

**MINUTES OF ADSN ANNUAL GENERAL MEETING
Saturday 24 November 2007**

**Adelaide Day Surgery
Adelaide SA**

Meeting Commenced: 1515

1	PRESENT	<p>Chair: Wendy Adams (VIC) Councillors: Helen Carne (WA/Min. Taker,) Teena Brush (QLD), Celia Leary (NSW), Maralyn Masters (SA), Fiona Svamvur (TAS). State Representatives: Gina Cook (TAS) Penny Reed (WA), Jo Tier (QLD), Janis Weston (SA). Proxy delegate: Darren Johnston (VIC),</p> <p>Wendy extended a warm welcome to incoming State Representatives to the ADSNA Council</p>
2	APOLOGIES	Priscilla Guy (VIC), Jacqueline Hurley (NSW), Elizabeth McAuliffe (WA)
3	CONFIRMATION OF MINUTES November 2006	<p>Moved that the minutes be confirmed: Wendy Adams Seconded: Celia Leary</p> <p>Accepted</p>
4	PRESIDENT'S REPORT	<p>President's report tabled</p> <p>Wendy thanked the outgoing ADSNA state representatives for their support particularly the two long standing members Celia Leary and Teena Brush.</p> <p>President's Report Moved: Teena Brush Seconded: Fiona Svamvur Accepted</p>

5	TREASURER'S REPORT	<p>The 2006/2007 financial report tabled Independent Auditors report tabled – Auditor Craig Stevens, Craig Stevens & Associates Pty Ltd</p> <p>Treasurer's Report Moved: Wendy Adams Seconded: Helen Carne Accepted</p> <p>Wendy expressed sincere appreciation to Maralyn as Treasure for her time and commitment to the job of handling the ADSNA finances so ably over the past year.</p>		
5.1	Appointment of Auditor	<p>Motion: ‘That it is confirmed that Craig Stevens & Associates Pty Ltd will continue in the position of auditor for ADSNA for the duration of the financial year 2007/2008. Moved: Maralyn Masters Seconded: Wendy Adams Accepted</p>		
6	PORTFOLIO ANNUAL REPORTS	<p>Reports tabled – refer to November Council Meeting Journal Report – Teena Brush Education Report – Jo Tier Marketing Report – Fiona Svamvur Guidelines Report – Teena Brush Data Base Report – Jacqui Hurley</p> <p>Wendy on behalf of the committee thanked</p>		
7	CHANGE OF REPRESENTATIVES	<p>Celia Leary and Jacqui Hurley (NSW) will be replaced by Lillian Stibbs, 1st representative and Patricia Goh 2nd representative.</p> <p>Teena Brush (QLD) will be step down as 1st representative to be replaced by Jo Tier. The 2nd representative is Michelle Hambridge.</p> <p>Gina Cook (TAS) replaces Helen Taylor as 2nd representative</p>		

		<p>Janis Weston (SA) joins the group as 2nd representative</p> <p>Helen Carne and Elizabeth McAuliffe (WA) will be replaced by Penny Reed 1st representative and Alison Gateley 2nd representative</p> <p>Victoria is unchanged for the present.</p>		
8	ELECTION OF OFFICE BEARERS	<p>Celia Leary took the chair as electoral officer.</p> <p>Nominations for President Wendy Adams and Maralyn Masters Maralyn Masters declined nomination</p> <p>Wendy Adams was elected unopposed and resumed the chair</p> <p>Treasurer: Maralyn Masters was elected unopposed</p> <p>Secretary: Jo Tier was elected unopposed</p>		
9	PORTFOLIO ALLOCATION	<p>Editor: Wendy Adams who will be assisted by the 2nd Victorian representative</p> <p>Assistant Clinical Editor: Helen Taylor has agreed to remain in the position. She will be assisted by of Gina Cook</p> <p>Assistant Non-Clinical Editor: Celia Leary</p> <p>Article Resource: Fiona Svamvur and Janis Weston</p> <p>Marketing: Penny Reed</p> <p>Website: Alison Gateley (To be confirmed)</p> <p>Data Base: Linda Evans Administrative Assistant</p> <p>Minute Secretary: Jo Tier</p> <p>Assistant Minute Secretary: Michelle Hambridge</p> <p>IAAS/Guideline Distribution: Linda Evans</p> <p>Research: Priscilla Guy</p> <p>AS4187 Representative: Julianne Thynne</p>		

10	BUSINESS ARISING			
10.1	Guidelines & IAAS Book Distribution	Linda Evans will collect any mail relating to guideline/IAAS book distribution After discussion it was suggested that ADSNA pay Linda a nominal handling fee	Refer Business Plan	
10.2	MYOB Programme	It may also be necessary for ADSNA to purchase a MYOB programme licensed to 'Day Surgery'	Refer Business Plan	
11	BUSINESS PLAN 2007 - 2008	Budget 2008 - discussion held: Journal to be cost neutral Capitation fees to cover costs for running meetings Upgrade MYOB Consider an administrative fee for Linda Evans Gather further information of Debit/Credit Card Purchase a new banner Pre-printed envelopes for the Treasurer Obtain designs for the guideline folder Source information of teleconferencing Consider education grants for day surgery nurses Wendy to confer with Maralyn to put a budget together		
10	NEW BUSINESS			
10.1	ANZ Business 1 Visa Card	Discussion held and agreed that in principle the card is a good idea. It was accepted that: <ul style="list-style-type: none"> • Stringent controls would be required • A decision would need to be made as to who would have use of the card and when would the card be used • More information was required 	Maralyn to obtain the necessary information	
10.2	Flight Reimbursement	The matter of the time lag between booking and paying for flights to ADSNA meetings and reimbursement was discussed Motion: That each councillor may obtain reimbursement for flight(s) prior to each ADSNA meeting, but if the member is does		

		<p>not attend the meeting he/she will be invoiced for the cost of said flight(s)</p> <p>Moved: Wendy Adams Seconded: Maralyn Masters Accepted</p>		
15	Meeting Dates for 2008 Including the AGM	<p>9 February – Adelaide Day Surgery, SA</p> <p>May/June – To be advised</p> <p>16th and 17th August – NSW Conference and Meeting</p> <p>22 November – Adelaide Day Surgery includes the AGM</p>		
16	Meeting Closed	1630		