

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: Friday 3rd November 2023
- + Place: Auditorium B & C, Cairns Convention Centre
- + Time: 5:50pm – 6:10pm

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

9 October 2023

AGENDA OF ANNUAL GENERAL MEETING

THE SOCIETY OF HOSPITAL PHARMACISTS OF AUSTRALIA

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(“SOCIETY”)

- + Date: Friday 3rd November 2023
- + Place: Auditorium B & C, Cairns Convention Centre
- + Time: 5:50pm – 6:10pm

1. Attendance

2. Proxy Holders

3. Apologies

4. Announcement of Director Election Results

5. Appointment of Independent Directors

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 1 December 2022, 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

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 3rd day of November 2023 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 _____ 2023

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 Wednesday 1 November 2023**

- via **email** to companysecretary@shpa.org.au

ANNUAL GENERAL MEETING 2022 (DRAFT)

Minutes of the Annual General Meeting held on Thursday 1 December 2022 in Hall 2, BCEC in Brisbane at 5.20pm (AEST).

1. WELCOME TO MEMBERS

The President, Peter Fowler opened the meeting at 5:20pm and welcomed all members present.

2. PROXY HOLDERS

PROXY APPOINTMENTS

1 proxy was received. 1 proxy was deemed valid and eligible to vote. 1 member requested to vote as the proxy sees fit.

PROXY FORMS RECEIVED FROM:

Joanna Tsang to Rebekah Lee

Valid Proxies: 1

MEMBERS PRESENT AT THE AGM WERE:

Hana Amer, Ed Anderson, Kate Bennett, Stuart Binns, Camille Boland, Jane Booth, Cassandra Bower, Tess Bradshaw, Teana Brewster-O'Brien, Rosemary Burke, Annabel Calder, Teresa Chan, Georgia Clark, Mark Clifford, Judith Coombes, Ian Coombes, Philip Day, Sarah Dinh, Emily Diprose, Harrison Do, Michael Dooley, Helen Dowling, Donna Dunning, James Dwyer, Jesseca Eglington, Rohan Elliot, Melissa Faehrmann, Sanam Fath-Abadi, Kerry Fitzsimons, Jane Frankling, Sharon Goldsworthy, Katrina Graham, Winifred Greenshields, Andrew Harding, Adam Hay, Lisa Hill, Karlee Johnston, Helena Joseph-Hauser, Sue Kirsa, Stephanie Kunnel, Anthony Lamproglou, Heather Lang, Ken Lawrie, Anne Leversha, Karen Maccolino, Helen Matthews, Charlotte McBrayer, Anna McClure, Aisling McEvoy, Gina McLachlan, Suzanne Newman, Nam-Anh Nguyen, Bhavini Patel, Alyssa Pidgeon, Susan Poole, Eileen Quinn, Debbie Rigby, Michael Ryan, Monique Scott, Carla Scuderi, Brenda Shum, Sonya Stacey, Emma Sykes, Simone Taylor, Nadine Tey, Susan Trevillian, Penelope Tuffin, Deena Tumber, Lavinia Verduci, Greg Weeks, Eden Weeks, Mila Yi

DIRECTORS PRESENT:

Peter Fowler, Jacinta Johnson, Deirdre Criddle, Olivia Rofe, Lisa Pont, Kate O'Hara, Paul Firman

INDEPENDENT DIRECTORS PRESENT:

David Brennan, David Butt

3. APOLOGIES

Robert Scanlon

4. ANNOUNCEMENT OF DIRECTOR ELECTION RESULTS

The Company Secretary reported that two vacancies were advertised for Director positions in WA and TAS.

One nomination was received for TAS therefore no election was required. In WA, two (2) nominations were received from Peter Smart and Brenda Shum. The

SHPA Director elections ran from Monday 3rd October to Sunday 16th October.

Elected for TAS is Tom Simpson
Elected for WA is Brenda Shum

The Company Secretary congratulated the Directors on their appointments and thanked Peter Fowler for his service as Tasmanian Branch Director and SHPA President.

The Company Secretary reported the appointment of one Independent Director following the retirement by rotation of the Society's Treasurer, David Brennan.

The Company Secretary noted the Society advertised the position through the AICD in April 2022.

The Company Secretary congratulated the Ramy Aziz on his appointment as Independent Director.

The President welcomed Ramy Aziz and thanked David Brennan.

5. APPOINTMENT OF AUDITOR

The Treasurer reported at the 28th October 2022 Board meeting, the Board resolved to appoint our current auditor for a two-year period.

The meeting accepted the following motion:

Moved Paul Firman, seconded Lisa Pont:

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

CARRIED

6. ORDINARY BUSINESS

6.1 MINUTES OF THE PREVIOUS AGM

The minutes of the 2021 AGM have been circulated to all members. The Chair asked for any changes to the Minutes.

The meeting accepted the following motion:

Moved Gilbert Yeates, seconded Olivia Rofe:

"That the minutes of the Annual General Meeting held on 30 November 2021 be accepted as a true and accurate record."

CARRIED



The Society of Hospital Pharmacists of Australia

PO Box 1774 Collingwood Victoria 3066 Australia

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5.2 REPORT BY THE CHAIR

The Chair presented the 2022 Annual Report to Members.

- Membership retention 95.1%, overall membership above 5000.
- Recorded 10,000 delegates across more than 100 events.
- More than 650 SHPA members now belong to at least one practice group, growing 45% since 2018.
- Specialty Practice has now informed 116 advocacy & policy submissions, 65 practice-in-focus updates, the revision and development of 14 standards of practice.
- There are 503 Foundation Residencies are active or completed nationwide at nearly 50 sites around Australia.
- There are 55 Advanced Training Residences are active in the first cohort completing in 2022.
- There are more than 59 oral medicines included in the latest and largest edition of Don't Rush To Crush.
- Pharmacy Forecast extended to 43 recommendations.
- There have been 37 submissions on behalf of members on advocacy-focused necessities.

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.

5.3 REPORT BY THE TREASURER

The Treasurer presented the 2021-22 Financial Reports, noting the following highlights:

- The 2021-22FY was defined by unforeseen disruption caused by the spread of the novel coronavirus.
- Operating revenue of \$4.45M consistent with 2020-21 figure, minus federal government Covid-19 stimulus support.
- Reduction of expenditure of around 11% to \$4.43M, enabling a modest operating surplus.
- In the second year of no Medicines Management Conference, national conference revenue was bolstered by
 - Strong virtual delivery of education programs.
 - Successful launch of 4th DRTC Dec 2021; and
 - Dividends returns following investment of members funds reported in 2021.

- SHPA continued to see strong numbers in membership retention, 95.2% across paid categories, the 5th consecutive annual increase in membership retention

Full audited financial statements are available on website.

The Treasurer thanked the Board and members present for the opportunity to serve the organisation, and the CEO and Secretariat staff for their hard work and commitment during his time on the role.

The Chair invited questions from the floor:

Helen Dowling noted her appreciation, and congratulated the Board, the CEO, and the rest of the organisation for keeping SHPA going during this challenging period.

5. CLOSE

There being no further questions from the floor, the Chair closed the meeting at 5:38pm and thanked the Members for their attendance.

