

AIDH Annual General Meeting

DRAFT MINUTES

Date: Tuesday 18 October 2022

Time: 1253 - 1324 (AEDT)

Venue: International Convention Centre Sydney, Room C2.2

#	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 an Acknowledgement to Country.</p> <p>Members in attendance – Jennifer Bichel-Findlay, Michele Blanshard, Ian Bull, Paul Campbell, Jon Carrano, Ben Casey, Wellington Chan, Wynne Chiu, Paul Cooper, Janine Cox, Lynn Crawford, Delia Dent, Sharon Downman, Kera Fulurija, Frayne Gomez, Rahul Gupta, David Hansen, Anne Iwanko, Natasa Lazarevic, Clara Lubbers, Robin Mann, Gillian Mason, Dan McInerney, Bettina McMahon, Petra Milnes, Edel Murray, Cheng Cheng Ooi, Julianne Oorloff, Kara Pollard, Philip Robinson, Angela Ryan, Louise Schaper, Matthew Squires, Evan Stanyer, Melanie Strachan, Michael Strachan, Steven Tipper, Monica Trujillo, Natalie Turner, Adrian Vandenbergh, Kris Vipavetz, Alex White, Shawn Wigham.</p> <p>The Secretary, Jen Bichel-Findlay, indicated that there were five apologies – Gregg Boalch, Wendy Chapman, Kathleen Gray, Damian Green, Michael Hosking.</p> <p>The Chair introduced the current AIDH Board Directors who were in attendance (David Hansen, Angela Ryan, Jen Bichel-Findlay, Monica Trujillo, Gillian Mason).</p>
2	<p>Confirmation of Minutes of 2021 AGM</p> <p>The 2 September 2021 Minutes were accepted as true and correct; motion was proposed by Monica Trujillo, 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> <p>3.1 2021 AGM – CHAIR'S REPORT</p> <ul style="list-style-type: none"> • Thanks were extended to the membership of AIDH, the digital health community, and the hard work by the AIDH staff, with 2022 seeing the digital health community and the peak body continue to grow and thrive. • The AIDH Strategy was released in 2021, with the vision of <i>Healthier lives, digitally enabled</i>, the purpose of <i>the independent voice of digital health leadership an expertise to achieve healthier lives, digitally enabled</i>, and the four major foci of <i>workforce advancement, leadership & advocacy, community engagement, and organisational excellence</i>. • AIDH has attempted to incorporate the results from the membership survey into the strategic framework.

WORKFORCE ADVANCEMENT

- The 2nd edition of the Australian Health Informatics Competency Framework was released in 2022. Members of the CHIA Examination Committee and Desiree McNeile McCormick (Workforce Program Manager) were congratulated and thanked for their hard work.
- AIDH and voluntary members continued to work on developing resources to accompany the [National Nursing and Midwifery Digital Health Capability Framework](#), launched by the Australian Digital Health Agency in 2020.
- Ireland and Northern Ireland combined forces with the AIDH to adapt the Australian National Nursing and Midwifery Digital Health Capability Framework to become the [All-Ireland Nursing & Midwifery Digital Health Capability Framework](#).
- 2021-2022 has seen AIDH partnering with the Australian Digital Health Agency on the national program to build digital health capability across the health workforce.
 - Foundational digital health capability framework – develop foundational digital health capability statements that are applicable across the health workforce.
 - Map and develop career pathways – map and develop career pathways for digital health and informatics expertise to support professionalisation and attraction/retention of skills
 - Digital health workforce readiness framework – develop a workforce digital health readiness framework for organisations to self-assess and plan accordingly.
 - Resources / tools / guides for digital health – develop and collate a set of resources and guides used to support digital health capability uplift. Notably, self-assessment tool for nurses and midwives are a priority.
 - Digital health workforce hub – design and develop a ‘one stop shop’ for individuals and organisations comprising curated digital health workforce content.
- AIDH is building the world’s best credentialed digital health workforce.
 - Digital Health 101 – short course to be released soon.
 - More than 1500 digital health leaders and expert practitioners are [Certified Health Informaticians Australasia](#), referred to as CHIAs.
 - World-first Clinical Informatics Fellowship has just been launched, and the first cohort will be in 2023.
 - Other initiatives to build specialist career pathways in digital health are underway, growing the pipeline into higher education offerings.
- AIDH has demonstrated commitment to building workforce capability.
 - Fellowship by Training – seven individuals have graduated, and five candidates are currently enrolled.
 - Women in Digital Health Leadership – 25 women have graduated in 2022, and the 2023 cohort will be launched in November 2022.
 - Professional Development – programs are currently under development, such as Digital Health 101 program.
- Demographic information on the 1439 successful CHIAs in September 2022 indicated that the majority:
 - reside in Qld (641), Vic (354), NSW (189), and SA (150), with smaller numbers in the other states and territories – WA (42), NT (10), ACT (9), and Tas (7). Individuals from international countries have also successfully achieved the credential (37).
 - are in healthcare roles – medicine (17%), nurses/midwives (14%), and other health professionals (10%). Other roles identified are health informaticians (11%), managers or heads of departments (9%), health information managers (7%), government employees and public servants (6%), and project managers or officers (5%).

	<p>LEADERSHIP & ADVOCACY</p> <ul style="list-style-type: none"> • Shifting the Dial on digital health in Australia is the AIDH's Leadership and Advocacy strategy <ul style="list-style-type: none"> ○ AIDH was able to create a new role in the team – Advocacy and Policy Director – so that efforts in advocacy, policy, and leadership can be accelerated. ○ The framework has three pillars (Changing the business models of healthcare, advancing the digital health workforce, and building trust and confidence in health and data). ○ Three Expert Advisory Groups have been appointed – one for each pillar. • InGeNA (Industry Genomics Network Alliance) has launched its strategy with four strategic pillars – quantifying the benefits of genomics, access and equity, workforce, and data and technology innovation. <ul style="list-style-type: none"> ○ InGeNA has published five major documents and reports in its first full year of operations. ○ Four webinars with a total of 521 registrations and 261 attendees have been held. <p>COMMUNITY ENGAGEMENT</p> <ul style="list-style-type: none"> • AIDH decided to schedule 3 conferences and 100+ webinars and in-person events in 2022, as well as plan for the 2023 MedInfo conference – what were we thinking?? • AIDH continues to experience strong membership growth in the 2021-22 year. <ul style="list-style-type: none"> ○ We currently have 2354 financial members, comprising 2256 in Australia and 98 international members from New Zealand, Hong Kong, United States, Denmark, United Kingdom, Canada, and other countries. ○ For those interested in leaderboards – Vic leads the states and territories with 809 members, followed by NSW (595), Qld (463), SA (160), WA (117), ACT (64), Tas (28) and NT (20). ○ Individual membership is the most prevalent (1136), followed by Nominees (742), Fellows (185), Academic Nominees (142), Students (62), Associate Fellows (42), Retired (26), Honorary (11), and Concession (8). ○ The majority of Fellows and Associate Fellows are from Vic (69), while the majority of organisational members are from NSW (71). <p>SUMMARY</p> <ul style="list-style-type: none"> • I am thrilled to have had the opportunity to be your Chair for another year and to have worked with your Board, Louise and the executive team to begin execution of our strategic plan. • Once again, I would like to extend thanks to Louise, the CEO, her staff, and the membership.
	<p>3.2 Questions or Comments raised from the Chairperson's report</p> <ul style="list-style-type: none"> • No questions were raised.
	<p>3.3 Acceptance of Chairperson's report</p> <ul style="list-style-type: none"> • Acceptance of the Chairperson's report was moved by Bettina McMahon and seconded by Jennifer Bichel-Findlay. There were no abstentions. • Motion carried without dissent.
4	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • David Hansen presented the draft financial report for 2021-2022, accompanied by a Powerpoint presentation. • Attendees were notified about the need for a future Special General Meeting.

	<p>4.1 Overview of the financial report</p> <ul style="list-style-type: none"> • The auditors approved at the 2021 AGM informed AIDH that due to workforce deficits, they would be unable to complete the audit. New auditors were engaged, who commenced the audit but were unable to complete it by the due date. • A Special General Meeting will need to be convened when the auditor's report becomes available. • The information provided at this meeting is therefore draft. • AIDH ended the 2021/2022 financial year with a surplus of \$302,155, equating to 9.10% of total income received. • AIDH's measure of Members Equity has been increasing in the last three years, reaching \$930,341. • Income diversity has improved, emanating from the conferences (Summit series, data analytics, telehealth), membership, certification, workforce, engagement, and others. Workforce was not previously an income stream, and certification as gradually increased. • Overall, Income increased from the last financial year to \$3,318,768 while Staff Expenses were \$1,753,766. Cost of Sales were \$906,419, and Overheads were \$356,428. • 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 2022 will not be available on the AIDH website until they have been assessed by the auditor as a true and fair view of AIDH's financial position and a Special General Meeting has been held, at which the statements will be approved. • A special vote of thanks was extended to the AIDH financial staff, the CEO, and Bettina McMahon and the AIDH Board Directors for their confidence during a difficult year for overseeing the finances.
	<p>4.2 Questions or Comments raised from the Treasurer's report</p> <ul style="list-style-type: none"> • A question was raised about what contributed to larger amounts in the Other category for the years 2020 and 2021 in the Income Diversity graph. David Hansen indicated that it was JobKeeper payments.
	<p>4.3 Acceptance of Treasurer's report</p> <ul style="list-style-type: none"> • Acceptance of the report cannot occur until the audited report has been received and the membership approve the audited report at an upcoming Special General Meeting.
	<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>
5	<p>Approval of the audited financial statements</p> <ul style="list-style-type: none"> • The audited financial statements were unavailable at the time of the AGM. • The Auditor, Sean Denham and Associates, was unable to complete the audit, so National Audits Group were engaged. • The Audited Financial Statements will be available as soon as possible.
6	<p>Appointment of auditors</p> <ul style="list-style-type: none"> • The appointment of auditors for 2022-2023 will be discussed at the Special General Meeting, once the auditor's report becomes available.

7	<p>Special Resolution – Constitutional review</p> <ul style="list-style-type: none"> The proposed amendments to the AIDH Constitution were provided to members, with the current Constitution and marked-up version of changes. Louise Schaper explained the reasons for all four (4) – predominantly removing references to ‘initial board’ and related references that are no longer applicable, as they relate to the first three years of AIDH, post the integration between HISA and ACHI. The special resolutions were voted on in-person during the AGM, with electronic voting not able to be offered for this agenda item. <p>Motion 1 To amend the AIDH Constitution to remove Section 35.3 Initial Board in its entirety. 38 attendees voted FOR, 0 attendees voted AGAINST, and 1 attendee abstained.</p> <p>Motion 2 To amend the AIDH Constitution to remove 35.7(a) as it related to a section we are proposing to remove (see Motion 1). 39 attendees voted FOR, 0 attendees voted AGAINST, and there were 0 abstentions.</p> <p>Motion 3 To amend the AIDH Constitution to remove 35.8(a) as it is no longer relevant. 39 attendees voted FOR, 0 attendees voted AGAINST, and there were 0 abstentions.</p> <p>Motion 4 To amend the AIDH Constitution to amend 35.8(b) as it refers to the integration of ACHI and HISA which is no longer relevant (new wording as per mark ups in attached Constitution). 38 attendees voted FOR, 0 attendees voted AGAINST, and 1 attendee abstained.</p>
8	<p>Election of three (3) Board members</p> <p>Bettina McMahon invited Julianne Oorloff, the Returning Officer, to present the successful nominees.</p> <p>38 nominations were received for three (3) vacant 3-year positions for the AIDH Board.</p> <p>Votes were submitted electronically prior to the AGM, and Members’ votes were validated by the Returning Officer, Julianne Oorloff, assisted by AIDH Operations Manager Aydin Rahmi.</p> <p>The successful nominees were, in no particular order:</p> <ul style="list-style-type: none"> David Hansen, Belinda Lange, and Angela Ryan <p>Bettina McMahon congratulated the successful nominees.</p>
9	<p>General Business</p> <p>Louise Shaper identified that the software for Board election voting was poor, having to cast a vote for every candidate, and she indicated that AIDH would be preparing a business case for the Board to start a process for selecting a new CRM system. Jon Carrano advised to take time to look at several solutions.</p>
10	<p>Meeting conclusion</p> <p>The meeting concluded at 1324 hours.</p>