

## OCCUPATIONAL THERAPY AUSTRALIA LIMITED ACN 127 396 945 (COMPANY)

### ANNUAL GENERAL MEETING

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Date: Monday 23 November 2020

Time: Commencing at 5:30pm AEDST

Location: Zoom Conference

#### 1 **Welcome**

The President, Carol McKinstry, welcomed attendees to the Occupational Therapy Australia Annual General Meeting (AGM) for 2020. The President declared the meeting open at 5.33pm.

#### 1.1 **Acknowledgment of Country**

The President acknowledged the Traditional Owners of the Country on which members were meeting and paid respects to Elders past, present and emerging.

#### 1.2 **Apologies & Proxies**

Quorum was achieved by 5.33pm when the meeting opened.

#### **Attendees**

<b><i>Member Name</i></b>	<b><i>Member Type</i></b>
Airlie Barwell	Financial Member
Angela Berndt	Financial Member
Michelle Bissett	Financial Member, Board Director
Jodie Booth	Financial Member
Ralda Bourne	Financial Member
Joanne Coleman	Financial Member
Robyne Cottee	Financial Member
Cherie Cowen	Financial Member
Lindsey Duffield	Financial Member
Matthew Ebdon	Financial Member
Linda Elliott	Financial Member
Priscilla Ennals	Financial Member, Board Director
Mary Evatt	Financial Member
Sarah Fogarty	Financial Member
Roxanne Gelle	Financial Member
Emma George	Financial Member

Susan Giles	Financial Member
Leanne Healey	Financial Member
Alexandra Hillman	Financial Member
Danette Hocking	Financial Member, Board Director
Jane Hopkins	Financial Member
Ellie Hudson	Financial Member
Carol Jewell	Financial Member
Claire Kenny	Financial Member
Natasha Layton	Financial Member
Brynn Lewin	Financial Member
Lynette Mackenzie	Financial Member, Board Director
Paul Marsh	Financial Member, Vice-President Finance
Margaret Anne (Annie) McCluskey	Financial Member, Board Director
Gina McEntee	Financial Member
Carol McKinstry	Financial Member, President & Chairperson
Sarah McMullen-Roach	Financial Member
Wendy Milgate	Financial Member
Vivienne Miller	Financial Member
Lisa Murphy	Financial Member
Joanna Murray	Financial Member, Board Director
Lorrae Mynard	Financial Member
Sheila Norman	Financial Member
Nicole Nott	Financial Member
Iona Novak	Financial Member
Tracey Parnell	Financial Member
Marilyn Pattison	Financial Member
Edwina Shannon	Financial Member
Susan Smith	Financial Member
Mandy Stanley	Financial Member
Amanda Timmer	Financial Member
Kim Walder	Financial Member
Alison Walker	Financial Member
Margaret Wallen	Financial Member
Adele Young	Financial Member
Lee Zakrzewski	Financial Member
RuiJie Wang	Student Member
<b>Staff Members</b>	
Samantha Hunter	Chief Executive Officer (CEO)
Erin Eades	GM Corporate Services, Minute-taker
Michael Barrett	National Manager, Government & Stakeholder Relations
Lauren Jensen	Head of Marketing, Communications & Membership

Rebecca Meyer	Head of National Conferences, CPD Events and Business Development
Miriam Hobson	Manager SA / NT
Catherine Giannoukos	Conference, Events & CPD Coordinator
Cynthia Noh	Accountant
Adele Suda	Professional Practice Advisor – Learning and Development

### Apologies

Fiona Jones	Financial Member
Marilyn Di Stefano	Financial Member
Stacey George	Financial Member

### Proxy appointments

Elizabeth McHugh	Chairperson
Felicity Beaulieu	Chairperson
Danielle Perkes	Chairperson
Brooke Dalley	Kim Walder

## 2 Minutes

The President noted that, as at previous Annual General Meetings, members are not required to confirm the Minutes of the previous Annual General Meeting.

In line with OTA's process the Minutes from this meeting will be placed on the website for three weeks and following this, will be presented to the Board for confirmation.

## 3 President's Report

The President highlighted key items which stood out during the 2019-20 reporting period including:

- The National Conference was held in Sydney in July 2019 and was attended by a record number of participants. She commented on the pleasingly high standard of presentations, posters, keynotes and workshops. Sponsorship was also considerably up on prior years.
- OTA's focus on ensuring member value for money continued throughout the reporting period delivering high quality CPD events despite COVID, increased lobbying and advocacy to advance the profession, and professional practice support to members.
- The Board's continuing search for opportunities to grow OTA, increase efficiencies and increase effectiveness.

On behalf of the Board and members, the President thanked the OTA staff for a very successful year and particularly for overcoming many of the challenges associated with COVID.

#### 4 **CEO's Report**

The CEO opened by acknowledging the Wurundjeri land on which she was meeting, paying her respects to Elders past, present and emerging.

The CEO firstly thanked the Board of Directors for their ongoing support and proactive approach in a difficult year. She also acknowledged and thanked the OTA staff for their dedication to the organisation and its members while most remained lockdown in Melbourne for much of the last six months.

The CEO presented some key highlights from the year including:

- The commencement of OTA's digital transformation which stood the organisation in good stead for the impact of COVID.
- The strategically led work of the Lobby and Advocacy Team in a number of critical areas including the Royal Commission into Aged Care, ongoing DVA advocacy and work across the NDIS.
- The Divisions provided critical advice and insight into state-based issues, supporting the organisation to develop a bird's eye view of both national and local issues for the profession.
- Professional Standards remains the cornerstone of our organisation and additional resources were committed to the team during the enormous influx of practice enquiries during the pandemic.
- CPD has continued to perform strongly despite COVID-19 impacting a quarter of the year's programming and thanks go to the team, presenters and members for embracing the change and adapting to the online environment.
- Membership, Marketing and Communications have monumentally increased under COVID conditions and have been vital in continuing to connect members during this time.

The CEO summed up by again thanking the Board and Staff for their professionalism, enthusiasm and dedication which has resulted in not only a strong balance sheet but to a positive culture where OTA continues to strive for impact for occupational therapy.

#### 5 **Financial Report**

The Vice President Finance was pleased to report that once again OTA has continued to improve its financial position during the reporting period through revenue and membership growth and careful budget management, despite one third of the financial year being impacted by COVID-19. He provided some highlights including:

- The financial performance results reflecting \$5.96 million in revenue offset by \$5.12 in expenses, resulting in an operating profit of \$832,772. This represents a 38.5% increase on the previous financial year.

- Expenditure in relation to conferencing and CPD activities reduced significantly due to a containment of cost controls and strongly influenced by an adoption to digital delivery as a result of COVID-19.
- Net asset trends (assets minus liabilities) remain positive, with a balance of \$6,271,490 at the end of the reporting period, 30 June 2020.
- Total assets amount to \$9,168,328 of which \$4,669,744 is in cash and term deposits, while total liabilities equate to \$2,896,838 of which \$1.985 million relate to income received in advance.
- In this reporting period, membership revenue grew by 4% and overall membership numbers by 8%.

The Vice President Finance noted that OTA's strong position has allowed the organisation to continue to invest in growing future capability and capacity of the profession despite the current difficulties facing the economy.

In conclusion, the Vice President Finance acknowledged the work of the Finance, Risk and Audit Committee, the CEO and extended Finance Team, who work collegially and diligently to ensure the long-term success and viability of OTA.

## 6 Questions Pertaining to the Presidents, CEO, Vice President Finance and the Annual Report

The CEO provided answers to the following questions raised by members prior to the AGM.

*Could clarity please be provided on rental expenses as shown on page 6 of the Annual Report?*

Apparent reduced rental is due to implementation of AASB-16. However, current rental agreements will be reviewed upon expiration to ensure OTA office accommodation meets the needs of our current and future workforce. Expected reduction in rental in 20/21 budget as leases expire.

*Membership fees still account for around 48% of income – is OTA continuing to concentrate on revenue raising?*

Whilst CPD has a reduced income line, expenditure also declined and CPD returned profit margins equivalent to those seen in previous years by careful management of expenditure.

A watching brief is being kept on the impact of the reduction in CPD hours required by AHPRA to see if there is a longer term downturn in CPD. It appears not to have impacted however with COVID muddying the waters this financial year it will require close monitoring. OTA continues to work on new products, services and alternate revenue raising streams to support the work of the association.

*There appears to be an increase in Marketing Expense – why is that?*

This year the chart of accounts was amended to include a more robust and transparent line for marketing expenses. Previously these have been allocated across the general ledger. Last year they would have appeared in different line items including Art Work, Digital Content and throughout General Expenses.

Marketing expenses have not increased significantly however they are presented differently to enable ease of budget analysis for the Board, FRAC and for internal tracking.

*There is a significant drop in consultancy expenses over the last three years, which is positive. Can that be interpreted as more stability in the organisation?*

The association's journey of quality improvement and investment in senior leadership has seen a reduction in the need for external consultants as much of this expertise has been brought in-house. OTA will continue to use external consultants for specialist skills where appropriate. For instance, we are not large enough to appoint a Chief Information Officer however will require senior IT skills in reviewing our ICT Strategy and Implementation Plan.

*It is noted that annual leave is at the highest in three years. Will this be likely to have impact on membership services?*

COVID has had an impact on annual leave in the reporting year as the majority of staff are located in Melbourne and some chose not to take planned leave as holidays were cancelled. A plan is in place to reduce leave whilst ensuring all areas of the business are adequately covered. OTA will close over the Christmas break to ensure that all staff have a well earned rest. Additional leave is encouraged over the summer months.

*Could an update be given on the OT School of Victoria Clinical Award?*

The OT School of Victoria Clinical Award received interest of \$5,544.65 The inaugural award round will be run in 2021 and was delayed in consultation with the OT School of Victoria committee overseeing the process.

*Can you please explain the reduction in the OTARF net bank balance?*

The Occupational Therapy Australia Research Foundation net assets were reduced by \$34K. This accounts for 2 years of grants paid out in one year due to mis-timing in reimbursement from OTARF to OTA.

*Could you please advise the cost of office renovations?*

The national office which OTA owns the freehold on 2 suites located at 340 Gore Street, Fitzroy, required renovation to ensure a safe and contemporary workplace. The cost of the renovation totalled \$195K with an increase of \$402K in re-valuation of the property. This is an investment to ensure the association maintains its assets in good working order and provides a safe and comfortable workplace to ensure we attract and retain high calibre staff.

*Could you please advise the amount of money attributed to the sale of the Rae Street property?*

The financial reports do not provide naming conventions to accounts. The Rae Street funds have increased by 48.25% over a 4 year period with the Term Deposit containing \$1,152,957.95 plus a bank guarantee of \$10,296.05, totalling \$1,163,254.00.

*What percentage of registered occupational therapists are members? And is that percentage consistent over the last 3 years?*

OTA currently has 32.31% of general registered occupational therapists as members. This has remained fairly consistent over the last 4 years. OTA would like to increase this representation however it is consistent with other like associations.

The CEO opened the floor to questions without notice.

*What is the profession doing to support regional Australia and to attract more occupational therapists into rural and regional areas?*

OTA is aware of the workforce shortfall, noting that this has increased considerably in the last few years. Previously, OTA was concerned that there would be a deficit of employment for graduate occupational therapists. Workforce remains a complex issue that needs to be addressed from multiple angles. For OTA, the organisation needs to show that it can provide members in regional and rural areas the same high quality access as metro members, and offer connection and networks to help reduce professional isolation, ensuring OTs can continue to provide services. Issues around retention in the profession as well as making sure clear pathways exist for graduates into regional and rural communities continue to be considered by OTA.

*What is an affiliate member and is there a cost associated with this type of membership?*

Affiliate memberships are available to occupational therapists in Australia or overseas who are retired, on family leave or not working in any capacity. This category is for people who wish to maintain their involvement and interest with OTA, and support the profession, but with reduced member benefits. The cost of affiliate memberships is \$199.

*What is OTA doing to increase income diversification?*

OTA is hopeful that two new products will come to market in the first half of the next calendar year which should return benefits for members and non-members alike. We continue to look for ways to remove the lumpiness of revenue via other reliable income streams including the implementation of OT Exchange clinical-based conference on the off-year to the National Conference. The Board continues to plan strategically in this area including reviewing the risk appetite to allow for development and growth in new income streams.

*How is OTA addressing the issue of preferential treatment of physiotherapists by the NDIS?*

This question was taken on notice and an answer provided on the OTA website within 14 days of the meeting.

*Could you please provide an update on the Reconciliation Action Plan (RAP)?*

OTA has been gathering member feedback – thank you to those who have been contributing. The RAP will be presented at the first meeting of the new Board and then submitted to Reconciliation Australia.

## **7 Ratification of Appointment of Auditor**

The President informed members that, as is customary each year OTA seeks members support to ratify the appointment of our Auditors. She noted that good practice requires organisations to consider changing Auditors every 5 years. As such the Finance Risk and Audit Committee and Board are recommending the appointment of a new Audit Firm this year – MGR Accountants.

*Motion: That MGR Accountants are ratified as the Auditors of Occupational Therapy Australia Limited.*

Moved by Paul Marsh, seconded by Priscilla Ennals.

Passed unanimously.

The President thanked members.

## 8 **Announcement of Board for 2020/21**

The Board appointments were overseen by the Nominations Committee and the President thanked Nominations Committee members for their work.

The President informed members that the following people have joined the board:

- Priscilla Ennals has been reappointed
- Leanne Healey is newly appointed

WFOT Delegate Adam Lo also steps onto the board.

The President informed members that the following people remain on the board:

- Paul Marsh
- Michelle Bissett
- Annie McCluskey
- Joanna Murray
- Carol McKinstry

She also thanked the two outgoing Directors:

- Lynette MacKenzie, who becomes the Second Alternate WFOT Delegate
- Dannette Hocking

## **Announcement of First Alternate WFOT Delegate**

The nomination process for this role was also overseen by the Nominations Committee.

Emma George has been elected by members as the First Alternate WFOT Delegate and will progress to WFOT Delegate and Board Director at the end of Adam Lo's term in 4 years.

## 9 **Final Statements**

Ralda Bourne took the opportunity to reflect on the history of the organisation, informing members that this year marked the 30<sup>th</sup> anniversary of the Australian OTs hosting of the WFOT Congress. It was the very first to be held in the southern hemisphere and first conference to make a profit with 1500 delegates attending, 1000 of those Australians. The portion of those profits allocated to Australia were used to buy the first office for the Victorian Association under the federated model that was in place at the time.

Angela Berndt also informed members that this year marked the 10<sup>th</sup> year of the organisation in its current format and looked forward to celebrating this at the upcoming National Conference in June 2021.

The President thanked both for the opportunity to acknowledge and celebrate the historical successes of OTA.

**10 Close of Meeting**

The President thanked everyone for their attendance and interest and stated that we look forward to your continued support in the coming year.

The President declared the meeting closed at 6.27pm.