

Executive Meeting

Wednesday 23 November 2022 via Teams

NOTES

In attendance:

Esther May (Chair)	Michelle Lincoln
Terry Haines	Michelle Belligan
Gregory Kolt	

Jen Coulls – Executive Officer

The meeting opened at 10.00am(CST)

1.	Welcome The Chair welcomed all to the meeting.
2.	Apologies Russ Hoye
3.	Previous meeting
3.1	The notes of the meeting of 13 October 2022 were accepted as an accurate record.
3.2	The action register was considered noting that all actions have been completed.
4.	<p>ACDHS Symposium – feedback Assoc Prof Jillian Clarke, Assoc Prof Michael Curtin, Professor Saravana Kumar (Symposium Organising Committee) joined the meeting</p> <p>The Executive and SOC considered the feedback collected from the post event participant survey, verbal feedback and statistical information. The following points were made:</p> <ul style="list-style-type: none"> • Overall a great event. • The strengths and weaknesses of a bespoke event venue vs a member campus facility. There are often hidden costs in running events on campus particularly dealing with multiple suppliers. • Strengths and weaknesses of using a professional conference organiser. Cost-benefit given the small committee. • Suggestion that a small registration fee be charged for future events. It was resolved not to charge and that events such as this should be considered as a member benefit. • Issue a Certificate of Attendance in future to support PD. • Event frequency: resolved to hold every 2 years offset from the National Allied Health Conference.

5.	<p>Decision items</p>
5.1	<p>Confirmation of Interim Board The following members confirmed their commitment to form the Interim Board as Directors of ACDHS Limited until the May AGM:</p> <ul style="list-style-type: none"> • Professor Terry Haines • Professor Michelle Lincoln • Professor Michelle Belligan • Professor Esther May • Professor Greg Kolt • Professor Russ Hoye
5.2	<p>Office bearers In accordance with the Constitution, the following Directors were appointed office bearers of ACDHS Limited commencing 1 January 2023 until the next AGM (May 2023) as interim positions.</p> <p>Chair – Professor Michelle Lincoln Deputy Chair – Professor Terry Haines Chair Finance and Audit – Professor Esther May</p>
5.3	<p>Board meeting schedule 2023 It was resolved that meetings of the Board shall occur monthly (January, February, March and April). Schedule to be reviewed after the AGM.</p>
5.4	<p>AGM It was resolved to hold the first Annual General Meeting of ACDHS Limited in May, to co-incide with Parliament sitting.</p> <p>It was further resolved to develop a full day program – topics to be determined at the first meeting of the Board in January 2023. As the Minister of Health has expressed his interest in meeting with ACDHS, an invitation to meet with Council be issued as a matter of priority. Action: EO to issue a save the date to all members of Council.</p>
5.5	<p>By-Laws A base set of by-laws to be developed to support the operations of ACDHS Ltd. The Executive Officer will undertake this work in January.</p> <p><u>Membership</u> Discussion ensued about a by-law relating to membership criteria, noting that ACDHS currently requires specific criteria to be met to be a member. Executive determined that this criteria is now redundant given the proliferation of allied health programs in the sector and that the organisations now comprises the majority of Australian higher education institutions.</p>

	<p>It was resolved that the criteria to become a member of ACDHS Limited be as set out in the Constitution.</p> <p><u>Financial delegations/authority</u></p> <p>It was determined that a Westpac Community Solutions bank account be opened. Nominations were sought from the Executive to act as signatories on the ACDHS Ltd bank account. It was determined that the account will have three(3) signatories being:</p> <ol style="list-style-type: none"> 1. Executive Officer/Director 2. Chair 3. Deputy Chair <p>It was resolved that Professors Lincoln and Haines will be signatories on the bank account along with Ms Jen Coulls.</p> <p>Action:</p> <ul style="list-style-type: none"> • <i>Professors Lincoln and Haines to complete customer ID verification at their local Westpac branch as a matter of priority to facilitate the required 3-way virtual meeting to open the account.</i> • <i>EO to work with the Chair Finance and Audit on developing a financial delegations by-law</i>
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>Updates</p> <p>Incorporation</p> <p>Progress in operationalising ACDHS Limited is progressing according to plan. It was however resolved to defer application for charity status until the new year and once the financial structure is in place.</p> <p>Action: EO to commence application in January</p> <p>Appointment of new Executive Director</p> <p>Interviews have been conducted (3) and a preferred candidate identified for which referee reports are currently being sought. It is anticipated that subject to the Panel’s consideration of the reports, a contract will be offered with a commencement date of 9 January 2023.</p>
<p>7.</p>	<p>Matters for noting</p> <p>The Finance Report were noted.</p>

8.	Any other business
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	As this was the final meeting of ACDHS the outgoing Chair thanked the Executive for their commitment and work over the past 3 years and acknowledged the work of the Executive Officer in progressing the organisation to where it is today.
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The meeting closed at 11.25am