



**Palliative
Care
Queensland**

Annual General Meeting

28th October 2008

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Palliative Care Queensland
Annual General Meeting 2008

AGENDA

1. Welcome
2. Apologies
3. Minutes of the AGM held on 4th December 2007
4. Business arising from minutes of 2007 AGM (if any)
5. President's Annual Report
6. Auditor's Report
7. Certificate of Life Membership presentation to Dr Deborah Prior
8. Presentation of Strategic Plan
9. Alteration to PCQ Membership Fees
10. Preview of first cut of *Understanding Palliative Care* DVD
11. Election of Officers: Positions to be declared vacant: President, Vice-President, Secretary, Treasurer, and General Members x 5
12. Close of meeting and date of next AGM

Palliative Care Queensland Inc

Minutes of Annual General Meeting
held on 04/12/07 at 117 Copperfield Street, Geebung

Present:	Dr Louise Welch, Dr Judith McEniery, Mrs Robyn White, Dr Deborah Prior, Mr John-Paul Kristensen, Mrs Helen Jarman, Mrs Georgi Slade, Mr James Bazzo, Mrs Sharyn Menadue, Mr David Elliott, Mrs Suzanne Elliott
Apologies:	Mrs Margaret Dean, Dr Peter Whan, Mrs Carol Francis, Ms Linda King, Mr Craig Russell, Dr Rosemary Ramsay, Mrs Patricia Neely, Ms Toni Simpson, Mrs Andrea Fernleigh
Chairman, Welcome & Opening:	President Dr Louise Welch welcomed everyone to the meeting and declared the meeting open.
Minutes of Previous AGM:	The Minutes of the previous AGM held on 16th November, 2006 were unanimously approved on a motion moved by Mrs Robyn White and seconded by Mr John-Paul Kristensen.
Business Arising From Previous Minutes:	Nil
President's Report	Dr Louise Welch read her Report which was adopted unanimously on a motion moved by Dr Judith McEniery and seconded by Mrs Robyn White.
Treasurer's Report:	Mr John-Paul Kristensen presented the audited Financial Statements which were adopted unanimously on a motion moved by Mr Kristensen and seconded by Mrs Robyn White.
CEO's Report:	David Elliott presented his report which was adopted unanimously on a motion moved by David and seconded by Dr Deborah Prior.
Election of State Councillors:	<p>This year all executive officers were continuing for the second year of their two-year term – leaving only the seven Councillor members positions to be filled. There being only three nominations, the following were declared elected:</p> <p style="text-align: center;">Dr Judith McEniery, Mrs Robyn White, and Mrs Carol Francis</p> <p>It was noted that Dr Peter Whan's written nomination had not been received. It was resolved that if it is received shortly that Dr Whan be declared elected also.</p>

Palliative Care Queensland
President's Report—Annual General Meeting 2008

Welcome to the PCQ 2008 AGM. 2007-2008 has been an eventful year.

Thanks to the dedicated work by our staff and volunteer office bearers on the Council and Education Committees. Denise Simmons and Ian Mavor joined Council in February/August respectively to fill casual vacancies.

The sad news is that 2008 has seen the demise of all the branches except for the Sunshine Coast, that is given impetus by Denise Simmons and her local executive team.

PCA Council was held in March and again recently in October. PCQ was represented by Robyn White in February and John-Paul Kristensen in October and myself.

Education activities included the visit to the nursing home near Warwick where the speakers were greeted with enthusiasm and appreciation. Again, my thanks to the speakers who volunteered their day – Professor Ben White and Professor Jenny Abbey.

The “About” series remains our most popular publication and the brochures are currently being reviewed for updating and quality assurance. The new logo will be added and PCIS and the PCA national directory will be promoted on the back of each brochure to help inform the consumer.

The main success of the year was our biennial conference held on the Gold Coast organised by the Education committee chaired by Deborah Prior. Despite some anxious moments, we managed 102 attendees with a healthy profit. Feedback was enthusiastic about the topics and choice of speakers. Deborah has chosen to step down and enjoy a life with family. For her years of dedication, PCQ has provided Deborah lifetime membership of PCQ. Deborah was an early Chair of PCQ and worked tirelessly in those early times.

Helen Jarman has generously taken on the Chair of the Education Committee and also joined PCQ Council.

The conference was also the event to launch our new logo. The logo was designed to more closely resemble that of PCA and help with a national strategy and help align PCQ for the future. Thanks to John-Paul Kristensen and his contacts.

PCQ facilitated with the help of CCQ the “A Matter of Life and Death Forum during Palliative Care Week with a good attendance. The report was forwarded to PCA and to the policy branch of Queensland Health. The information/feedback was incorporated into the National findings and used by PCA to in submissions to Federal government about End of Life care. The National End of Life Care Alliance is being formed as a results and PCQ is considering hosting an annual meeting of State stakeholders in End of Life care.

Helen Jarman organised a very successful and moving radio interview with Dr Matthew Cooper GP and Sharon Menadue to discuss Palliative Care at home.

The NSAP program meeting for Queensland was hosted by PCQ and there was a guarded but enthusiastic attendance.

The DVD interview resource is nearly ready for launch. The DVD will be available for service providers to loan to patients and families to understand what Palliative Care is about as a simple introduction to the concept of Palliative Care and to initiate services. Our first foray into the world of multimedia productions assisted by funding from Qld Health.

Professor Patsy Yates has generously accepted a co-opted position on Council as the CPCRE Chair and to provide links to PCA Executive, now that I have resigned from PCA Executive.

On this note, PCQ has the responsibility of co-hosting the 2011 PCA Biennial National Conference to be held in Cairns. The dates are set, the deposit on the conference centre paid and a few deadlines are to be met in the new year – theme, etc.

PCQ chose to adopt the PCA Strategic Plan and have adapted the plan for PCQ. The process continues with fitting the plan into a workable and realistic business and operational plan.

Concern remains that PCQ is dependent on Queensland Health for our existence. Council intends to work towards providing more information and support to members outside of the southeast corner. Time and effort is required to grow our organisation into a voice for Palliative Care in Queensland.

Effort will be applied to improved advocacy at State government level. Work is proceeding to improve and update the website, to consider different ways of marketing PCQ, to consult and collaborate with other palliative care stakeholders more closely, e.g., CPCRE, Cancer Council Queensland, CCRC.

PCQ will be required to shift location in December/January so the hunt is on for a suitable location. This has coincided with the departure of David Elliott our CEO since 2005. David came on board as a volunteer to help in a time of financial difficulty and was instrumental in managing PCQ to achieve a significantly improved financial status and markedly improved accounting and financial system. Mrs Suzie Elliott has also left us to enjoy being a grandmother. Suzie's passion about Palliative Care was obvious and her volunteer time has been very much appreciated. PCQ Council wishes to express our appreciation and deep gratitude for the work and effort provided by David during his time as our CEO. We wish him all the best in the future and in appreciation David has been awarded life membership of PCQ.

Yet another loss, but Australia's gain, was the promotion of Ms Quentin Bryce to Governor-General of Australia. This meant she was unable to continue as our patron but fortunately, Mrs Penelope Wensley, the new Governor of Queensland, has graciously accepted to continue the role.

Thanks to Cathy Boga, our Administrative Assistant, who has had to have time away due to family illness. We wish her family a speedy recovery and welcome Cathy back to work.

With David leaving, PCQ Council decided that the CEO position needs to be reviewed and a position description is being developed and will be advertised in the near future. Dianne Horrell has taken on the role of part-time Administrator until the new position is filled. We are very grateful to Dianne, for her availability and her expertise have been very valuable to date.

Outgoing Council members are Robyn White and Peter Whan. Our thanks to these people who have given of their time and energy for some years.

PCQ is at an exciting crossroads. In order to develop into a true advocacy role, maintain supports, networking and information for the members and consumers in Queensland, a lot of work needs to be done within a restrictive financial situation.

Creative thinking, commitment and enthusiasm are a mark of the current Council and most of the members have offered to stand again. I encourage all members to participate by reading our (about to become) monthly newsletter, reading the PCA e-bulletin to keep abreast of issues affecting us in the arena of Palliative Care and offer suggestions and ideas if or even if not requested.

Thank you to all the Council members for your support and continued generosity in volunteering your private time to the organisation and its/our goals.

Dr Louise Welch

October 2008

PALLIATIVE CARE QUEENSLAND INC.

FINANCIAL REPORT

FOR THE YEAR ENDED

30 JUNE 2008

**CHRIS BOOKER FCA
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PALLIATIVE CARE QUEENSLAND INC.

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FOR THE YEAR ENDED 30 JUNE 2008

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PALLIATIVE CARE QUEENSLAND INC.**STATEMENT OF INCOME FOR THE YEAR ENDED 30 JUNE 2008**

	Note	2008 \$	2007 \$
Income			
Sales/advertising		25.44	21.00
Biennial PCQ Conference		23,478.18	27.28
Donations		300.00	445.70
Interest received		5,174.10	5,117.96
Membership fees		11,646.86	5,794.57
Gain on sale of assets		0.00	0.00
Grant income - recurrent		86,682.00	84,309.00
Grant income - one off : DVD Project & Capital expenditure		36,000.00	20,000.00
Miscellaneous income		1,015.31	410.40
Project income (including NCEI & NPCW)		0.00	7,136.00
Seminars & functions		7,847.28	0.00
Total Income		<u>172,169.17</u>	<u>123,261.91</u>
Expenditure			
Administration Expenses			
Office supplies	404.61	576.60	
Postages, couriers etc	1,043.88	688.84	
Printing & stationery	1,658.78	1,640.14	
Sundry expenses	1,000.71	167.54	
Telephone/fax	1,388.84	1,492.73	
Website/email costs	943.10	6,439.92	755.55
Audit fees		1,525.00	1,450.00
Bank charges & interest		1,054.42	860.84
Biennial PCQ Conference		12,311.17	0.00
CEO expenses		5,200.00	5,200.00
Conference & seminar fees & expenses		4,116.73	4,449.69
Depreciation/amortisation		6,059.59	3,066.91
Donations		2,400.00	3,500.00
DVD Project expenses		29,885.00	0.00
Equipment expenses			
Computers/software	1,120.83	5,509.88	
Copier/phone lease payments	576.32	2,921.76	
Telephone rentals	994.08	2,691.23	996.24
Insurance		3,182.49	2,976.73
Marketing costs		509.54	914.38
Meeting expenses		1,711.73	2,976.79
Membership and subscriptions		110.00	50.00
Motor vehicle expenses		120.00	540.00
Office costs			
Electricity	1,240.06	1,096.10	
Rent	13,931.53	14,179.75	
Repairs & maintenance	66.35	0.00	
Security	0.00	15,237.94	0.00
		<u>15,237.94</u>	<u>15,275.85</u>

To be read in conjunction with attached notes to and forming part of the financial report

PALLIATIVE CARE QUEENSLAND INC.**STATEMENT OF INCOME FOR THE YEAR ENDED 30 JUNE 2008**

	Note	2008 \$	2007 \$
PCA membership		1,277.00	1,277.00
Resource materials		15.91	4,980.00
Staffing costs			
Salaries & wages	51,612.71	46,314.75	
Staff expenses	0.00	74.12	
Staff training & education	0.00	245.45	
Superannuation	4,593.41	4,132.00	
Workers compensation	225.19	56,431.31	51,037.13
Travel expenses		187.89	626.07
World Hospice Day		0.00	830.50
Total Expenditure (Other than borrowing costs)		150,466.87	114,761.17
Borrowing Costs		0.00	0.00
Excess of income over expenditure		21,702.30	8,500.74

STATEMENT OF CHANGES IN EQUITY

Excess of income over expenditure	21,702.30	8,500.74
Accumulated surplus brought forward	59,221.80	50,721.06
Accumulated surplus carried forward	80,924.10	59,221.80

To be read in conjunction with attached notes to and forming part of the financial report

PALLIATIVE CARE QUEENSLAND INC.**BALANCE SHEET AS AT 30 JUNE 2008**

	2008	2007
	Note	
	\$	\$
CURRENT ASSETS		
Cash at bank & in transit	104,970.13	82,310.26
Trade debtors (net of provn for doubtful debts)	3,787.49	0.00
GST recoverable	0.00	5,028.00
RBA account	0.00	1,105.00
TOTAL CURRENT ASSETS	<u>108,757.62</u>	<u>88,443.26</u>
NON-CURRENT ASSETS		
PROPERTY, PLANT & EQUIPMENT		
Office equipment at cost	25,235.71	18,199.92
Less: Accumulated depreciation	(8,967.64)	(3,860.64)
	<u>16,268.07</u>	<u>14,339.28</u>
Office furniture at cost	6,360.91	6,360.91
Less: Accumulated depreciation	(5,613.80)	(4,661.21)
	<u>747.11</u>	<u>1,699.70</u>
TOTAL PROPERTY, PLANT & EQUIP.	<u>17,015.18</u>	<u>16,038.98</u>
TOTAL NON-CURRENT ASSETS	<u>17,015.18</u>	<u>16,038.98</u>
TOTAL ASSETS	<u>125,772.80</u>	<u>104,482.24</u>
CURRENT LIABILITIES		
Trade creditors	2,128.16	2,729.61
DVD Project accrued costs	29,885.00	0.00
Grant monies not yet applied	0.00	36,000.00
GST liability	3,044.00	0.00
Provision for deferred expenditure	5,000.00	5,000.00
Master Card liability	2,869.46	612.82
Sundry creditors & accrued expenses	1,922.08	918.01
TOTAL CURRENT LIABILITIES	<u>44,848.70</u>	<u>45,260.44</u>
TOTAL LIABILITIES	<u>44,848.70</u>	<u>45,260.44</u>
NET ASSETS	<u>\$ 80,924.10</u>	<u>\$ 59,221.80</u>
MEMBERS' EQUITY		
Accumulated surplus	80,924.10	59,221.80
TOTAL MEMBERS' EQUITY	<u>\$ 80,924.10</u>	<u>\$ 59,221.80</u>

To be read in conjunction with attached notes to and forming part of the financial report

PALLIATIVE CARE QUEENSLAND INC.**ALLOCATED STATEMENT OF INCOME FOR THE YEAR ENDED 30 JUNE 2008**

	Consolidated 2008	Qld Health Contract Services 44701	Qld Health One Off Service Delivery Enhancement	Other Activities
	\$	\$	\$	\$
Income				
Sales/advertising	25.44			25.44
Biennial PCQ Conference	23,478.18			23,478.18
Donations	300.00			300.00
Interest received	5,174.10	2695.28	1119.37	1,359.45
Membership fees	11,646.86			11,646.86
Gain on sale of assets	0.00			0.00
Grant income - recurrent	86,682.00	86,682.00		0.00
Grant income - one off : DVD Project/capital expenditure	36,000.00		36,000.00	0.00
Miscellaneous income	1,015.31			1,015.31
Seminars & functions	7,847.28			7,847.28
Total Income	172,169.17	89,377.28	37,119.37	45,672.52
Expenditure				
Administration Expenses				
Office supplies	404.61	384.38		20.23
Postages, couriers etc	1,043.88	991.69		52.19
Printing & stationery	1,658.78	1,575.84		82.94
Sundry expenses	1,000.71	950.67		50.04
Telephone/fax	1,388.84	1,319.40		69.44
Website/email costs	943.10	6,439.92	895.95	47.15
Audit fees		1,525.00	1,200.00	200.00
Bank charges & interest		1,054.42	1,001.70	52.72
Biennial PCQ Conference		12,311.17		12,311.17
CEO expenses		5,200.00	4,940.00	260.00
Conference & seminar fees & expenses		4,116.73		4,116.73
Depreciation/amortisation		6,059.59		6,059.59
Donations		2,400.00		2,400.00
DVD Project expenses		29,885.00	29,885.00	0.00
Equipment expenses				
Computers/software	1,120.83	1,064.79		56.04
Copier/phone lease payments	576.32	547.50		28.82
Telephone rentals	994.08	2,691.23	944.38	49.70
Insurance		3,182.49	3,023.37	159.12
Marketing costs		509.54	484.06	25.48
Meeting expenses		1,711.73	1,626.14	85.59
Membership and subscriptions		110.00		110.00
Motor vehicle expenses		120.00	114.00	6.00
Office costs				
Electricity	1,240.06	1,178.06		62.00
Rent	13,931.53	13,234.95		696.58
Repairs & maintenance	66.35	63.03		3.32
Security	0.00	15,237.94		0.00

To be read in conjunction with attached notes to and forming part of the financial report

PALLIATIVE CARE QUEENSLAND INC.**ALLOCATED STATEMENT OF INCOME FOR THE YEAR ENDED 30 JUNE 2008**

	Consolidated 2008	Qld Health Contract Services 44701	Qld Health One Off Service Delivery Enhancement	Other Activities
	\$	\$	\$	\$
PCA membership	1,277.00			1,277.00
Resource materials	15.91	15.11		0.80
Staffing costs				
Salaries & wages	51,612.71	49,032.07	914.61	1,666.03
Superannuation	4,593.41	4,363.74	81.40	148.27
Workers compensation	<u>225.19</u>	213.93	3.99	7.27
Travel expenses	187.89	178.50		9.39
Total Expenditure (Other than borrowing costs)	<u>150,466.87</u>	<u>89,343.26</u>	<u>31,085.00</u>	<u>30,038.61</u>
Borrowing Costs	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Excess of income over expenditure	<u>21,702.30</u>	<u>34.02</u>	<u>6,034.37</u>	<u>15,633.91</u>
Less: Capital expenditure			6,115.00	
Excess of income over expenditure	<u>21,702.30</u>	<u>34.02</u>	<u>(80.63)</u>	<u>15,633.91</u>

To be read in conjunction with attached notes to and forming part of the financial report

PALLIATIVE CARE QUEENSLAND INC.**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2008****1. STATEMENT OF ACCOUNTING POLICIES**

The significant accounting policies used in the preparation of this financial report are as follows:

(a) Basis of preparation

The Association is not considered to be a reporting entity because, in the opinion of the Association's committee, there are unlikely to exist users who are unable to command the preparation of reports tailored to satisfy specifically all of their information needs.

The accounts are special purpose accounts that have been prepared to meet the obligations of the Association's committee under the Associations Incorporation Act Queensland. The financial report has generally been prepared in accordance with the requirements of the following Australian Accounting Standards:

AASB 101 Presentation of Financial Statements
AASB 110 Events After Balance Sheet Date
AASB 1031 Materiality

No other accounting standards, urgent issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The accounts have been prepared on the basis of historical costs and therefore do not take into account changes in the purchasing power of money or, except where specifically stated, current valuations of non-current assets.

The accounting policies adopted are consistent with those of the previous year, unless otherwise noted.

(b) Property, plant & equipment

Items of property, plant and equipment are depreciated over their useful lives on a straight-line basis from the time of acquisition.

(c) Income

Membership income is brought to account in the period in which it is received. Grant income is brought to account in the period to which it relates.

2. LEASE COMMITMENTS

The Association is committed to making the following lease payments (net of GST):

	Equipment	Office Rent
Payable within 1 year	\$2,707.00	12,796.00
Payable within between 1 year and 2 years	\$1,104.00	9,811.00
Payable after two years	\$0.00	0.00

PALLIATIVE CARE QUEENSLAND INC.

COMMITTEE MEMBERS' STATEMENT

1. In the opinion of the committee the financial report:

:

- (a) presents fairly the financial position of the Association as at 30 June 2008 and its performance for the year ended on that date; and
- (b) as at the date of this statement there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

Dated at Brisbane this29th..... day of September 2008

Signed in accordance with a resolution of the Committee:

Louise Welch
.....
Committee Member

John-Paul Kristensen
.....
Committee Member



Chartered Accountant

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Chris Booker

Chartered Accountant

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INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF PALLIATIVE CARE QUEENSLAND INC.

I have audited the special purpose financial report of Palliative Care Queensland Inc. set out on pages 1 to 5 for the year ended 30 June 2008.

The Responsibility of the Board of Management for the Financial Report

The State Council is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies used are consistent with the financial reporting requirements of the Association's constitution and the Associations Incorporation Act 1981 and are appropriate to meet the needs of the members. The State Council responsibility also includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the State Council, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the State Council's financial reporting requirements and obligations under the Associations Incorporation Act 1981 and the Association's constitution. I disclaim any assumption of responsibility for any reliance on this report or on the financial to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Qualification

As is common for organisations of this type, it is not practicable for the Association to maintain an effective system of internal control over donations, subscriptions and other fundraising activities until their initial entry in the accounting records. Accordingly, our audit in relation to donations, subscriptions and other fundraising activities was limited to amounts recorded.

Qualified Opinion

In my opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had the limitation discussed in the qualification paragraph not existed, the financial report presents fairly in all material respects the financial position of the Palliative Care Queensland Inc. at 30 June 2008, and of its financial performance for the year ended on that date

Chris Booker FCA
Registered Company Auditor

.. September 2008
Brisbane

Liability limited by a scheme approved under Professional Standards Legislation