AIDH Board Meeting

MINUTES

Date: Thursday 19 November 2020
Time: 1806 – 1859 (AEDT)
Venue: Virtually via Zoom

	Meeting Notes
1	**Welcome and Attendance** Members in attendance – Julianne Oorloof, Louise Shaper, Sandra Cook, James Katte, Oliver Frank, Richard Hughes, Gil Carter, Kathleen Gray, Peter Williams, David Rowlands, Inga Hunter, Leigh Donoghue, Philip Robinson, Angela Ryan, Michael Walks, Paul Campbell, Deana Scott, Evan Stanyer, Miffy Ge, Tanjia Tarabay, Richard Rendell, Edmund Kienast, Richard Lunz, Wendy Carroll, Mark Merolli, Ali Besio, Sonia Demayne, Marianne St Clair, Michael Bainbridge, Lis Herbert, Robert Mann, Lachland Gordon, Jeff Parker, David O'Driscoll, Peter Venning, Jennifer Bichel-Findlay, Kerryn Butler-Henderson, David Hansen, Damian Green, Louise Hayes. Non-Members in attendance – Alice Meng, Heather Hunt, Val Issa, Sharlene Gunatilake, Kristal Kitto, Kim Mundell Apologies – Michael Legg, Cassandra Jordan
2	**Confirmation of Minutes of 2019 AGM** The 26 September 2019 Minutes were accepted as true and correct; motion was proposed by Michael Walsh, seconded by David O'Driscoll.
3	**Chairperson's Report** Michael Walsh gave a verbal chairperson report, accompanied by a PowerPoint presentation. Acceptance of the Chairperson's report was moved by Phil Robinson and seconded by Evan Stanyer.

	3.1 AIDH's first year
	• 2020 started with the merger of HISA and ACHI – after a year of member consultation, the Fellows and Members voted yes to a joyous coming together of these two bodies.
	• The launch party was held on 24 February 2020 to celebrate the new AIDH.
	• On 16 March 2020, a State of Emergency was declared in Victoria to combat COVID-19, with Victoria shutting down non-essential services on 22 March 2020 – forcing the AIDH Melbourne team to work from home.
	• Despite the uncertain future, AIDH is thriving thanks to the
	    o loyalty and commitment pf our members and the individuals and organisations that make up our community
	    o vision of the Board
	    o creativity, energy, and innovativeness of our staff.
	• Our commitment to bringing the community together to share knowledge, learn and network just looks different this year – new approach to events has seen us deliver weekly events to bring people together and our online library of content has ballooned.

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	300+ speakers from Australia and across the globe came together to make the Digital Health Summit a digital health month. - The Institute has at its core a commitment to build digital health capability - We welcomed our 1000th CHIA – Dr Andrew Brunton - Our Fellowship by Training program for PhD students has 16 students, with 3 soon to graduate - We launched a new pathway to Fellowship for digital health executives - Some announcements about new programs tailored to building informatics and digital health expertise amongst clinicians will be coming in early 2021 - The white paper *What is Digital Health* authored by Board Director David Rowlands, was published. - Thanks to some quick work by a group of members, we were able to consult with members and develop *10 Principles for the government's Contact Tracing app.* - Working with the Australian Digital Health Agency and nursing and midwifery bodies and professionals, we developed and launched the National Nursing and Midwifery Digital Health Capability Framework, and it has already received international recognition. - The Industry Genomics Network Alliance, or InGeNA, was launched in November 2020. - We will soon have 200 Fellows and Associate Fellows. - Michael Walsh thanked all the AIDH Organisational Members.
	3.2 Questions or Comments raised from the Chairperson's report - Gil Carter indicated he was pleased to see other digital health groups were collaborating with AIDH and asked if there were plans to expand on this in the future. Michael Walsh informed the attendees that Louise Schaper and himself as Board Chair communicated with all state, territory and federal governments at the commencement of COVID-19 to ensure they were aware of AIDH and its mission, and they found that AIDH was seen as a trusted and independent voice in the digital health environment and that we had skilled experts in this sector. Louise Schaper stated that there were currently lots of opportunities with unprecedented momentum, with membership and CHIA growth positive. Members who are interested in a unified voice were advised to contact her, so that AIDH can kick off with a bang next year. - Louise Schaper thanked her team and the Board for their support of the AIDH activities. - Leigh Donoghue acknowledged the importance of collaborating with New Zealand through HiNZ and the value of this trans-Tasman connection. - Peter Venning asked how to increase membership in Tasmania and engage commitment through proactive approaches.
4	**Treasurer's Report** Phil Robinson presented the financial report for 2019-2020. Acceptance of the report was proposed by Phil Robinson and seconded by Jen Bichel-Findlay.
	4.1 Overview of the financial report - AIDH ended the 2019/2020 financial year with a deficit of $106,113 against a budgeted deficit of $33,837 (a change of -$72,276). The previous result being a surplus of $145,499 in 2018/2019. Last year's deficit equated to 3.3% of total income received which was outside the targeted range of +/- 2% of total income. - The deficit in this difficult year was partly due to our inability to run the Australian Telehealth Conference in April due to the Covid19 pandemic. Another negative performance factor was deferral of Corporate CHIA sales into financial year 2020/2021 by Health Departments and Health Services. - The Institute's measure of Members Equity is one of our most important financial indicators and is a measure of Organisational Viability and Capability. Our equity position has improved over the last ten years with Members Equity at the end of 2018/2019 being $747,000. However, through a combination of changes to Accounting Standards (e.g. on leases) and the deficit, equity has reduced to $331,000.

	• Over the last nine years, HISA, and now AIDH, has continued to diversify its income streams in accordance with the strategic direction to grow the organisation, deliver more value to members and manage the risk associated with our dependency on conference earnings. As shown, income from subsidiary conferences remains steady, whilst income from other sources (certification, membership, business development and workforce projects) continues to grow. • Income was slightly higher while expenses grew for the year ended 30 April compared to the prior year resulting in the deficit figure reported in the Audited Financial Statements • Wage costs increased by $315,500 in 2019/2020 and account for over 55% of our expenses • Other expenses remained steady at just under 10% of overall expenses in 2019/2020 • The audited financial statements for the year ended 30th April 2020 will be available on the AIDH website. These have been assessed by the auditor as a true and fair view of AIDH's financial position. • The budget for 2020/2021 has been approved by the Board and has been estimated to generate a surplus of just over $100,000 which has been assisted by tight cost control and diligent access to Federal Government direct financial support, including Jobkeeper, and the Victorian Government's Business Support Package plus their support for deferral of lease costs and Payroll Tax. • A special vote of thanks was extended to our CFO, Alice Meng, and CEO, Louise for their unwavering support.
	3.2 Questions or Comments raised from the Treasurer's report • Leigh Donoghue identified that the future is a great opportunity to push digital health but the AIDH will be fiscally constrained for the next year or so due to the pandemic, but we should not let a crisis go to waste and keep encouraging digital health activities. • Michael Walsh congratulated the AIDH staff in their ability to respond to the fiscal constraints and providing the Summit program so that revenue was generated.
	4.2 Copy of the report A copy of the financial report will be available on the Institutes website in due course.
5	Approval of the audited financial statements Phil Robinson moved acceptance of the 2019/2020 audited financial statement which was made available via email to registered attendees of the annual general meeting, and this was seconded by Peter Williams.
6	Appointment of auditors The proposal to appoint Sean Denham & Associates as Auditors for 2020/2021 was moved by Phil Robinson and seconded by Michael Walsh. The motion was carried by all present voting unanimously, with 1 Abstention.
7	Special Resolution – Constitutional review The motion to move the recommended amendments to the AIDH Constitution was moved by Phil Robinson and seconded by Leigh Donoghue. The motion was carried by all present voting unanimously, with 1 Abstention.

8	Election of three (3) Board members
	There are three (3) vacant 3-year positions for the AIDH Board, and 22 nominations were received. 202 votes were submitted electronically prior to the AGM. Counting votes were validated by the Returning Officer, Julianne Oorloof, Membership and Corporate Services Manager, Kristal Kitto and Membership Officer Miroslav Dzoic. The successful nominees were • Wendy Chapman • Jen Bichel-Findlay • Monica Trujillo Michael Walsh congratulated the successful nominees and thanked outgoing Board members - Kerryn Butler-Henderson (who did not renominate) and Peter Williams – for their significant contribution to the Board activities in 2020.
8	General Business Nil