

2015 AGM Minutes

1240 EST Thursday 08/10/2015

Brisbane Convention and Exhibition Centre, Brisbane

1. Welcome & Open

The meeting was opened by outgoing Executive Director, Lee Trenning at 1242hrs

2. Attendance

Members present:

Lee Trenning (Chair), Margaret Fry, Louise Vuillermin, Kelli Innes, Andrew Keygan, Amy Glynn, Tony Bradley, Diane Langman, Debra Berry, Jocelyn Kellett, Kaylene Chetham, Judy Harris, Bernadette Ryan, Jessica Donald, Letitia Lewandowski, Lyndall Spencer, Elise Grover, Erin O'Callaghan, Shona Drake, Jenafah Gibbins, Jo Morey, Trish Allen, Julie Considine, Ramon Shaban, Pauline Calleja, Vanessa Gorman, Annabel Milonas, Deanne Robinson, Carolyn Dowling, Wayne Varndell, Janine Garland, Liz Elder (Moore), John Thompson, Brooke Alexander, Marc Marquez, Melanie Coates, Angela Devlin, Steve Aitchison, Sean Lannan, Jennifer Craig, Elizabeth Quinn, Rob McDonald, Therese Theile, Anna George, Kevin Dunshea, Kylie Fawcett, Annie Robinson, Amy Johnston, Sharon Klim, Cliff Connell, Kate Ruperto, Verity Drysdale, Pat Standen, Therese Gallagher, Suzanne Dale, Delia O'Brien, Lisa Kuhn, Michael Browne, Lorelle Malyon, Sarah-Louise Moyes, Andrew Dansie, Raymond Morgan, Amanda Hooton, Fabian Schuelke, Rachel Cross, Megan Carrick, Phil Williams, Jameela Truman, Sarah Weber, Prue Cable, Sue Galbraith, Andrea Leverett, Bronwyn Griffin, Katherine Lambe, Sue Whiteman, Kate Sandry, Anna Woschiechowski, Sharon Browne, Anne Coverdale, Ally Odgers, Megan Wake, Kelly Decker, Donna McLean, Shane Lenson, Julie Finucane, Julia Morphet (Minutes).

Non-members present:

Elicia Kunst, Sharon Kelso, Donna Sowell, Elizabeth Barraclough, Kelly Spencer,

Apologies: nil received

3. Minutes

Outgoing Executive Director Lee Trenning presented the minutes from the 2014 Annual General Meeting held in Perth, Western Australia. A proposal was made that the minutes be amended to reflect the discussion held at the 2014 AGM that CENA were moving secretariat services from PAMS to Conference Design.

It was moved that the discussion regarding movement of CENA secretariat services from PAMS to Conference Design be added to the 2014 minutes

Moved: Trish Allen,

Seconded: Tony Bradley

Not opposed

Carried

A proposal was made that the minutes be amended to reflect discussion held at the 2014 AGM that, as CENA were moving to Conference Design, they would also move

Auditor General. The Auditor General was associated with the secretariat service, and as such, CENA were moving Auditor General Services to Bentleys in Tasmania.

Moved: Trish Allen

Seconded: Megan Wake

Not opposed

Carried

Move that the minutes of the Annual General Meeting for 2014 be amended as described above, and then be accepted.

Moved: Julie Considine

Seconded: Kelli Innes

Not opposed

Carried

4. Executive Directors Report

The outgoing Executive Director, Lee Trenning, delivered the Executive Director's report:

Increase in membership - 1240 members in 2015. 3 new Fellows:

- Megan Wake (SA),
- Lorelle Malyon (QLD),
- Sarah-Louise Moyes (WA).

CENA National Board - There have been some changes to the National Board.

Tony Bradley (TAS) and Trish Allen (TAS) are stepping off the Board. Andrew Keygan (TAS) and Michael Browne (TAS) are stepping onto the Board for Tasmania.

There is a vacant Board position in NSW. NSW members encouraged to join Branch and consider joining Board.

There have also been changes to the Executive team.

- Executive Director – Mr Shane Lenson (ACT) will replace Ms Lee Trenning (QLD) in this role effective 8th October 2015.
- Associate Executive Director – Ms Trish Allen (TAS) stepping off Board. Mr Jamie Ranse (ACT) accepted this role effective 8th October 2015.
- Administrative Director – Dr Julia Morphet (VIC) has been acting in this role since February 2015 when Mr Shane Lenson (ACT) stepped down from the role. Dr Julia Morphet will remain in this position.
- Finance Director – Mr Jamie Ranse (ACT) stepped down from this role, and Ms Karen Hammad (SA) accepted this role effective 8th October 2015.

2015/16 Board membership:

Mr Shane Lenson - Executive Director (ACT)

Mr Jamie Ranse - Associate Executive Director (ACT)

Dr Julia Morphet – Administrative Director (VIC)

Ms Karen Hammad – Finance Director, Chair, Research Portfolio (SA)

Mrs Kelly-Anne Hahn – Chair, Marketing Committee (WA)

Mr John Thompson – Deputy Finance Director (VIC)

Mr Wayne Varndell – Chair, Professional Standards Committee (NSW)

Ms Megan Wake – Chair, National Education Committee (SA)

Mr Michael Browne – Director (TAS)

Mr Andrew Keygan – Director (TAS)

Ms Lorelle Malyon – Director (QLD)

Ms Sarah-Louise Moyes – Director (WA)

Ms Lee Trenning – Director (QLD)

Director Position Vacant (NSW)

Lee thanked all Board members for their contribution toward Board, portfolio and Branch management and leadership

Credentialing – Lee Trenning and Lorelle Malyon have been leading credentialing for CENA. EOI distributed to members earlier in 2015. All those who expressed an interest have been contacted by the project team and advised about further progress. Queensland members will be credentialed first, as this phase of the project is being funded by Queensland Health. Aim to make this a national program for emergency nurses, managed by CENA.

CENA TNP – Brooke Alexander has stepped down from the CENA TNP National Coordinator role. Pauline Calleja has been appointed as the new CENA TNP National Coordinator. CENA TNP continues to increase the number of courses on offer, and is moving into new geographical areas.

The CENA TNP Manual and Workbook have been revised and were available at the CENA trade display at ICEN 2015 for review.

Administration – CENA secretariat services moved from PAMS to Conference Design on 1st December 2014.

ICEN

Lee acknowledged the continued support of ICEN provided by MidMed, Elsevier and Welch Allyn, as well as our many other sponsors.

Congratulations to the WA Branch who organised ICEN 2014. That conference made \$7,963 profit.

ICEN 2015 – currently underway. 409 delegates registered

Strategic Plan - The draft CENA Strategic Plan was circulated via email in May/June 2015 and consultation invited from members. The final CENA Strategic Plan was circulated via email in September and printed copies were available at the CENA trade display. An electronic copy is available on the CENA website

CENA Governance - This is being led by newly appointed Executive Director Shane Lenson. The Board are looking to restructure some committees and exploring the option of a remunerated CEO role.

Motion that the Executive Director report be accepted.

Moved: Trish Allen

Seconded: Ramon Shaban

No objections

Carried

5. Financial Report

The outgoing Executive Director Lee Trenning read the Financial Report as circulated in the 2015 CENA Annual Report. There has been an increase in membership fees by \$10 across all categories. These funds will enable the continued growth of CENA and CENA TNP.

Lee Trenning proposed a motion that the Audited Financial Report for the period ended 30 June 2015 be accepted.

Moved: Ramon Shaban

Seconded: Pauline Calleja.

The motion was supported by all members and carried.

6. General

The outgoing Executive Director Lee Trenning opened the floor for questions.

Appointment of a remunerated CEO position. Concern was expressed by several Fellows and Members that CENA is not in a financial position to fund a remunerated CEO role. Incoming

Executive Director Shane Lenson was invited to respond to these concerns. Shane advised that:

- There is a plan to engage consultation of members.
- The intention is to engage a CEO on a part-time, 12 month contract.

Question posed re how the CEO role would be different from the Executive Director role.

- Shane explained that the CEO would be expected to do much of the work which is currently undertaken by the Board members. The Board will continue to guide the strategic direction of CENA.

Concern expressed by members regarding the sustainability of the role of CEO.

- Shane explained that the role may use up to 50% of CENA's capital in the first 12 months, and
- the intention is to develop KPIs including income revenue, which would require the CEO to generate income to sustain their appointment.

Marg Fry proposed: "That after a period of consultation and review by the Board and Members, that the decision for moving to remunerate a CEO position be presented at an Annual General Meeting for members to vote on".

Moved: Marg Fry

Seconded: Debra Berry

Opposed: nil

Abstain – n = 2

Motion carried by majority

Following that motion, a Fellow identified the three key endeavours of CENA at present: i) AENJ, ii) CENA TNP, iii) ICEN. Members requested that the Board focus on what can be done to support and grow these three key endeavours.

To that end, a request was made that a business case be developed, which will propose different options for the growth and governance of CENA, enabling members to vote on an option, rather than a Yes / No for a CEO.

- Shane confirmed that a business case will be developed and put to members.

Thanks from members to Lee Trenning for the hard work she has done in the previous 18 months at Executive Director.

7. Close

The AGM was closed by the outgoing Executive Director Lee Trenning 1330 hrs.