

## MINUTES OF ANNUAL GENERAL MEETING

DATE: 19 August 2017

LOCATION: Swissotel 68 Market Street Sydney

1. The meeting opened at 10:30 am  
The President, Tanya Bennett welcomed those attending
2. Members present and apologies
  - 2.1 Present: President and 103 members and 5 non-members as per attendance list.  
A quorum was achieved.
  - 2.2 Apologies: Anne-Marie Green, Patricia Goh, Lynn Rapley and Pilar Lee.
3. Confirmation and Acceptance of Minutes from previous AGM held 27 August 2016
  - 3.1 Accepted by: Jennifer Chow
  - 3.2 Seconded by: Julie Neal
  - 3.3 Vote: Approved unanimously
4. Business arising from Previous AGM
  - 4.1 Nil
5. Correspondence
  - 5.1 In: Scholarship thank you letter - received from Mirella Toose (attached below)
  - 5.2 Out: Nil
6. Presentation of Annual Reports:
  - 6.1 **President's Report:** Presented by Tanya Bennett - see attached
  - 6.2 **Treasurer's Report:** Presented by: Mirella Toose - see attached  
A copy of the financial statement is available for any member to view.  
The Treasurer asked the members to accept the report.  
Accepted by: Sandra Holden  
Seconded by: Nancy Broer
    - 6.2.3 M. Toose invited questions from the members regarding the annual statement.

6.2.4 M.Toose moved that:

*“In accordance with the Associations Incorporation Act 2009, this meeting resolves that the annual statement presented be accepted as a correct record of the past year’s activities of the association and be lodged within one month from the date of this meeting and that this report be signed by the Treasurer and President as members of the committee.”*

Vote: Accepted by: all in attendance  
Against: 0

The committee at this point formally stood down and the out-going Treasurer , Mirella Toose acting on behalf of the absent Secretary carried out the election of the new President.

#### 7 Election of President

One nomination was received for President. Tanya Bennett accepted the nomination and was elected unopposed.

From this point the new President conducted the remainder of the elections.

#### 8 Election of Office Bearers

The following accepted nomination for the positions of:

- ❖ Treasurer: Mirella Toose
- ❖ Secretary: Patricia Goh

The above Office Bearers were elected unopposed.

Nominations were received and accepted for Committee Member positions by the following:

- ❖ Sue Flack
- ❖ Andre Peralta
- ❖ Darlene Hennessey
- ❖ Lynn Rapley
- ❖ Pilar Lee

The above Committee Members were elected unopposed. Tanya welcomed the returning Committee Members and said she was looking forward to working with the Committee.

The following DSNA members indicated that they would like to join the Committee;

- ❖ Craig Durand
- ❖ Roanne O’Mullane

#### 9 New Business: T. Bennett invited questions from the members.

1. Reduction in cost of Conference Registration – A member suggested this after a discussion with a colleague also a member who couldn’t attend due to finances.

President replied stating that there are available funds via scholarships for members and that we encourage and advertise this but have had no applications.

2. From this further discussion re SCHOLARSHIP was taken up from a previous scholarship recipient, Rosemary Stagg. She explained it was easy to apply and that for the expected journal article she received immense support and thanked the association for this.
  3. REGIONAL EDUCATION SESSIONS - newly joined member from Taree, suggested these events geographically difficult to attend. Asked if next year regional could be in her area of Taree. Committee encouraged member to consider hosting an event with our support
- 9.2 Other business
- CONFERENCE 2018 REGISTRATION PRIZE - name drawn from members attending for this prize donated by DSNA.  
Recipient - Craig Durand (Aesthetic Day Surgery)

T. Bennett declared the AGM closed and invited members to attend the next AGM, to be held on 25 August 2018 at Amora Hotel, Sydney

Meeting Closed at: 11 am

Signed:

President: Tanya Bennett

Date:

## Presidents Report August 2017

On behalf of the DSNA executive committee I am pleased to present the 2016-2017 Day Surgery Nurses Association NSW President's Report. This report provides a snapshot of the period from July 2016 through to June 2017. It has been a year that has been both exciting as well as a little difficult and trying at times.

I am happy to report that we have enjoyed sound membership growth and retention – we now have more than 343 members. We have also enjoyed a strong financial year thanks to the hard work and diligence of our treasurer Mirella Toose whose report provides you with more information.

With such a strong financial position, we encourage you to apply for sponsorship /scholarship to education events or conferences. The requirement to receive a scholarship is to be a financial member for two years and either present or contribute a journal article piece for the ADSNA journal.

Our committee have worked tirelessly to bring you our members a diverse range of education sessions held at various hospitals and day surgery's in Sydney and regional NSW in the last financial year. We thank these facilities for allowing us to hold our education sessions at their workplaces.

Hosting an education showcases your facility and the great work you do as nurses in promoting day surgery and delivering high standards of patient care and safety.

Our attendances at these education sessions haven't been so well attended and after the conference we will be sending out a survey to you the members to gauge how much education you want provided in 2018

With so much on-line learning now available it may well be that we scale down the number of education sessions we hold throughout the year.

	Attendees	Date
Genea	24	Jul-16
Conference	224	Aug-16
Liverpool	18	Nov-16
St George	34	Feb-17
Nepean	18	Mar-17

John Hunter 34 May -2017

Sadly, we saw two of our executive committee resign in the new year due to work commitments Jennifer Bowman Denika Ready

This has resulted in the executive committee working harder with fewer of us. Our executive committee are very concerned that without new committee members we may not have an executive at the next AGM.

We welcome and encourage new and enthusiastic day surgery personnel to join us in 2017. We are passionate about delivering quality affordable education to our members representing our industry to make changes. We want to encourage you to consider being a part of our dynamic team – your contribution makes a real difference to health care in a day surgery setting and truly enriches your professional development.

We continue to work closely with ADSNA and in September we spent a weekend re writing the best practice guidelines for day surgery. This proved to be a mammoth but rewarding task .NSW are responsible for Pt Discharge and Education .

The new guidelines will be launched in June 2018 and will be aligned to version 2 of the National Safety and Quality Health Service Standards which will be launched in Nov 2017.

ADSNA meets 4 times a year to:

maintain professional associations with national and international organisations

provide a climate which fosters good fellowship and networking between members

To encourage research into all areas of Day Surgery Nursing

To develop and recommend Day Surgery Best Practice Guidelines and provide expert advice to government and other relevant regulatory agencies.

ADSNA produces 2 e newsletters and 2 hard copy journals annually for its members.

The national conference will be held on the 14<sup>th</sup> and 15<sup>th</sup> of October in Glenelg, Adelaide with the theme That was then this is now.

ADSNA in collaboration with ANSELL are launching a webinar series. The first one will be held on the 5<sup>th</sup> of September at 7pm and the topic will be Understanding Occupational Latex and Chemical Allergies.

In May, this year myself and Mirella attended the IAAS congress in Beijing, China. This was a truly amazing experience with 3 days of networking, fun and education. I was fortunate to be able to present along with several of my ADSNA colleagues as well as nurses from other states in Australia.

Andre, our marketing guru has set up a fantastic new website that is interactive and user friendly. He has also established a video conference system (ZOOM) for our executive meetings to allow the executive committee to meet whether they may be. This reduces cost and improves time efficiency.

In November, we will be having our planning day for 2018.

Thank you all for your continued membership of DSNA

## **TREASURER'S REPORT - AGM 19 August, 2017**

Finally getting the hang of MYOB!

EOFY has again seen the NSW DSNA in a sound financial position.

3 accounts are still in place

Business cheque for every day, e-saver which continues to gain 20-30/month interest and our Term deposit was again rolled over to mature in FEB 2018. This yielded \$1173 in Feb 2017.

Current totals in accounts as of 19 August, 2017 is \$62,100

One scholarship was awarded to the Beijing IAAS Conference to value of \$2000.

Deposit has been paid to Jamison Amora Hotel for 2018 conference.

As per secretariat, we have as of June 2017.

343 members

An investment in an updated web-site I feel has been invaluable.

Our use of Eventbrite has changed the closing balance of our accounts to date as payment is received post-event. From this event we expect income of approximately \$29,000 from trade and ticket sales. This system is a very effective recording tool from Treasurer point of view. Whilst it may be difficult for those not wanting to use online banking, the reduction of labour intensive accounting is much simpler and secure this way.

Mercy ships to date has received \$500 of donations via Education events and we thank you for your support. The final amount will again be met as donation towards Mercy ships.

All great expenses for the year were attended to prior to Tax return submissions. We have continued to use Garnsey partners to audit and submit on our behalf.

Please find attached profit / loss statement for year end June 2017.

The calculated 2017 tax position is nil with carried forward losses as of 30 June 2017 of \$933

Members are free to view a copy of the Financial statement.

## **Scholarship Thank you letter**

To all the Committee and members of the NSW Day Surgery Nurses Association,

I would like to take this opportunity at this year's AGM to formalise a heartfelt thank you as the recipient of a 2017 scholarship.

With this scholarship, I was able to attend the 12th IAAS Congress in Ambulatory Surgery hosted by Beijing.

This was a wonderful experience on many levels.

First and foremost, to be amongst an International body with the sole focus of providing progressive and innovative care to clients in the most up to date day care facilities. The sharing of experiences, knowledge and professionalism was the underlying theme.

To experience and appreciate other cultures and how much in Australia we take for granted in the delivery of healthcare was an eye-opening view as a delegate. I truly reflected on how incredibly high our standards are and how we are one of the countries that others benchmark against - we are the lucky country!

For the host nation China, their progress has been incredible in the short time day surgery facilities have been around there but a visit to the second biggest eye hospital in Beijing, showed how professional, progressive and precise they are in the delivery of day healthcare.

Lastly, and from my view equally as important as the first, I had the opportunity to listen and support all of our incredibly talented, professional and knowledgeable members of the ADSNA group including our star NSW President Tanya present at allocated sessions

They are inspirational, hard-working, natural, a wealth of knowledge and also delivered all their talks with the Aussie style of making all feel welcomed in a truly warm way but with flair and professionalism - I truly felt like a proud mum! They are a beautiful fun bunch of day surgery nurses if I do say so myself!

I promise to complete my journal article as soon as time permits.

I am again so extremely grateful to the Association and members for this fabulous opportunity.

As a Committee member I truly encourage others to do so to also share such educational benefits To Achieve " Excellence in our Day Surgeries!"

Kind regards and thanks  
Mirella Toose  
Treasurer DSNA