; and
  - \$184,000 in sponsorships and general partnerships income. This was generated by the National Office, as well as the State Groups and Specialist Practice Networks. There were also some additional new streams of income from Podcasts and various on-line workshops.

Vice President and Chair of the Finance, Audit and Risk Committee, Meredith Cummins advised overall CNSA remains in a strong financial position and the organisation has decided to continue to invest in staffing resources to support the growth in membership numbers and increase our advocacy reach and influence. These are important positions that we believe will set up the organisation for long term success and enable the implementation of our new five-year Strategic Plan.

**RESOLUTION: That the 2023-2024 financial statements and auditor's report be accepted.**

**CARRIED** 

## **5.2 Appointment of Auditor**

Independent external auditors report to the members of CNSA on the financial reports, not to the Board of Directors.

**RESOLUTION: That LD Assurance Auditors be appointed for the financial year ending 31 March 2025.**

**CARRIED**

CNSA President Anne Mellon expressed her sincere gratitude to Debbie Kirk who is stepping down as Director at the end of the AGM. CNSA President Anne Mellon invited all in attendance to acknowledge the contribution Debbie Kirk has made to CNSA during her term.

CNSA President Anne Mellon advised the official business of the AGM has now concluded and opened the floor to questions and comments. No questions or comments were received.

## **6. The 2024 CNSA Annual General Meeting officially closed at 9:07am AEST.**