

## **NOTICE OF ANNUAL GENERAL MEETING**

**THE SOCIETY OF HOSPITAL PHARMACISTS OF AUSTRALIA**

**ACN 004 553 806**

**ABN 54 004 553 806**

**("SOCIETY")**

Notice is hereby given that the Annual General Meeting of the Society of Hospital Pharmacists of Australia will be held as follows:

- + Date: Thursday 1<sup>st</sup> December 2022
- + Place: Hall 2, BCEC, Brisbane
- + Time: 5:20pm – 5:50pm (AEST)

The agenda for the meeting is enclosed (page 2).

If you are unable to attend and wish to appoint a proxy, a Proxy Form (page 3) is enclosed for your use. The form must be completed, signed, and returned to the Society at least 48 hours before the meeting.

By order of the Board



Kristin Michaels

**Company Secretary**

31 October 2022

# **AGENDA OF ANNUAL GENERAL MEETING**

THE SOCIETY OF HOSPITAL PHARMACISTS OF AUSTRALIA

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- + Date: Thursday 1<sup>st</sup> December 2022
- + Place: Hall 2, BCEC, Brisbane
- + Time: 5:20pm – 5:50pm (AEST)

## **1. Attendance**

## **2. Proxy Holders**

## **3. Apologies**

## **4. Announcement of Director Election Results**

## **5. Appointment of Auditor**

## **6. Ordinary Business**

### **6.1. Minutes of previous Annual General Meeting**

**6.2.** To receive and adopt the Minutes of the Annual General Meeting held on 30 November 2021, which have been distributed with this Agenda.

### **6.3. Report by the Chair**

6.3.1. Annual Report

### **6.4. Report by the Treasurer**

**6.4.1. [Annual Financial Statements](#)**

## **7. Other Business / Questions**

## **8. Close**

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## **PROXY FORM**

**TO: COMPANY SECRETARY  
THE SOCIETY OF HOSPITAL PHARMACISTS OF AUSTRALIA**

### **THE SOCIETY OF HOSPITAL PHARMACISTS OF AUSTRALIA**

I, \_\_\_\_\_ [name of member] of \_\_\_\_\_  
\_\_\_\_\_ [address] am a member of The Society of Hospital Pharmacists of Australia  
("Society").

I appoint \_\_\_\_\_ [name of proxy] of \_\_\_\_\_  
\_\_\_\_\_ [address]

or failing him/her \_\_\_\_\_ [name of alternate proxy] of  
\_\_\_\_\_ [address] as my proxy to vote for me on my behalf  
at the meeting of members of the Society, to be held on the 1<sup>st</sup> day of December 2022 and at  
any adjournment of the meeting.

My proxy is authorised to vote:

\*in favour of / \*against / \*abstain / \*as they see fit

the following resolutions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Signature: \_\_\_\_\_

Note: Should you wish to direct the proxy how to vote in relation to any item of business you should indicate accordingly on the proxy form, otherwise your proxy may vote as your proxy sees fit or may abstain from voting.

\*Strike out whichever is not desired.

Completed proxy forms must be received **by 5.00pm AEDT on Monday 28 November 2022**

- via email to [companysecretary@shpa.org.au](mailto:companysecretary@shpa.org.au)

## **2022 SHPA AGM**

### **Agenda Item 5 – Appointment of Auditor**

#### **Motion**

That Cameron Flynn, Director of Accru Melbourne, being qualified to act and having consented to do so, be appointed as the auditor of the Society for a two-year period commencing 1<sup>st</sup> July 2022.



**The Society of Hospital Pharmacists of Australia**

PO Box 1774 Collingwood Victoria 3066 Australia

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# ANNUAL GENERAL MEETING 2021 (DRAFT)

Minutes of the Annual General Meeting held on Tuesday 30 November 2021 via Zoom at 5.30pm (AEDT).

## 1. WELCOME TO MEMBERS

The President, Peter Fowler opened the meeting at 5:30pm and welcomed all members present.

## 2. PROXY HOLDERS

### PROXY APPOINTMENTS

No proxies were received.

### MEMBERS PRESENT AT THE AGM WERE:

*James Dwyer, Helen Dowling, Fallon Grieve, Michael Dooley, Felicity Prior, Loan Vo, Diana Sandulache, Aryan-Shahabi-Sirjani, Kelly Beswick, Annabel Calder, Peter Smart, Susan Trevillian, Kerry Fitzsimons, Sarah Dinh, Paul Firman, Susan Alexander, Meeghan Clay, Naomi Burgess, Jane Booth, Anita Abarno, Nam-Anh Nguyen, Rosemary Burke, Jerry Yik, Michelle Paine, Russel Levy, John Evans, Diana Rainbird, Rodney Whyte, Vaughn Eaton, Brenda Shum, Louise Rix, Amy Murray, Jennifer Collins, Sanja Mirkov, Ken Lawrie, Emily Diprose, Courtney Hill, Mark Clifford, Heather Lang, Joanna Pizzi, Andrew McLachlan, Winifred Greenshields, Kirstie Galbraith, Angela Young, Gilbert Yeates*

### DIRECTORS PRESENT:

*Peter Fowler, Jacinta Johnson, Trudy Teasdale, Deirdre Criddle, Olivia Rofo, Lisa Pont, Kate O'Hara*

### INDEPENDENT DIRECTORS PRESENT:

*David Brennan, Lindsay Cane, David Butt*

## 3. APOLOGIES

*Sally Yeung*

*Nadine Hillock*

*Dave Cosh*

*Robert Scanlon*

*Bhavini Patel*

*Penny Thornton*

*Melvyn Davis*

## 4. ANNOUNCEMENT OF DIRECTOR ELECTION RESULTS

The Company Secretary reported that two vacancies were advertised for Director positions in QLD and the ACT.

One nomination was received for ACT; therefore, no election was required. In QLD, three (3) nominations were received from Paul Firman, John Woodward, and Geoffrey Grima. This position went to election Monday 1<sup>st</sup> November to Sunday 14<sup>th</sup> November.

Elected for ACT is Kate O'Hara

Elected for QLD is Paul Firman

The Company Secretary congratulated the Directors on their appointments.

## 5. ORDINARY BUSINESS

### 5.1 MINUTES OF THE PREVIOUS AGM

The minutes of the 2020 AGM have been circulated to all members. The Chair asked for any changes to the Minutes.

The Chair noted one point of clarification requiring a change to the minutes regarding the use of *Elected Directors and Independent Directors* instead of *Directors and Independent Directors* (to incorporate the fact that all Directors are Directors).

The meeting accepted the following motion;

Moved Helen Dowling, seconded Andrew McLachlan:

***"That the minutes of the Annual General Meeting held on 17 November 2020 be accepted as a true and accurate record."***

CARRIED

### 5.2 REPORT BY THE CHAIR

The Chair thanked the Board for their support, and the CEO and Secretariat team, the volunteers, Branch Chairs and Committee Chairs for their hard work and commitment to SHPA. He noted it was appreciated by SHPA, the profession and most importantly the patients.

The Chair presented the Annual Report 2021 video to Members.



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The Chair thanked the Secretariat staff for all their hard work during 2021.

### 5.3 REPORT BY THE TREASURER

The Treasurer presented the 2020-2021 Financial Reports, noting the following highlights.

In 2021 SHPA reports **operational revenue of \$4.45m**, reduced significantly following the cancellation of MM2020, with MM2021, the 46th SHPA National Conference, now to be held in February 2022.

- SHPA had a 22% reduction in operating revenue and as such met the eligibility criteria for Government COVID-19 Stimulus payments, which were received in the first, second and third quarters of the financial year, totaling \$730,000.
- Despite the absence of MM2020 in the annual program, SHPA's successful move to virtual education delivery continued to attract strong interest, with a total delegate increase of 4.4% across 62 national events, while growing e-sales ensured Publications revenue remained on target.
- SHPA members continued to renew in strong numbers, with a retention rate of 94.3% (up 0.4%) across paid categories. Numbers were consistent across the board except for Student Membership, which declined slightly while university roadshows and similar events were not able to be held face-to-face.

**Overall expenditure** was also reduced in the restricted pandemic environment, reduced 15% to **\$4.99m**.

SHPA's profit comprised an **operating surplus of \$186,303** and **\$1.82m on the sale of land and building** in Collingwood, Victoria. The property sale mitigates risk due to:

- the ageing nature of the asset
- supporting an evolution of flexible working backed by investment in technology
- and, most importantly, realises maximum value for this investment as part of the prudent management of the Society's equity, for the benefit of members

The Treasurer thanked the Secretariat staff for all their hard work during 2021.

The meeting accepted the following motion:

Moved Jacinta Johnson, seconded Gilbert Yeates:

***"That Cameron Flynn, Director of Accru Melbourne, being qualified to act and having consented to do so, be appointed as the auditor of the Company with effect from the financial year commencing 1<sup>st</sup> July 2022."***

CARRIED

### 5. CLOSE

There being no further questions from the floor, the Chair closed the meeting at 5:50pm and thanked the Members for their attendance.



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