

Palliative Care Queensland 2023 Annual General Meeting Minutes



Date:	25 October 2023	Quorum:	Yes
Location:	Vincent's Chartered Accounting (Ozone Room, Level 33, 32 Turbot Street, Brisbane City or Online (via zoom))	Chair:	Anthony Herbert
		Minute Taker:	Naomi Jowett

Attendee	Role	Attendee	Role
Anthony Herbert	PCQ President	John Haberecht	PCQ Lifetime Member
Karen Gower	PCQ Vice-President	Frances Logan	PCQ Member
Emily Cowan	PCQ Secretary	Debbie Singh (online)	Non-PCQ Member
Luke Boyle	PCQ Treasurer	Julie Gower	Non-PCQ Member
Louise O'Neill	PCQ CEO	Louise Leigh (online)	Non-PCQ Member
Emily Ritchie	PCQ Board Member	Naomi Jowett	Non-PCQ Member
Jayne Hewitt (online)	PCQ Board Member	Victor Uson	Non-PCQ Member
Kathryn Hooper	PCQ Board Member		

No.	Item	Discussion	Actions arising	Action allocation	Time for completion
1	Declare meeting open - Acknowledgement of First Nations, PCQ Org Priorities & Inclusivity Statement - Present/apologies - Conflicts of Interest - Confirmation of quorum	Meeting was opened at 5:40pm Acknowledgement of Country was read, PCQ Organisational Priorities and Inclusivity Statement was read. Present as noted above. Apologies: Matthew Cooper, Sue Colen, Caroline Irlle and Harpreet Kalsi-Smith. No conflicts of interest were declared. Quorum was confirmed.			
2	Review of previous minutes	Paper referred to: 2a. Draft PCQ AGM 2022 Minutes Luke Boyle moved to approve the 2022 AGM Meeting Minutes. This motion was seconded by Karen Gower. Motion carried.			

No.	Item	Discussion	Actions arising	Action allocation	Time for completion
3	President’s Report	<p>Paper referred to: 3a. PCQ Annual Report 2022-2023</p> <p>The President’s Report was presented in the PCQ Annual Report 2022-2023.</p> <p>Anthony Herbert noted the following:</p> <ul style="list-style-type: none"> - Louise O’Neill joined PCQ as new CEO in December. Louise has extensive experience in government and non-government sectors, including aged and disability care. - John Haberecht acted as Interim CEO while recruiting the new CEO. - Debbie Singh joined PCQ as Program and Policy Manager. - Highlights from the year include activities during National Palliative Care Week (NPCW), a successful advocacy event at Queensland Parliament House and the Ambulance Wish Gala Dinner (AWQld) in Townsville. - PCQ will host the next Oceanic Palliative Care Conference in Brisbane in 2025. - The PCQ Team have been busy delivering education around Queensland and demonstrating the value of the provision of education in the community. - PCQ is grateful to the AWQld team for growing the program which demonstrates palliative care in a practical way – the number of Ambulance Wishes delivered since 2019 has doubled. - PCQ is appreciative of the Queensland Government’s ongoing funding and for assisting with a major overhaul of the website and membership portal. - Anthony thanked the Board members and staff team members for their commitment to the organisation. - Anthony thanked Luke Boyle for his efforts over recent years as Treasurer and extended his best wishes to Luke in his new role at work. - The PCQ Summit will be held on 1 December 2023. <p>Emily Cowen moved to approve the President’s report. This motion was seconded by John Haberecht. Motion carried.</p>			
4	Finance Report	<p>Paper referred to: 4a. PCQ’s Audited Financial Report 2022-2023</p>			

No.	Item	Discussion	Actions arising	Action allocation	Time for completion
		<p>Luke Boyle presented the following financial report for the 2023 financial year:</p> <p>Income</p> <ul style="list-style-type: none"> - It was a busy year: PCQ moved its Brisbane office, welcomed a new CEO and continued to move back to pre-covid times in a sense. - Total revenue for year was \$1.25m, which was slightly down compared to last year. - This year PCQ did not run the Brisbane South Primary Health Network (BSPHN) project as this finished in April 2022. If PCQ had delivered this project, then revenue would have been expensed in full. - Membership income increased by about 7.5% (representing approximately 1.66% of total income during the year. PCQ continues to improve the benefits provided to members and how members can engage with the organisation. - Approximately \$30k in sponsorship income generated for AWQld program. - Previously AWQld activities have been funded by the Qld Government as a grant/sponsorship. - PCQ has continued to secure funding which has allowed it to continue its mission to ensure that every Queenslanders has access to high quality palliative care services when they need it. - Grants and projects income is slightly down due to running less projects. It represents about 76% of total income. The agreements require funds to be expensed in full and so do not provide any cash surplus that can be carried forward. - PCQ continues to diversify and receive other sources of income to fund its other operations. - Donations are down compared to last year – it is hard to anticipate how these will go due to the discretionary nature of donations. In the 2023, people started to feel in increase in the cost of living, which may be a reason why donations have decreased. <p>Expenses</p> <ul style="list-style-type: none"> - PCQ was required to do a Right of Use Asset in lease liabilities which is a part of PCQ having to prepare financial statements under Australian accounting. Economic benefit is calculated for what would be received from the lease at Upper Edward 			

No.	Item	Discussion	Actions arising	Action allocation	Time for completion
		<p>Street which is over the life of the lease plus an extended option. This is recorded on the balance sheet as a right of use asset and ends up as a lease liability. This means the rent for it is not seen and instead an interest expense and depreciation are shown.</p> <ul style="list-style-type: none"> - Total expenses were approximately \$1.29m – operating expenses were approximately \$1.2m. - Largest expense was employment costs, representing about 66%. This is expected given the nature of the charity, and PCQ is required to source talent and services from highly skilled individuals to be able to continue to be a leading independent peak body and appropriately advocate for the sector. - The second largest expense is consultancy costs (included in the operating expenses). The cost decreased from \$108k last year to \$75k. - Expenses decreased in line with revenue. - Travel expenses have increased in line with pre-covid times. This includes visiting the Townsville office, expanding AWQld to Townsville and Louise going to Tasmania. - There was a deficit for the year of \$38,941 compared to \$18,258 the prior year. The deficit was expected and was included in the 2023 Budget. Despite getting into a deficit, PCQ had higher cash at year end (\$518,669) compared to the year prior (\$295,801) due to receiving revenue in advance (\$209k currently sitting as a liability at year end). In accordance with accounting standards, this does not appear on the Profit and Loss Statement until requirements for that revenue to be recognised are met. That revenue will be included in 2024. - Overall, the balance sheet shows net assets of \$270k which was a strong start to the 2024 financial year. - This result demonstrates that the team, CEO and Board have sought to use PCQ’s resources effectively to provide the best outcome for its members and the Queensland population. It is hoped that PCQ will continue to build on its membership, AWQld sponsorship and engagement in the community. - The budget has been prepared for the 2024 financial year which will enable PCQ to grow and minimise financial risk. The budget will help PCQ monitor the association’s 			

No.	Item	Discussion	Actions arising	Action allocation	Time for completion
		<p>performance compared to targets to ensure it is using its cash and financial resources effectively.</p> <ul style="list-style-type: none"> - The association is in a stable financial position at present and has enough cash to meet any of its creditors. <p>Approval of PCQ’s Audited Financial Report 2022-2023 John Haberecht moved to approve the audited financial statements. This motion was seconded by Emily Cowan. Motion carried.</p>			
5	CEO’s Report	<p>Paper referred to: 3a. PCQ Annual Report 2022-2023</p> <p>The CEO’s Report was presented in the PCQ Annual Report 2022-2023.</p> <p>Louise O’Neill noted the following:</p> <p>Advocacy</p> <ul style="list-style-type: none"> - The state government announced their Palliative Care and End of Life Strategy in early 2022-2023 which resulted in a lot of advocacy work by Shyla on behalf of PCQ and members which was not reflected in the Annual Report as the work happened prior to the financial year but was reflected in the announcement of that strategy. - Advocacy issues PCQ addressed were: medicine shortages, particularly Ordine; under 65s access, particularly those who seek NDIS access for permanent disability; and working with state government and hospices to ensure hospice funding contracts were continued. <p>Reconciliation Action Plan (RAP)</p> <ul style="list-style-type: none"> - PCQ launched its first RAP in August 2022. This has provided a constant reminder for PCQ to strive for best practice and equality for First Nations people in Queensland and particularly those who require palliative care services. 			

No.	Item	Discussion	Actions arising	Action allocation	Time for completion
		<ul style="list-style-type: none"> - PCQ has been building its capacity for connection through Aboriginal and Torres Strait Islander representatives who are passionate about palliative care. - An Eastern Star Foundation grant for \$100k was secured by John Haberecht as Interim CEO for developing yarning circles and return to country for people who are palliative in Aboriginal and Torres Strait Islander communities. It probably will not be enough money to do this so PCQ is working on building partnerships to see how it can maximise the funding. - During 2022-2023 PCQ hosted a PalliWellbeing webinar on Palliative Care for First Nations People; ran a NPCW stories campaign which included videos from Natalie Saroglia, a proud Tagalaka woman and Co-Ordinator of the Burdekin Neighbourhood Centre Association, and Kat Hooper, a proud Worimi and Gubbi Gubbi descendent and Nurse Practitioner and Nurse Educator for the PEPA Program at QUT and now Nurse Practitioner for PallConsult; and held an Aboriginal and Torres Strait Islander Workforce Roundtable within PCQ’s advocacy roundtable series which leads into the priorities report and budget submissions to government. <p>PalliWellbeing</p> <ul style="list-style-type: none"> - PCQ held six sector education webinars and four community education webinars during 2022-2023 which were funded through PCQ’s grant from the state government and PCQ continues to deliver more than what it is funded for. <p>National Palliative Care Week 2023</p> <ul style="list-style-type: none"> - The theme was ‘Matters of life and death, and people at the heart of Palliative Care’. - The week started with the AWQld Gala Dinner held in Townsville. - PCQ held the following activities: <ul style="list-style-type: none"> ○ Lunchbox event with Queensland MPs at Parliament House <ul style="list-style-type: none"> ▪ Queensland politicians wore the new orange palliative care heart badges in parliament which provided exposure on the national news. (Louise noted the logo will change nationally to use the heart and PCQ will be doing a soft launch of this next week.) 			

No.	Item	Discussion	Actions arising	Action allocation	Time for completion
		<ul style="list-style-type: none"> ○ National PalliWELLBEING Education Webinar: Palliative Care for First Nations people ○ 3 x PalliLEARN Community Education sessions ○ Afternoon Tea at Government House hosted by PCQ Patron, Her Excellency the Honourable Dr Jeannette Young AC PSM and Professor Graeme Nimmo RFD ○ Kidney Symposium Booth at the Royal Brisbane and Women’s Hospital ○ Screening of ‘Live the life you please’ film ○ Light up of Queensland buildings and landmarks ○ Launch of the Grief Tending video podcast series which is a joint venture with Hummingbird House <p>PalliLearn</p> <ul style="list-style-type: none"> - PalliLearn are learning resources developed by the previous CEO Shyla Mills in 2021. - PCQ’s training programs having grown rapidly as PCQ expands its reach beyond the south-east of Queensland and Townsville into western and central Queensland. - The courses have been receiving very good feedback and PCQ is using this to revise the training itself. <p>Connecting End of Life Care in Townsville (CELC-T) project</p> <ul style="list-style-type: none"> - The CELC-T project ran for four years. The Northern Queensland Primary Health Network (NQPHN) funding ceased on 30 June 2023 as they now have Greater Choices funding. - The project aimed to improve the capacity of health, social and community palliative care services and supports within the Townsville Area. This was achieved by improving systems, developing practices and building community capacity in relation to dying, death and grief. - PCQ continues to work with the broader Townsville community across seven local government areas to strengthen and grow compassionate communities. <p>Ambulance Wish Queensland program</p>			

No.	Item	Discussion	Actions arising	Action allocation	Time for completion
		<ul style="list-style-type: none"> - 39 wishes were fulfilled in the 2022-2023 financial year. - AWQld fulfilled wishes for a total of 96 wish recipients since 2019. - The program has had a broad social media. - AWQld fulfills the last wishes of Queenslanders living with a life-limiting illness by providing the planning, coordination, specialist transport and clinical care they need. - PCQ has around 60 volunteers – most of which are paramedics, retired paramedics or student paramedics. - AWQld partners with multiple health services – this will inevitably grow as the program expands. - The AWQld fundraising dinners raised over \$40k in Brisbane and over \$10k in Townsville. - Both dinners had good representation from palliative care health service providers, volunteers, peak bodies, sponsorship representatives, and friends and family members of Wish Recipients. - Louise thanked the organisational and individual members who support PCQ to be the collective voice for the sector. - Louise thanked PCQ’s funding bodies, sponsors, partners, donors and in-kind supporters, including the Queensland Government, Queensland Ambulance Service, Easter Star Foundation, Palcare, the PHNs, the Wheel of Brisbane, GQS, Mingary Care, Hummingbird House and Country to Coast Qld. <p>Approval of CEO’s Report Anthony moved to approve the CEO’s report. This motion was seconded by Karen Gower. Motion carried.</p>			
6	Appointment of Members to the Board	<p>Paper referred to: 6a. PCQ 2023 Board Nominees</p> <p>Office Bearers whose terms are ending:</p> <ul style="list-style-type: none"> - Emily Cowan as Secretary - Luke Boyle is resigning as Treasurer <p>General Members whose terms are ending:</p>			

No.	Item	Discussion	Actions arising	Action allocation	Time for completion
		<ul style="list-style-type: none"> - Matthew Cooper <p>Nominations received:</p> <ul style="list-style-type: none"> - Emily Ritchie for Secretary - Emily Cowan for Treasurer - Matthew Cooper for General Member <p>One nomination received for each of the office bearer positions, so no voting is required. One nomination received for the three vacant general member positions, so no voting is required.</p> <p>Anthony moved to approve the nominations received. This motion was seconded by John Haberecht. Motion carried.</p> <p>Board members appointed:</p> <ul style="list-style-type: none"> - Emily Ritchie as Secretary - Emily Cowan as Treasurer - Matthew Cooper as General Member 			
7	Appointment of Auditor	<p>Appointment of Auditors for 2024</p> <ul style="list-style-type: none"> - Anthony moved to approach Vincents Chartered Accountants to engage them as PCQ’s auditor for 2024. Karen Gower seconded this motion. Motion carried. 			
8	Any other business/ General Correspondence	<ul style="list-style-type: none"> - John Haberecht noted his appreciation for Luke Boyle’s service on the PCQ Board the past few years. - Luke Boyle expressed his appreciation for his time on the Board, noting it has helped him professionally and has been a pleasure – with the PCQ board and staff team being very polite and welcoming. - Julie Gower extended her thanks to the board, Louise O’Neill as CEO and PCQ members for their support. - Louise thanked the Board and the PCQ staff team for their support. 			

Palliative Care Queensland 2023 Annual General Meeting Minutes



No.	Item	Discussion	Actions arising	Action allocation	Time for completion
9	Next meeting confirmation	To be confirmed.			
	Declare meeting closed	Meeting was closed at 6.30pm			

Draft Minutes approved by Chair		Minutes finalised and approved by Committee	
Name of the Chair	Yes/No	Date of Meeting	

DRAFT