

Minutes of Annual General Meeting held on 21 June 2025

Held at the Adelaide Convention Centre



MEETING OPENED	8:04am ACST
BOARD OF DIRECTORS	Anne Mellon (CNSA President and Board Chair), Meredith Cummins (CNSA Vice President), Di Davey (CNSA Director Advocacy), Dr Gemma McErlean (CNSA Director Research), Gabby Vigar (CNSA Director Networking), Ellen Heywood (CNSA Co-Director Congress), Gillian Blanchard (CNSA Director Early Career), Mark Lock (Appointed Director)
ATTENDEES	Click here for attendee list
APOLOGIES	Tracy Pearce (CNSA Appointed Director) Sue Bartlett (CNSA Co-Director Congress) Marion Eckert Carmel O’Kane Jane Phillips Mei Krishnasamy
STAFF	Jemma Still (Chief Executive Officer) Clare Lynex (Senior Policy Officer) Jackie Schmidt (Marketing & Partnerships Manager) Aviya Bavati (Membership & Events Manager) Amy Ribbons (Membership & Events Coordinator)

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 Friday 30 May 2025.

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 8:04am ACST.

1.1 Apologies

President Anne Mellon noted apologies have been received from Marion Eckert, Jane Phillips, Mei Krishnasamy, Carmel O’Kane, Sue Bartlett - CNSA Co-Director Congress and Tracy Pearce - CNSA Appointed Director prior to the AGM. No further apologies have been received.

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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; 1 proxy vote has been received from Mei Krishnasamy.

1.2 CNSA Board of Directors and Staff

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 (Director Advocacy), Ellen Heywood (Co-Director Congress), Gabby Vigar (Director Networking), Gemma McErlean (Director Research), Gillian Blanchard (Director Early Career) and Mark Lock (Appointed Director).

President Anne Mellon also introduced the CNSA staff in attendance; Jemma Still (Chief Executive Officer and Company Secretary), Jackie Schmidt (Marketing & Partnerships Manager), Clare Lynex (Senior Policy Officer), Aviya Bavati (Membership & Events Manager) and Amy Ribbons (Membership & Events Coordinator).

2. Minutes of Previous Meeting

President Anne Mellon advised the minutes of the previous AGM were sent with the notice of AGM on Friday 30 May 2025. 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

President Anne Mellon gave an overview of the activities and changes that have occurred within CNSA in the last twelve months, highlighting a significant year for the organisation and cancer nursing community.

CNSA achieved the following key milestones in 2024:

- Surpassed 2000 members, reflecting the growing recognition of CNSA's role and the strength of our collective voice.
- Held the 26th Annual Congress in Brisbane themed 'Innovative Quality Care in a Digital Era' where more than 600 delegates gathered.
- Secured nearly \$1 million in Australian Government funding through the Cancer Patient Support Program.
 - Funding will support the co-development of the National Cancer Nursing Education Portal.
 - The portal aims to consolidate, map and promote educational opportunities for cancer nurses across Australia.
 - The portal aims to help address workforce development and retention challenges through tailored learning and articulated career pathways.
- Celebrated the inaugural Cancer Nurses Day on the 14th of August 2024.
 - Over 230 events were held nationwide to recognise the expertise, care and compassion of more than 4000 cancer nurses.
 - With the theme of 'Strong, Skilled and Specialised', this national celebration marked a major step forward in increasing public awareness and institutional recognition of the value cancer nurses bring to the lives of their patients' families and the health system.
 - #CancerNursesDay on social media showcased widespread pride and passion.
- Strengthened CNSA's stakeholder engagement and national visibility.
 - Collaborated across the broader Australian Cancer Nursing Navigation Program.
 - Aligned with the Australian Cancer Plan and contributed to the National Nursing Workforce Strategy.

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- Led the development and publication of a workforce report titled 'Understanding the Cancer Nursing Workforce: A Snapshot of the Changing Dynamics', providing timely insights into workforce demographics, role diversity and emerging gaps.
- Continue to draw on National datasets and economic modelling to inform our advocacy and strategic planning.

Board of Directors Update

- We welcomed Mark Lock as CNSA's first externally Appointed Director (non-member). CNSA undertook a process through the Australian Institute of Company Directors to find Mark, who works with membership organisations, not-for-profits and small businesses to support best-practice governance, strategy, change and risk management.
- Mark replaces Professor Kate White, whose longstanding service and contributions have been instrumental in shaping our vision and initiatives; and have been crucial to our advocacy and positioning as an organisation.

The CNSA Annual Report

- Reflects on CNSA's collective achievements over the past 12 months, with specific highlights across education and research, updates on our policy work and submissions, the success of our Annual Congress, and other membership and partnership programs.
- Showcases the incredible work delivered by our Standing Committees, our Specialist Practice Networks and our passionate State Groups.
- The financial statements highlight how CNSA is increasing the diversity of its revenue streams to ensure long-term organisational sustainability whilst investing in our membership, and our future.

President Anne Mellon thanked the members, partners, volunteers and supporters who have helped CNSA continue to build a future in which cancer nurses are supported, empowered and recognised for the extraordinary work they do every day.

4. Chief Executive Officer Report

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

- Over the past 12 months the organisation has grown in reach, capability and impact across all areas of our strategic plan.
- Together with our members, volunteers, partners and staff we have delivered high quality education, meaningful engagement opportunities and a strong national voice for cancer nursing.
- Through the success and excitement of the inaugural Cancer Nurses Day; and reinvigorating our messaging that reaffirmed the value of membership, we were proud to surpass 2,000 active members for the first time, which was helped by the launch of our Early Career Cancer nurse's membership category. This marked an important milestone in our commitment to supporting the next generation of cancer nurses.
- We developed a new benefit called Cancer Nursing 101 – a free webinar series designed to build knowledge, confidence and connection, to support our Early Career Cancer Nurses.
- We have continued to invest in broad and inclusive access to professional development, delivering more than 25 live and on-demand webinars across priority areas, including immunotherapy, palliative care, genomics, clinical trials and survivorship.
- Our Research Review publication and monthly podcast 'Nursing Excellence in Cancer Care' continue to distil evidence into practice, bridging knowledge with everyday clinical relevance.
- Face to Face events have been delivered through our State Groups and Specialist Practice Networks, bringing members together to learn, collaborate and stay connected.
- This year, we also offered international grants for members to international cancer and nursing conferences, further supporting global engagement and knowledge exchange.

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- CNSA has proudly delivered more than \$100,000 in scholarships and grants to support cancer nurses to pursue further education, attend conferences and contribute to research and practice innovation.
- CNSA successfully delivered its first National Mentoring Program, pairing more than 60 mentors and mentees across diverse practice settings and career stages. Our program evaluation showed that 92% of participants would recommend the experience to their peers. As a result, we will now offer the program bi-annually and build on its success to support retention, connection, and leadership development.
- Our digital transformation was further supported by the launch of a new website, which reflects our contemporary brand and values, and provided easier access to content, clearer navigation, and an improved member experience.
- This year we proudly established collaborative National strategic partnerships with AstraZeneca, Lilly, GSK, Medline, Medison Pharma and Slater & Gordon.
- We also focused on modernising our operations, refining our governance structures and building systems that can help to meet the needs of a growing and evolving workforce.

Chief Executive Officer, Jemma Still thanked the National Office team, volunteer leaders, committee members, partners and the CNSA membership, who inspire everything we do.

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 2025, as outlined in the financial statements and auditors report sent with the notice of AGM on Friday 30 May 2025.

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 financial year ending 31 March 2025 reflects CNSA's ongoing commitment to strategic investment in our members, our team, and the systems that support both. While the Society posted a modest operating deficit of \$6,241 this was the result of planned investment during a growth phase – investments that position us for long-term success.
- We remain in a strong financial position, with net assets of \$888,978, significant cash reserves and more than \$1.7 million in income received in advance, including government funding to support future initiatives.
- With record high membership numbers and increasing visibility across the healthcare sector, our investments are essential to futureproof CNSA, supporting the workforce and scaling impact. These investments include:
 - A new digital platform and website that will significantly improve user experience, access to education, and member services.
 - Grants, scholarships, and professional development opportunities that directly benefit cancer nurses across Australia

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- Governance and operational infrastructure to support our growing team and increasing scope of work.
- Increased advocacy and promotion of the role of Cancer Nurses as a specialty, including the inaugural Cancer Nurses Day
- Expanded staffing capacity to enhance delivery of education, events, and member engagement.
- The next generation of Cancer Nursing leaders, through the creation of the Early Career Cancer Nurses membership category and Cancer Nursing 101 webinar series.
- CNSA continues to strengthen its financial foundation through a diverse and growing mix of revenue, including:
 - A record number of membership subscriptions, reflecting trust and engagement from the cancer nursing workforce.
 - Increased funding from national partners and sponsors, recognising the value of CNSA's work and reach; and validating the role and importance of cancer nursing to improve patient outcomes.
 - Ongoing income from flagship events such as the Annual Congress, and expanding education offerings, including workshops and podcasts.
- Members are encouraged to find out more about the Commonwealth Government grant of \$996,182, which was secured to support a multi-year project to develop a Cancer Nursing Education Portal, with \$641,369 received and recognised as income in advance for FY25. This diversity of income ensures long-term financial resilience and reduces exposure to risk from any single revenue source.
- At just \$220 per year, CNSA membership continues to offer exceptional value. These benefits reflect CNSA's mission to equip, empower and elevate cancer nurses, and are consistently reviewed and expanded to meet member needs. CNSA member benefits include:
 - Access to free and discounted education, including webinars, podcasts, local events and workshops
 - Professional development grants and scholarships
 - Participation in Specialist Practice Networks and Communities of Practice
 - Access to over 300 evidence-based resources in the CNSA Resource Library
 - Advocacy representation on national policy and workforce matters
 - A growing community of support and mentorship for every career stage
- With a strong financial base, increasing partnerships, and a rapidly expanding member community, we are well-positioned to scale our impact and respond to national health priorities. We will continue to invest in:
 - Support for the cancer nursing workforce
 - Improved systems and services
 - Sustainable growth and sector leadership

Vice President and Chair of the Finance, Audit and Risk Committee, Meredith Cummins thanked the membership, partners and supporters for helping to build a stronger future for cancer care in Australia.

RESOLUTION: That the 2024-2025 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 2026.

CARRIED

5.3 Endorsement of Elected Directors

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CNSA President Anne Mellon advised that a call for nominations for three Elected Director positions was sent to the membership on Thursday 27 March 2025 as outlined in Clause 36 of the Constitution, as well as section 3 of the By-laws. Prior to the deadline of 11:59pm AEST on Friday 25 April 2025, seven valid nominations were received from the following candidates.

- Dianne Davey; for a 3-year term
- Gemma McErlean; for a 3-year term
- Justin Hargreaves; for a 3-year term
- Nicole Gavin; for a 3-year term
- Carla Thamm; for a 3-year term
- Natasha Keir; for a 3-year term
- Christine Archer; for a 3-year term

With only three Elected Director positions available, an online election was required, in line with our corporate governance requirements. The election was run by TrueVote and commenced on Tuesday 20 May 2025 and ran until Friday 6 June 2025. All full and financial members were entitled to vote.

The successful Directors are:

- Gemma McErlean; for a 3-year term
- Justin Hargreaves; for a 3-year term
- Nicole Gavin; for a 3-year term

As per clause 36.3 of the CNSA Constitution the candidates nominated shall be declared elected at the annual general meeting following the election, subject to endorsement of each candidate by the Full Members by separate ordinary resolutions at the annual general meeting.

RESOLUTION: That Gemma McErlean be declared elected as a Director of CNSA for a three-year term until the end of the 2028 AGM.
CARRIED

RESOLUTION: That Justin Hargreaves be declared elected as a Director of CNSA for a three-year term until the end of the 2028 AGM.
CARRIED

RESOLUTION: That Nicole Gavin be declared elected as a Director of CNSA for a three-year term until the end of the 2028 AGM.
CARRIED

CNSA President Anne Mellon invited all in attendance to join her in congratulating Gemma McErlean, Justin Hargreaves and Nicole Gavin for being declared Elected Directors of CNSA for the terms specified, and advised the Board looks forward to working with and learning from the incoming Directors over the coming months and years.

CNSA President Anne Mellon expressed her sincere gratitude to Dianne Davey and Tracy Pearce who both have completed their terms on the Board and invited all in attendance to acknowledge the contribution both Dianne and Tracy have made to CNSA during their terms.

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.

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6. The 2025 CNSA Annual General Meeting officially closed at 8:26am ACST.