

AIDH Board Meeting

MINUTES

Date: Thursday 2 September 2021

Time: 1732 - 1830 (AEST)

Venue: Virtually via Zoom

#	Meeting Notes
1	<p>Welcome and Attendance</p> <p>The Chair of the AIDH Board, Bettina McMahon, welcomed the members to the AGM and provided a Welcome to Country.</p> <p>Members in attendance – Jennifer Bichel-Findlay, Peter Birch, Emma Blanus, Lindsey Butler, Kerryn Butler-Henderson, Paul Campbell, Jon Carrano, Michelle Cartwright, Nigel Chartres, Phillip Coote, Sarah Daniell, Reuben Daniels, Ruth De Souza, John Dewar, Leigh Donoghue, Michelle Evans, Kath Feely, Isobel Freat, Kathleen Gray, Damian Green, David Hansen, Louise Hayes, Lis Herbert, Kathy Hubble, David Hunter, Inga Hunter, Simon James, Mayet Jayloni, Kirk Kikirekov, Kristal Kitto, Hemanth Konedala, Ralph La Tella, Rod Lambert, Belinda Lange, Jenn Lee, Michael Legg, Hugo Leroux, Patricia Liebke, Bryan Macdonald, Gillian Mason, Dan McNerney, Bettina McMahon, Pathik Mehta, David O’Driscoll, Julianne Oorloff, Jeff Parker, Alan Pauza, Philip Robinson, David Rowlands, Angela Ryan, James Scandol, Louise Schaper, Andrew Schulze, Deven Sharma, Evan Stanyer, Stephen Stoyan, Melanie Strachan, Karl Suess, Malcolm Thatcher, Steven Tipper, Monica Trujillo, Melissa Tryrie, Karin Verspoor, Mel Wassell, Chris Williams, Peter Williams, John Zelcer.</p> <p>The Secretary, Jen Bichel-Findlay, indicated that there were no apologies or proxy votes submitted.</p> <p>The Chair introduced the current AIDH Board Directors (Bettina McMahon, David Hansen, Angela Ryan, Phil Robinson, Jen Bichel-Findlay, Leigh Donoghue, Inga Hunter, David Rowlands, Wendy Chapman, Monica Trujillo, and Damien Green).</p> <p>The Chair listed the 2021 AIDH Board election nominees (Gareth Baynam, Peter Birch, Emma Blanus, Janine Cox, Ruth De Souza, John Dewar, Leigh Donoghue, Damian Green, Kathy Hubble, David Kempson, Kirk Kikirekov, Belinda Lange, Patricia Liebke, Ben Magid, Simon Mara, Gillian Mason, Dan McNerney, Bettina McMahon, Giles Nunis, David O’Driscoll, David Rowlands, Densern Seo, Stephen Stoyan, Terry Sweeney, Victoria Wang, Melinda Wassell, Nilmini Wickramasinghe, Peter Williams)</p> <p>The Chair introduced Julianne Oorloff as the Returning Officer.</p>
2	<p>Confirmation of Minutes of 2020 AGM</p> <p>The 19 November 2020 Minutes were accepted as true and correct; motion was proposed by Damien Green, seconded by Angela Ryan. There were no abstentions. Motion carried unanimously.</p>
3	<p>Chairperson’s Report</p> <p>Bettina McMahon gave a verbal chairperson report, accompanied by a PowerPoint presentation.</p>

3.1 2021 AGM – CHAIR’S REPORT

- 2021 started with the elected and appointed members of the AIDH Board and the AIDH Executive staff meeting in Sydney to define the road ahead for the Institute following a year of uncertainty.
- AIDH is continuing to thrive (but not quite out of the woods) thanks to the loyalty and commitment of our members and the individuals and organisations that make up the community, the vision of the Board, and the creativity, energy, and innovativeness of the staff.
- 2022 is shaping up to be just as exciting – hopefully with a few less COVID interruptions than 2021!
- The digital health ecosystem and community is vast, and AIDH is well positioned to continue to play a growing role in the hub of that ecosystem.
- **DEVELOPMENT OF THE STRATEGIC PLAN** - The AIDH Board met in-person in February 2021 to refine and finalise the strategic plan and the roadmap to 2025. This work was informed by a member survey completed at the end of 2020, evaluating the previous plan and factoring in the new environment heralded by the global pandemic. While there is no significant departure from the Institute’s previous plan, it is critical that we continue to ‘reinvent’ ourselves so that we can continue to grow, thrive and support our members and the community. Responding to the pandemic has heightened the need for that reinvention as there are opportunities and momentum we can continue to drive and lead; as well as responding to the changed financial climate brought on by COVID (the Treasurer will touch on that issue further in his report).
- **STRATEGIC PLAN 2021-2025** - The Strategic Plan was published in April 2021. Our work sits across 3 strategic pillars (Workforce Advancement, Leadership & Advocacy, Community Engagement), with building workforce capability in digital health being our #1 strategic priority, and of course it’s important that the organisation has exceptional governance and a high performance and innovative culture. All of the work of the Institute is aligned to one of our strategic pillars, although many cross multiple pillars. An extension of thanks to the AIDH staff who continue to rise to the challenge and work really hard to deliver high quality services and products for our members and the community.

WORKFORCE ADVANCEMENT

- Some of our programs for building workforce capability in DH include:
 - The Fellowship by Training program for PhD students has had 4 people complete the Fellowship and currently has 10 candidates participating.
 - Last year we developed a pathway to Fellowship for executives and managers.
 - The associated Digital Health Executive Network, which was on a COVID hiatus will soon be relaunched and we’re excited to be working with some great executives and leaders to strengthen that network and grow its offerings to members.
 - You asked and we listened – work has progressed this year in building new professional development offerings, all of which will launch in the coming months. They include a foundational digital health course, a course designed to upskill Board members in all things digital health related to their governance responsibilities, and a mentoring and leadership program for Women in digital health.
- Australia’s certification program continued to grow this year.
 - We did expect numbers would drop due to the demands of COVID on our health sector, but that was not the case, and we continue to experience good growth in both individuals coming to the program and organisations sponsoring cohorts of their staff to go register for the CHIA examination.
 - There are more certified health informaticians in QLD than any other state.
 - Noting that 28 people outside of Australia have also registered and successfully passed the CHIA examination.
 - The majority of people who enter the CHIA program are health professionals.
- We have continued working with the Australian Digital Health Agency and Australia’s nursing and midwifery bodies and professionals to build the National Nursing and Midwifery Digital Health Capability Framework and have recently completed an implementation plan for the work. We are really proud of the quality of this work.

- Of note is that we were contacted by HSE Ireland who wanted to build their own digital health capability framework for nurses and midwives but due to the quality of our work, they wanted to adapt the Australian model rather than build one from scratch. We worked with Ireland and Northern Ireland on this project and they have now taken the Australian framework and validated it as the digital health capability framework for not just nurses and midwives, but for all health and social care professionals.
- We continue to collaborate and are currently planning out next steps around implementation of the framework.

LEADERSHIP & ADVOCACY

- At the end of last year, AIDH became the home and host of InGeNA – the Industry Genomics Network Alliance.
 - The Alliance has a current membership of 20 companies with a strong interest in the field of genomics and who back the vision to realise the full potential of genomics to personalise healthcare, where genomics is integrated into everyday healthcare.
 - InGeNA was funded by a generous MTP Connect matched funding grant, and membership fees paid to join InGeNA by member companies.
 - InGeNA fills the need for a united voice for industry as the worlds of genomics and digital health converge.
 - InGeNA works collaboratively with other organisations.
 - Our work is across 4 strategic pillars and this year the committee chose to sponsor one significant project of work under each strategic pillar.
 - Stay tuned over the coming months as those reports and work are completed and made available.
- Work that InGeNA is completing in its first year includes:
 - a REPORT: Valuing the impact of genomics on healthcare in Australia.
 - a WHITE PAPER: Problems and solutions to Health Technology Assessment process issues regarding genetic/genomic testing and treatment.
 - a FRAMEWORK: Developing the framework to build workforce capability for the age of precision health.
 - a REPORT: Industry's role in driving value from genomics information management in Australia.
- In the last 12 months we have participated in several government consultations and provided written submissions to some. Thanks are extended to those members who volunteered their time and expertise to support these submissions.
- In addition, we developed a position paper on digital vaccine passports AND we signed an MOU with the Aged Care Industry Information Technology Council to work together to advance digital health and health informatics across the aged care sector.
- I'd also like to let you know that the Board have just recently approved a draft strategy to expand our Leadership and Advocacy program. We will be seeking your input into that program of work so stay tuned to your Institute newsletter for upcoming opportunities.

COMMUNITY ENGAGEMENT

- The Institute experienced a growth in membership in the 2020-21 year.
 - We currently have almost 2000 financial members – the highest it has ever been (n=1890).
 - For those interested in leaderboards – Victoria leads the states and territories with >600 members.
 - It is worth noting that in addition to financial members, our stakeholder database has grown to over 15,000 people who have interacted with AIDH and receive regular updates on our activity and achievements.
 - We will soon have 250 Fellows and Associate Fellows.

- We experienced a big uptick in organisations joining the Institute in the last 12 months. We are loving the diversity of organisations represented in our membership and that diversity and number continues to increase.
 - At a recent online members event, members were asked what they like about digital health, the Institute, and the community. A word cloud showed their responses in real time, with passion, innovation diversity and support being the most common word.
 - Some of our Communities of Practice haven't been as active in the last year as they had been in the past, due to leaders moving on and the demands of "life".
 - I'd like to thank all the leaders of the state branches and communities of practice for their continued efforts and support of the Institute and our community.
 - You will see next week the call for nominations for leadership roles with our Communities and State Branch elections and I'd encourage you to consider nominating for a role in one of these groups.
- On the Event side of the company, this has been a real challenge for the team.
 - Our Health Data conference was pivoted to a virtual-only model after Victoria went into a lockdown on the day the conference was originally due to begin.
 - Please let me give a shout out to the AIDH team, particularly Sharlene, Belinda, Meera and Kristal who were all working so tirelessly behind the scenes to pivot the event at the last minute while continuing to work on our other community and professional development event series.
- And you would have seen the announcement last week that our pinnacle event in Australia's annual digital health calendar – the Digital Health Summit has been postponed to February next year.
- There was such strong interest by the community in hosting the Summit in-person, with a virtual option for those that need it and we are grateful for your support in delaying this one.
- Several years ago, we bid to host the International Medical Informatics Association's Nursing Informatics conference.
 - This global gathering of nursing and midwifery digital health leaders was due to be held in Brisbane in 2020. Of course, the in-person event was a casualty of the pandemic so it was delayed 1 year and held as a virtual congress.
 - Today is the final day of the congress and while we are disappointed not to be able to bring everyone out to Brisbane, I hear reports that it has been a very successful event.
 - I wanted to give a special shoutout to Liz Cummings who led our bid for the event and has been our lead on this conference, working with an international committee. And a big thanks to Shelley Nowlan, Chief Nursing and Midwifery Officer in QLD, who chaired the conference.
- And a plug here for the Institute's Digital Health TV service. Many of you are very familiar with DigitalHealthTV, but for those who haven't yet explored the thousands of hours of cutting edge content captured from our conferences and events – I implore you to do so.

SUMMARY

- I am thrilled to have had the opportunity to be your Chair for the past year and to have worked with your Board, Louise and the executive team to begin execution of our strategic plan.
- It has been a rewarding year and we're only just getting started.

3.2 Questions or Comments raised from the Chairperson's report

- No questions were raised.

3.3 Acceptance of Chairperson's report

- Acceptance of the Chairperson's report was moved by Bettina McMahon and seconded by David O'Driscoll. There were no abstentions.
- Motion carried without dissent.

Treasurer's Report

Phil Robinson presented the financial report for 2020-2021, accompanied by a Powerpoint presentation.

4.1 Overview of the financial report

- AIDH ended the 2020/2021 financial year with a surplus of \$199,639 against a budgeted surplus of \$151,289 (an improvement of \$48,350). The previous result being a deficit of \$106,113 in 2019/2020. Last year's surplus equated to 7.3% of total income received which was well ahead the targeted range of +/- 2% of total income.
- Achieving a surplus in what was an extremely challenging year during the Covid19 pandemic was due to a combination of factors including tight cost control, an ability to rapidly pivot to virtual conference activities, income from CHIA and other workforce programs plus significant financial support from State and Commonwealth Governments including via JobKeeper.
- AIDH Limited inherited Charity Status from HISA and as such only needed to show a 15% loss of revenue to receive the JobKeeper subsidy at a value of \$461,250 in 2020/21. Our eligibility for the JobKeeper scheme was accompanied by other Commonwealth assistance of \$50,000 plus several State Government business support packages to a value of \$25,000.
- 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 end-of-year equity position had gradually improved over several years but fell at the end of 2019/2020 to \$331,109 due to timing issues and the introduction of new accounting standards on revenue recognition and leases. However, with the surplus in 2020/21, Members Equity has increased to a more healthy \$530,748.
- Over the last eight 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 you can see, income from conferences fell drastically in 2020/21, while income from other sources - particularly certification, membership, workforce projects and government subsidies – all continued to grow.
- Overall, Income was reduced by almost \$500,000 while expenses were constrained even further for the year ended 30 April resulting in the surplus figure of \$199,639 as reported in the Audited Financial Statements.
- Wage costs decreased by \$168,000 in 2020/21 and were exactly two-thirds of all expenses.
- Other expenses remained steady at just under 7.25% of overall expenditure in 2020/2021.
- The audited financial statements for the year ended 30th April 2021 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 2021/2022 has been approved by the Board and has been estimated to generate a small surplus which will be assisted by continued cost control and diligent access to current Government financial support, including the Victorian Government's Business Support Package plus their support for deferral of leasing costs and Payroll Tax.
- A special vote of thanks was extended to the AIDH CFO, Alice Meng, the CEO, Louise Schaper, and Bettina McMahon and the AIDH Board Directors for their confidence during a difficult year for overseeing the finances.

4.2 Questions or Comments raised from the Treasurer's report

- Michelle Evans asked for further information on the \$1M in Contract Liabilities. Phil Robinson and Alice Meng (AIDH CFO) indicated that the Contract Liabilities were comprised of Prepayments for hire of Conference Centres, Membership Fees to be recognised during the year and Prepayments of CHIA fees from both Organisations and Individuals as they can only be recognised once the Examination Period has passed.
- Kirk Kikirekov asked, in terms of 2022, what does the forecast and also the Q1 look like? Phil Robinson outlined that the financial result at the end of Q1 to the end of July was strong being over \$160,000 ahead of budget. The annual forecast via the budget was for a small surplus but, with the deferral of the annual Summit due to the ongoing nature of the Covid19 pandemic, the Board was receiving regular cashflow forecasts.

	<p>4.3 Acceptance of Treasurer’s report</p> <ul style="list-style-type: none"> • Acceptance of the report was proposed by Phil Robinson and seconded by David Rowlands. There were no abstentions. • Motion carried without dissent.
	<p>4.4 Copy of the report A copy of the financial report will be available on the Institute’s website in due course.</p>
<p>5</p>	<p>Approval of the audited financial statements</p> <ul style="list-style-type: none"> • The audited financial statements were distributed to attendees with the Agenda for the AGM. • The Auditor, Sean Denham and Associates, has given AIDH a clean bill of health in the Audited Financial Statements, concluding “In my opinion, the accompanying financial report of Australasian Institute of Digital Health Limited is in accordance with Division 60 of the Australian Charities and Not-for-profits Commission Act 2012 (the ACNC Act), including: <ul style="list-style-type: none"> a) gives a true and fair view of the Company's financial position as at 30 April 2021 and of its financial performance for the year then ended; and b) complies with Australian Accounting Standards - Reduced Disclosure Requirements and Division 60 of Australian Charities and Not-for-profits Commission Regulation 2013”. • Phil Robinson moved acceptance of the 2020/2021 audited financial statement which was made available via email to registered attendees of the annual general meeting, and this was seconded by David O’Driscoll. There were no abstentions. • Motion carried without dissent.
<p>6</p>	<p>Appointment of auditors</p> <ul style="list-style-type: none"> • The proposal to appoint Sean Denham & Associates as Auditors for 2021/2022 was moved by Phil Robinson and seconded by Evan Stanyer. There were no abstentions. • Motion carried without dissent.
<p>7</p>	<p>Election of four (4) Board members</p> <p>Bettina McMahon invited Julianne Oorloff, the Returning Officer, to present the successful nominees.</p> <p>28 nominations were received for three (3) vacant 3-year positions and one (1) vacant 1-year position for the AIDH Board.</p> <p>253 votes were submitted electronically prior to the AGM, and Members’ votes were validated by the Returning Officer, Julianne Oorloff, assisted by Membership and Corporate Services Manager, Kristal Kitto, and Membership Officer Miroslav Dzoic.</p> <p>The successful nominees were, in no particular order:</p> <ul style="list-style-type: none"> • Gillian Mason, Damien Green, and Bettina McMahon (3-year term) • Belinda Lange (1 year term) <p>Bettina McMahon congratulated the successful nominees.</p>

8	<p>General Business</p> <p>David Hansen thanked the outgoing Board Directors – Inga Hunter, Leigh Donoghue, David Rowlands, and Phil Robinson – for their significant contribution to the Board activities in 2020/2021.</p> <p>Phil Robinson thanked the 24 people who stood for election and were unsuccessful and hoped that they would continue to be engaged with AIDH activities.</p> <p>Leigh Donoghue expressed his pleasure at seeing the number of members participating in the AGM who come from a sector that suffers fragmentation. There was obviously a lot of support for AIDH activities given the attendance, and it was exciting to think about the opportunities for collaboration, particularly with our New Zealand neighbours.</p> <p>Steven Tipper indicated that AIDH is definitely on its way to becoming a peak body. The digital revolution is happening in healthcare, and AIDH will be very prominent in that environment now.</p>
8	<p>Meeting conclusion</p> <p>The meeting concluded at 1830 hours.</p>