



ANNUAL GENERAL MEETING 2010

AGENDA

DATE: Friday 29th October 2010

TIME: 1215 hours – 1245 hours

VENUE: Cabrini Malvern, 183 Wattletree Rd, **Malvern Vic** 3144

1. PRESENT
2. APOLOGIES
3. PROXIES
4. MINUTES of the 2009 AGM (For acceptance)
5. Presentation of Annual Report (President – Belinda Westlake)
6. Presentation, Treasurer Report & Adoption of Audited Accounts
(Treasurer - Mary White)
7. Presentation PDAC Report – on behalf of Victorian Representative,
Vince Gaglioti
8. Appointment of Auditor for 2010-11. (Name and contact details shall be
recorded in minutes)
9. Election of Committee of Management
 - a. Committee members to serve one more year of their term –
David Smith, Dr Sue Evans, Karina Finch
 - b. Committee members eligible and have nominated for re-election –
Dot Humphrey-Lesque & Belinda Westlake
 - c. New nominations – already on the committee for confirmation by
members - Michelle Oliver & Karen James
 - d. New Nominations - Lucy Leiner, Rebecca Smith
10. General Business
 - a. Motion for changes to the VHQA constitution (attached).
11. Closure of meeting



Minutes of Victorian Healthcare Quality Association Thursday 22nd October, 2009 at Healthscope Boardroom, St Kilda Road Melbourne 3004



1. Present	Dot Humphrey-Lesque (Chair), Jenny Rance, Rayleen Formosa, Mary White, Cathy Jones, David Smith,		
2. Apologies	Vince Gaglioti, (SVHS) Sally Percy, (RDNS) Susan Shea & Sue Gervasoni, (BRHS) Suzanne Sinni, (Monash EDU) Trish Natoli, (MPDGP) Karina Finch (SHH) Karen James (HHS) Jenny T (HHS), Heather Parsons, (Castlemaine), Mary-Jane Stolp, (Healthscope), Sue Lynn, Rebecca Smith, Graeme Hart,		
3. Proxies	Vince Gaglioti, Susan Shea, Sue Gervasoni, Karina Finch, Patricia Natoli, Sally Percy, Sue Lynn, Rebecca Smith,		
4. Previous Minutes 2008	Moved: Rayleen Formosa Seconded: David Smith		
Agenda Item	Comments	Action	Responsibility
5. Presidents Report	<p>The key issues and highlights from the president's report were distributed to attendees and noted.</p> <ul style="list-style-type: none"> • • This is Dot's last year as president as 3 years is all that is allowed in the constitution. • Committee ran with 9 members as one resignation occurred soon after the first meeting in 2009. • Vince Gaglioti and Mary-Jane Stolp were both thanked for their respective reports to the committee from their Council responsibilities. • Scholarships were not awarded by VHQA this year to the conference as Council awarded 10. This will be reconsidered by committee next year. • Mentees Coral-lee Keep and Jacque Hennock have finalised their year in this role and will continue on committee for the next year. Thanks to Rayleen Formosa and Cathy Jones who acted as mentors. • Cathy Jones has resigned from committee effective from this meeting. Cathy was thanked for her innovative ideas during her time on committee. • All other committee members were also thanked for their contribution to the work of the committee. 		Dot Humphrey-Lesque
6. Treasurers Report	<p>The Treasurers report was presented. A full statement of account for financial year 2008 – 09 was prepared together with an independent audit report to members and relevant authorities by GWS Accountants.</p> <p>The audit provided reasonable assurance that the financial records are free of material misstatement. Moved to be accepted by Rayleen Formosa and seconded by Belinda Westlake.</p>		Rayleen Formosa on behalf of Susan Shea
7. Appointment of	It was moved by Dot Humphrey-Lesque and seconded by Rayleen Formosa to continue		



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Auditors for 2008-9	with the services of GWS Accountants. All in favour		
8. Professional Development and Credentialing Committee	Vince Gaglioti provided a written report from this national committee which was presented on his behalf by Jenny Rance. Victoria still has the highest number of Fellows and Associate Fellows. See report		Jenny Rance
9. Editorial Committee Report	Mary-Jane Stolp a Victorian representative on the national sub-committee provided a written report and in her absence it was presented by Belinda Westlake. See report Committee held 1 meeting, published the enewsletter and distributed 2 newsletters.		Belinda Westlake
10. Election/re-election of Committee Members	<ul style="list-style-type: none"> • Resignations: Sally Taylor resigned soon after she nominated and Cathy Jones is resigning from this meeting. Dot thanked the members for their contribution to the Committee and also the number of VHQA members who have nominated for this year. • Continuing for a second year of term: Dot Humphrey-Lesque, Rayleen Formosa & Susan Shea Jacque Hennock, Belinda Westlake, • Members whose 2 year terms are complete but have nominated for re-election: Mary White & Jenny Rance • New nominations: David Smith, Sue Evans, Jennifer Biggs, Karina Finch, Rebecca Smith <p>Voting for the vacant positions was conducted and counted by an independent adjudicator with the following results. Elected Jenny Rance, Mary White, David Smith, Sue Evans & Karina Finch. DHL to write to both successful and unsuccessful nominated members.</p>		DHL & members present
11. General Business	<p>CONSTITUTION</p> <p>VQHA constitution is still not in-line with current practice and our relationship with AAQHC.</p> <p>The changes agreed at the 2008 AGM were not posted on the correct form and needed to be ratified again at this meeting. These were distributed to members 21 days prior to the meeting. There have been no comments received and there were also none at the meeting so were voted on as a whole not separately as is normally required: Proposed changes presented again to members present and accepted unanimously.</p>		Dot Humphrey-Lesque



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12.	Dot Humphrey-Lesque acknowledged Healthscope for the use of the venue and for the catering during the meeting.		
13.Meeting Closed	Meeting closed 1315		

Chair:

Signature:

Date:

DRAFT



REPORT to Members AGM October 2010

Another successful year has been enjoyed by the Victorian Healthcare Quality Association. Committee members have worked conscientiously for the Victorian members of AAQHC.

The local AGM was held on Thursday 22nd October, 2009 with Mr Robert J Re of Robert J Re and Associates, providing a presentation titled: "How to Understand and Influence Line Managers using DISC Behavioural Profiling". Healthscope generously provided the venue for the meeting and presentation. Unfortunately the forum was not well attended and committee members were grateful for the proxies received which enabled a quorum for the AGM to be conducted.

Positions and portfolios of committee members were decided at our subsequent meeting. The following table outlines the allocation of responsibilities:

NAME	POSITION	PORTFOLIO
Belinda WESTLAKE	President	Membership
Dot HUMPHREY-LESQUE	Immediate Past President	Membership support
Jacque HENNOCK	Secretary	Policies and Procedures
Susan SHEA	Treasurer from July 2008	Education
Sue EVANS	Vice President	Education
Mary WHITE	Member	Public Officer/ Policies & Procedures
Jenny RANCE	Member	AAQHC Council Representative
Karina FINCH	Member	Mentee/Newsletter
Coral-lee KEEP	Member	Education/Post Box Clearance
Rayleen FORMOSA	Member	Mentor/Education
David SMITH	Member	Education

Committee member Jenny Rance resigned during the year, leaving the position of AAQHC Council Representative vacant. This was suitably filled by Dot Humphrey-Lesque who was nominated by the Committee to continue in the role for 2010 -2011. We also received resignations from Susan Shea, whose role as Treasurer was picked up by Mary White and Jacqui Hennock who returned to live in Canberra. We appealed to our membership and accepted two new temporary committee members to help us out for the remainder of the year. Karen James joined us and took up the role of Secretary and Michelle Oliver is assisting on the Education sub committee. We are extremely grateful for their contribution and hopeful for their ongoing commitment if elected by the members.

The Committee has been meeting once per month this year. Mary White has hosted most of our meetings at Cabrini Brighton and we are grateful for her hospitality. Cabrini has also assisted with a venue for one of our professional development forums held at Cabrini, Malvern. The Centre for Research Excellence in Patient Safety (CREPS) has also assisted with a venue at The Alfred. We thank Sue Evans and her assistant Catherine Pound for their help in making these arrangements. That forum in July was dual badged with CREPS and proved to be a huge success largely due to the extensive mailing list available through CREPS.

We held a strategic planning day in Geelong in February and reviewed and updated our strategic plan. Thanks must go to Jacqui Hennock for arranging the venue and catering for what was a successful day.

Goal & Strategies	Achievements to date
Enhance partnership with AAQHC <ul style="list-style-type: none"> Assist in administration of Melbourne Conference 2011 Increase communication between AAQHC and VHQA 	<ul style="list-style-type: none"> Receiving increased information regarding Council meetings Commenced input into Melbourne



Victorian Healthcare Quality Association Inc

State-based Network of Australasian Association for Quality in Health Care
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Goal & Strategies	Achievements to date
<ul style="list-style-type: none"> Clarify role with AAQHC 	Conference
Build relationship with external Stakeholders <ul style="list-style-type: none"> Department of Health Aged care sector Tertiary metropolitan services VMIA Academia VHA VQC Private hospital groups Divisions of General Practice 	<ul style="list-style-type: none"> Commenced working relationship with CREPS
Grow and maintain Membership <ul style="list-style-type: none"> Review needs of members Address educational needs Improve network opportunities Membership incentives Webpage up to date and provides relevant links 	<ul style="list-style-type: none"> Surveyed members through Newsletter Organized two successful Education Sessions
Establishing credibility as a S&Q leading group <ul style="list-style-type: none"> Lobbying on health care policy Quality of Newsletter Quality of Education Sessions Visible presence at Melbourne AAQHC conference 2011 Better web/blog/network mechanism 	<ul style="list-style-type: none"> Newsletter format reviewed and regularity of distribution increased. Education sessions advertised widely through link with CREPS

Victorian member Vince Gagliotti has continued on Council sub committees – PDAC. Vince has provided regular reports to the VHQA committee meetings. We appreciate his contribution.

AAQHC Council once again offered scholarships to members nationally this year to attend the Conference in Perth. VHQA agreed to sponsor two of these for Victorian members. There was only one application from a Victorian member, who met the criteria and was awarded a scholarship. VQC also offered a number of scholarships to attend the conference.

The Committee has again mentored a new committee member during the year and will continue this initiative as required over the ensuing years. Karina Finch was new to VHQA and became a mentee. Karina has done a wonderful job of revamping our Newsletter and publishing a number of issues. We look forward to continued publications filled with interesting articles.

Mary White has made the decision to resign from the VHQA Committee after many years of support and service. While we are very sad to see Mary leave we acknowledge the committee history and enormous contribution that she has made over the years. We will miss her wealth of knowledge especially around policies, processes and the constitution and her constant willingness to help out.

This has been my first year as president of VHQA so I would like to acknowledge the ongoing support that I have received from the immediate past president Dot Humphrey-Lesque and thanks to the committee for their support and assistance during the year. I encourage other VHQA members to consider volunteering their time to the advancement and support of Quality and Risk Managers and nominating to join us on the committee. I look forward to the next year which will be full of rewards and challenges particularly with Melbourne hosting the 2011 AAQHC Conference.

Belinda Westlake

Belinda Westlake
 VHQA President



NOTICE OF MOTION For AGM 2010

Proposed changes to the Constitution for approval by members

Clause	Current wording	Proposed action or wording	Reason for change
2. Philosophy	Challenging with Quality	VHQA through its members seeks to promote the culture of quality improvement, excellence and leadership in all aspects of the delivery of healthcare	Review by current committee members
3. Statement of purpose and Objectives	<p>The organisation fosters an environment which provides the support of fellow quality practitioners to individuals and organisations practising in the areas of direct or indirect delivery of healthcare. This support takes place on a local (Victorian) level, and nationally through our affiliation with the Australasian Association for Quality in Healthcare (AAQHC).</p> <p>This support is achieved through the provision of opportunities for meetings, education, the exchange of ideas and inter-institutional liaison.</p> <p>The objectives of VHQA are:</p> <p>3.1 To review our quality plan annually</p> <p>3.2 To provide a forum for the exchange of information on quality.</p> <p>3.3 To provide delegates to groups seeking to achieve quality health care through promotion, definition and education.</p>	<p>The purpose of VHQA is to provide a peer support organisation for healthcare workers interested in improving quality and safety of healthcare.</p> <p>Our objectives are to:</p> <ul style="list-style-type: none"> · provide an environment to support healthcare workers in the areas of Quality and Safety in the Victorian Health Industry · provide a forum for exchange of information and knowledge on quality and safety in healthcare · provide a local (Victorian) link into the national body- AAQHC · provide access to regular meetings, education sessions and newsletter publications 	Review by current committee members



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Clause	Current wording	Proposed action or wording	Reason for change
<p>There is currently no clause meeting this requirement</p>	<p>Nil</p>	<p>20. Discipline, suspension and expulsion of members</p> <p>20.1 Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution--</p> <p style="padding-left: 20px;">20.1.1 fine that member an amount not exceeding \$500; or</p> <p style="padding-left: 20px;">20.1.2 suspend that member from membership of the Association for a specified period; or</p> <p style="padding-left: 20px;">20.1.3 expel that member from the Association.</p> <p>20.2 A resolution of the committee under sub-rule (94) does not take effect unless--</p> <p style="padding-left: 20px;">20.2.1 at a meeting held in accordance with sub-rule (96), the committee confirms the resolution; and</p> <p style="padding-left: 20px;">20.2.2 if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.</p> <p>20.3 A meeting of the committee to confirm or revoke a resolution passed under sub-rule (94) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (97).</p> <p>20.4 For the purposes of giving notice in accordance with sub-rule (96), the Secretary must, as soon as practicable, cause to be given to the member a written notice--</p> <p style="padding-left: 20px;">20.4.1 setting out the resolution of the committee and the grounds on which it is based; and</p> <p style="padding-left: 20px;">20.4.2 stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and</p> <p style="padding-left: 20px;">20.4.3 stating the date, place and time of that meeting; and</p> <p style="padding-left: 20px;">20.4.4 informing the member that he or she may do one or both of the following--</p> <p style="padding-left: 40px;">20.4.4.1 attend that meeting;</p> <p style="padding-left: 40px;">20.4.4.2 give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;</p> <p style="padding-left: 20px;">20.4.5 informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.</p> <p>20.5 At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (94), the committee must--</p> <p style="padding-left: 20px;">20.5.1 give the member, or his or her representative, an opportunity to be heard; and</p> <p style="padding-left: 20px;">20.5.2 give due consideration to any written statement submitted by the member; and</p> <p>20.6 determine by resolution whether to confirm or to revoke the resolution.</p> <p>20.7 If at the meeting of the committee, the committee confirms the resolution, the member</p>	<p>Recommended by the Office of Consumer Affairs</p>



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Proposed changes to the Constitution for approval by members

Clause	Current wording	Proposed action or wording	Reason for change
		<p>may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.</p> <p>20.8 If the Secretary receives a notice under sub-rule (99), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.</p> <p>20.9 At a general meeting of the Association convened under sub-rule (100)--</p> <p>20.9.1 no business other than the question of the appeal may be conducted; and</p> <p>20.9.2 the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and</p> <p>20.9.3 the member, or his or her representative, must be given an opportunity to be heard; and</p> <p>20.9.4 the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.</p> <p>20.10 A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.</p>	
<p>6. VHQA Management</p>	<p>6.9 At any Committee of Management the number of members required to constitute a quorum shall be six (6) of the Committee of Management. No business shall be transacted at any Committee of Management meeting unless a quorum of members is present.</p>	<p>At any Committee of Management meeting the number of members required to constitute a quorum shall be 50% + 1 of the number of current committee members. No business shall be transacted at any Committee of Management meeting unless a quorum of members is present.</p>	<p>Changes to the number of committee members due to resignation and difficulties in meeting a quorum if there are less than ideal numbers of committee members.</p>