



## **AuSPEN Minutes of Annual General Meeting Held on Saturday 19 November 2022**

Between 12.15pm and 12.45pm AEDT in Crown Conference Meeting Room Melbourne and via zoom webinar

**Present:**

Refer attached.

**Secretariat:**

Rhiannon Crane (RC)

**Recording of meeting**

All participants were notified that the meeting was being recorded and that presentations, comments and questions would be visible to all participants and may be shown in the recording.

An overview of the Zoom functionality was provided and, participants were advised that there would be a Q & A function during question time and voting function at the end of the meeting.

**1. Welcome, attendance and apologies**

Sharon Carey, President and Chair opened the meeting and warmly welcomed all participants to the 2022 face to face and virtual Annual General Meeting of AuSPEN.

Apologies were received from Susanna King and Sophie Hogan

**2. Minutes of the 2021 Annual General Meeting**

The President referenced the minutes of the previous AGM held on Saturday 20 November 2021 between 1.00pm and 2.00pm (AEDT) via Zoom webinar; no queries were raised.

**Motion:** The minutes of the previous AGM meeting held on Friday 27 November 2020 between 1.00 pm and 2.00pm (AEDT) via Zoom webinar were accepted and approved.

**Moved:** Lee-anne Chapple      **Seconded:** Rhiannon Crane Carried

The President introduced Council Members as outlined below and advised that the allocated portfolios for each of these members will be announced during the latter part of the meeting:

Amin Roberts

Darcy Holt

Charlotte Rowan

Sophie Hogan  
 Julia Fox  
 Sharon Carey  
 Kate Fetterplace  
 Rhiannon Crane  
 Varsha Asrani  
 Kiah Witney-Cochrane  
 Ibolya Nyulasi

**3. Reports**

**President’s report**

The President provided an outline of the key activities conducted throughout 2022 noting that a great deal has been accomplished despite it being another challenging year due to the Covid environment and the transitioning to hold face-to-face meetings. A summary of the work of the Society was outlined as follows:

**2021/2022 Activities**

- Extended Corp Comm contract for secretarial and conference arrangements.
- Website and membership portal renewals
- Established AuSPEN Executive Committee Meetings
- Established the Home Parenteral Nutrition (HPN) governance, registry6 and guidelines working groups
- Increased AuSPEN membership and industry partnerships

**2023 Activities**

- Strategic planning including imbedding succession planning within council and committees
- Review of financial position (outlined in treasurer report)
- Strategies to maintain AuSPEN membership levels and industry partnerships
- Regular meetings/updates throughout the year
- Updates were provided from each Committee chair

The President handed the meeting over to the Treasurer, Darcey Holt to present the Treasurer’s report.

**Treasurer’s Report**

D Holt introduced the Treasurer’s report noting that the Society had increased expenditure compared to FY20-21 due to return to face to face conference. D Holt thanked AuSPEN industry Partners for their continued support of AuSPEN initiatives and conference.

A snapshot of the statement of accounts is outlined below:

<b>AuSPEN financial statement 2019/2020</b>	
<b>Cash Balance FY 2020-21</b>	\$233,412
<b>Cash Balance FY 2021-22</b>	<b>\$243,055</b>
<b>Profit/loss</b>	

<ul style="list-style-type: none"> <li>• Income</li> <li>• Expenses</li> <li>• Operating surplus</li> </ul>	\$203,623 -\$206,658
<b>Operating deficit</b>	<b>(\$3,035)</b>

D Holt thanked Comm Corp and William Buck, the Auditors, for their work throughout the year and advised that copies of the Annual Report can be made available.

**Motion:** The Treasurer's report was accepted and approved.

**Moved:** Amin Roberts                      **Seconded:** Sharon Carey, Carried

The President thanked D Holt for the detailed report.

Council members provided a brief update on work undertaken in their specific portfolios as follows:

Rhiannon Crane, Secretary – membership/Corp Comm, Secretariat  
 Varsha Asrani – Clinical Practice Committee  
 Julia Fox - Paediatric Committee  
 Kiah Witney-Cochrane – Marketing and Communication  
 Kate Fetterplace – Scientific Committee  
 Rhiannon Crane – Education Committee  
 Sharon Carey – HPN Committee and working groups

#### **4. Council changes – President farewell**

Sharon Carey provided an update on Council changes noting the departure of Prof Ibolya Nyulasi and Council member Dr Lee-anne Chapple acknowledging their work, commitment, and contribution to the Society over the years. It was noted that Council changes for 2022 have been made via the usual Expression of Interest/voting process. The changes were outlined as follows:

#### **Outgoing AuSPEN Members**

N/A

#### **Incoming AuSPEN Council**

President (and Co-Chair HPN Governance Committee) – A/Prof Sharon Carey  
 Treasurer – Dr Darcy Holt  
 Secretary – Dr Sophie Hogan/Ms Rhiannon Crane  
 Chair of Clinical Practice Committee – Ms Varsha Asrani  
 Chair of the Scientific Committee – Dr Kate Fetterplace  
 Chair of Education Committee – Ms Rhiannon Crane  
 Chair of Paediatrics Committee - Ms Julia Fox  
 Chair of Marketing and Communication Committee – Ms Kiah Witney-Cochrane/Dr Sophie Hogan  
 2023 Conference Organising Committee Chair – Dr Charlotte Sigley  
 Council Members – Dr Amin Roberts  
 Council Member – Prof Ibolya Nyulasi

**5. Future events**

It was noted that the next AGM and Annual Scientific Meeting is to be held in Auckland, New Zealand, during the month of November 2023, however, dates to be confirmed shortly.

There was an opportunity provided for members to engage and raise any relevant questions.

The President acknowledged and thanked all committee members, working party members and members in general for their enthusiasm and contribution to the work of the Society including industry partners who have been instrumental in these particularly challenging times. The President acknowledged the partnership between AuSPEN and Corp Comm and thanked the team for all their support and hard work throughout the year. The meeting was officially closed at 12:45pm.