



Annual General Meeting 2024

Notice of Annual General Meeting

The Society of Hospital Pharmacists of Australia

Trading as

Advanced Pharmacy Australia

ACN 04 553 806

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: Monday 4th November 2024
- + Place: Online via Zoom – [click HERE to join meeting](#)
- + Time: 6:00pm (AEDT)

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

14 October 2024

ADVANCED
PHARMACY
AUSTRALIA

The Society of Hospital Pharmacists of Australia
trading as **Advanced Pharmacy Australia**
Collingwood Victoria 3066 Australia
(03) 9486 0177 • adpha.au • info@adpha.au

Agenda of Annual General Meeting

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- + Date: Monday 4th November 2024
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1. **Attendance**
2. **Proxy Holders**
3. **Apologies**
4. **Announcement of Director Election Results**
5. **Appointment of Independent Directors**
6. **Appointment of Auditor:**

Motion: *That Cameron Flynn, Director of Accru Melbourne, being qualified to act and having consented do so, be appointed as the Auditor of the Society of Hospital Pharmacists of Australia t/as Advanced Pharmacy Australia for a one-year period commencing 1st July 2024.*

7. Ordinary Business:

7.1 Minutes of the previous Annual General Meeting (attached)

Motion: *To receive and adopt the Minutes of the Annual General Meeting held on Friday 3rd November 2023 as a true and accurate record.*

7.2 Report by the Treasurer

[Annual Financial Statements](#)

7.3 Report by the Chair

Annual Report

8 Close



Proxy Form

To: Company Secretary

The Society of Hospital Pharmacists of Australia t/as Advanced Pharmacy Australia

THE SOCIETY OF HOSPITAL PHARMACISTS OF AUSTRALIA

TRADING AS

ADVANCED PHARMACY 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 4th day of November 2024 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 _____ 2024

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 Friday 1 November 2024**

- via email to companysecretary@adpha.au





Agenda Item 6

Appointment of Auditor

Motion:

That Cameron Flynn, Director of Accru Melbourne, being qualified to act and having consented do so, be appointed as the Auditor of the Society of Hospital Pharmacists of Australia t/as Advanced Pharmacy Australia for a one-year period commencing 1st July 2024.

ANNUAL GENERAL MEETING 2023 (DRAFT)

Minutes of the Annual General Meeting held on Friday 3 November 2023 at 5:50pm in Auditorium B & C, Cairns Convention Centre

1. WELCOME TO MEMBERS

The President, Tom Simpson opened the meeting at 5:50pm 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 Jacky Hanh

Valid Proxies: 1

MEMBERS PRESENT AT THE AGM WERE:

James Dwyer, Gilbert Yeates, Helen Dowling, Susan Alexander, Ed Anderson, Kate Bennett, Kelly Beswick, Teana Brewster-O'Brien, Rosemary Burke, Graham Caitens, Caitlin Chisolm, Tara Clayton-Fisher, Mark Clifford, Judith Coombes, Sian Dawson, Danielle Deidun, Pascale Dettwiller, Emily Diprose, Harrison Do, Michael Dooley, Helen Dowling, Catherine Drake, Kay Dunkley, James Dwyer, Katrina Graham, Winifred Greenshields, Jacky Hanh, Bianca Heron, Chris Kleemann, Heather Lang, Ken Lawrie, Russell Levy, Adam Livori, Jane Ludington, Sally Marotti, Erica Marsom, Alexandria McDonald, Claire Money, Wendy Morton, Peter Murney, Suzanne Newman, Bhavini Patel, Alyssa Pidgeon, Bianca Piljic, Malwina Pliszcak, Michael Ryan, Monique Scott, Carla Scuderi, John Shanks, Jim Siderov, Simone Taylor, Susan Trevillian, Paul Wembridge, Tim Yi, Jerry Yik, Angela Young

DIRECTORS PRESENT:

Tom Simpson, Jacinta Johnson, Brenda Shum, Olivia Rofo, Lisa Pont, Kate O'Hara, Paul Firman

INDEPENDENT DIRECTORS PRESENT:

Lindsay Cane, Ramy Aziz, David Butt

3. APOLOGIES

David Kong, Sally Yeung, Joanna Tsang

4. ANNOUNCEMENT OF DIRECTOR ELECTION RESULTS

The Company Secretary reported that vacancies were advertised for Director positions in SA/NT, NSW, ACT and VIC.

One nomination was received for SA/NT, VIC and the ACT therefore no elections were required. In NSW, two (2) nominations were received from Dr Kate O'Hara and Dr Michael Soriano. The SHPA Director elections ran from Monday 28th August to Sunday 10th September.

Elected for SA/NT is Jacinta Johnson
Elected for VIC is John Evans
Elected for ACT is Emily Diprose
Elected for NSW is Dr Kate O'Hara

The Company Secretary congratulated the Directors on their appointments, and thanked Lisa Pont and Olivia Rofo for their service as Directors of the Board.

5. APPOINTMENT OF INDEPENDENT DIRECTOR

The Company Secretary reported the appointment of one Independent Director following the retirement by rotation of David Butt.

The Company Secretary noted the Society advertised the position through the AICD in August 2023.

The Company Secretary congratulated the Katie McDermott on her appointment as Independent Director for a 3-year term.

The Chair reported the re-appointment of Lindsay Cane to the SHPA Board as an Independent Director for a further 1-year term.

The President welcomed Katie McDermott and thanked David Butt for his service as Board Director.

The President also formally noted the re-appointment of Kristin Michaels as Chief Executive and Company Secretary, already announced in July of 2023.

6. ORDINARY BUSINESS

6.1 MINUTES OF THE PREVIOUS AGM

The minutes of the 2022 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 Helen Dowling:

"That the minutes of the Annual General Meeting held on 1 December 2022 be accepted as a true and accurate record."

CARRIED

5.2 REPORT BY THE CHAIR

The Chair presented the 2023 Annual Report to Members.

- Membership retention at 94.5%
- 67.7% of all members enrolled in at least 1 Specialty Practice Group



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- 5,543 attendees across 59 national education events; an increase of 14%
- Australian Injectable Drugs Handbook 9th Edition released
- JPPR gained an inaugural Journal Impact Factor of 2.1 – the first recognition of this kind in its history, driven by building two-year citation rates – while full-text article downloads increased by 27%.
- Pharmacy Forecast Australia launched on World Pharmacists Day at FIP Congress in Brisbane
- Positive broadcast media coverage of SHPA's activities reached a cumulative audience of 40.9 million in 2022-23
- Social media audience rebounded with growth of 12% to 1.14 million
- Launch of ANZCAP including Foundation Program, Independent Program and Training Programs
- Transformation 2024 initiative introduced a new recognition program, investment in specialty pharmacy and renewed focus on inclusivity and our identity
- National PPMC Credential launched
- A Technician Observer was invited to join the Board, with the Society working toward enshrining a dedicated Technician Director position in 2024
- MedsAware: Deprescribing Action Week reaching a cumulative audience of more than 11 million across media and social media.

The Chair thanked the Board for their support, the CEO and Secretariat team, the volunteers, Branch Chairs and Committee Chairs and all members for their hard work and commitment to the Society.

5.3 REPORT BY THE TREASURER

The Treasurer presented the 2022-23 Financial Reports, noting the following highlights:

- Operational revenue of \$6.33M, an increase of 30%, with annualised membership retention again over 95%
- Expenses for the year totalled \$6.07M, an increase of 27%, driven primarily by the return of Medicines Management
- Operating surplus of just under \$260,000.00
- Positive movement of investment portfolio of \$242,000
- Reporting a comprehensive income for the year of \$502,000, a 7% increase in equity to \$6.89m, with \$6.5m of this equity invested in the financial investment portfolio

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.

The Chair invited questions from the floor.

5. CLOSE

There being no further questions from the floor, the Chair closed the meeting at 6:11pm and thanked the Members for their attendance.



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