

## AAAPC Executive Meeting Wednesday February 28<sup>th</sup>, 2018

**Attending:** Kirsty Douglas, Dimity Pond, Lynsey Brown, Grant Russell, Nick Zwar, Elizabeth Sturgiss, Katharine Wallis, Lauralie Richard, Jan Radford, Liz Halcomb, Oliver Frank, Richard Reed, Michelle Guppy, Kitty Novy

**Apologies:** Alistair Vickery, Tim Stokes, Eileen McKinlay Lucie Walters, Louise Stone Sarah Larkins, Danielle Mazza, Lauren Ball, Bianca Brijnath, Lena von Schuckman, Lucie Walters, Phyllis Lau

Action items for the meeting

Confirmation of Agenda: Confirmed

### 1. Correspondence: None

Discussions arising from Financial Position of AAAPC

- Kirsty reported that Treasurer Phyllis Lau had gained access to the financial position of AAAPC and was concerned about the overall financial position of the Organisation
- Kirsty has had extensive discussions with Phyllis and with the organising committee of the Executive, Dimity Pond, (Secretary) Elizabeth Sturgiss, (editor) Phyllis Lau, (Treasurer) and Grant Russell (Immediate past president)
- Kirsty noted that AAAPC is in a challenging position financially, brought about by steadily rising costs, shrinking membership numbers and with insufficient oversight into the general trend over the past few years. Many urgent decisions have been made to ensure the organisation does not become insolvent
- The administrative support has been supplied by Kitty Novy (UoM), It has been an unwritten agreement since 2009. There appears to be no formal contract in place and was set up as a gentleman's agreement with the University and the office bearers of AAAPC at the time with the support of Prof Jane Gunn as HOD
- The AAAPC has been invoiced annually but in arrears for 0.2 equivalent professional staff at level 5.8. We have not yet been invoiced for 2017, however it will be coming into us in March 2018 for the full amount of the 2017 salary the invoice for the salary will be \$18,347.00 which is salary and University on-costs charged at 30%. At present our current balance is \$13, 620.00. Our long-term Westpac account has \$11,260.78 which we can access. There are outstanding 2017 subscription fees of \$2,900. that we are in process of recovering
- If we draw on the long term saving account and cover our debts for our expenses incurred but not yet invoiced we are likely to be left with a balance

of \$5,000.00 and we have already incurred salary costs of 2 months. The decision was made by the organising committee that to avoid insolvency we need to dramatically reduce costs for 2018. After much discussion and consultation, the University of Melbourne has been formally notified that AAAPC cannot afford administration support and advised them to terminate payment to Kitty Novy from 28-2-2018 28<sup>th</sup>. The University have confirmed that this will not affect Kitty's employment situation.

- The UoM will work with AAAPC and spread the invoicing over 2018. We have agreed to cease payment of MYOB in August 2017 and Lunar Pages in July 2018
- Having made these challenging decisions, we are no longer at risk of insolvency and we will have a small operating budget. However, we shall need to critically and urgently review those issues that we already had on the agenda following the strategic planning meeting of last year and the AGM. We must be more realistic concerning membership subscription if we are to run an organisation that requires administrative support
- Kirsty noted that they are examining the financing because there seems to have been a variation in Kitty's salary and on costs over the past 2 years. Phyllis will be undertaking a forensic review of the last 3 years of budgets and costs so we can get a clearer picture
- Kirsty noted that from the calculations that we have over the past 5 years There has been a loss of \$10,000. We have had decreasing membership numbers each year and increasing non-payment of fees and increasing salary and other expenses over the past years
- Richard Reed noted that in other academic organisations like this the president has provided some of their own infrastructure to support. Also, if there is a specific task we could bring someone on casually. He suggested that DGP's might be able to assist by contributing an institutional membership amount to assist AAAPC
- Kirsty felt that unless we get genuine engagement and can move forward with the strategic working groups can will have to consider if the organisation is viable in the long term
- Historically Nick Zwar noted that DGP Departments would pay for staff to be members but had to stop due to financial constraints As an organisation we have not acted on this loss of funds. We need to explore a new source of membership funding. Lauralie reported that the membership subcommittee is working on this and looking at a value option proposition to present
- Kirsty felt that until we have clarity of the financial situation we cannot ask for more money We need a clear vision of what we need how we will spend the money we currently have and the time frame we are going to need to rebuild
- Grant thanked Kirsty on behalf of the committee for the methodical way that she has been dealing with the situation. He noted his concern re profit and loss presented at the AGM. It was important to discover what is so different from now and 24 months ago. Have we been underestimating the members who have not been paying and the number of members who have left the organisation
- Kirsty noted that there has been a significant increase in non-payment of fees, dropping membership and salary and increased on-costs. She was felt

that the on-costs might be able to be challenged and Kirsty noted that we have flagged with UoM. The University have been very open and given access to all the information. Although there is no formal contract we are not contractually obliged but we shall attempt to meet the gentleman's agreement

- Kirsty felt that although legal opinion could be considered at this stage we are not in a financial position to do so
- Kirsty noted that some administration processes had slipped through. The change of name had not formally been ratified and this was being rectified and the change of name had not been approved by Consumers Affairs and this was being sorted
- Kirsty noted that it would be ideal going forward that all officer bearers will have a much clearer description of their roles and obligations. Dimity felt that given that we shall be registered and the issue of liability must be clarified. Legal advice might need to be sought but more ground work needs to be done before we seek it
- Richard felt that if we do not have any more liabilities and UoM is happy to take our notification of the cessation of the informal relationship we might be able to negotiate our way through and still come out positive and move forward
- Lauralie thanked all for all the work done over the past weeks. However, moving forward, she felt that we have a responsibility given the situation to work within the restructured working committees to be proactive into the future. As a member of the marketing and membership committee they will need to work on some simple actions to help the situation. Lauralie will keep the executive up to speed but the key to a more mature and as stronger organisation was making the subcommittees work
- Kirsty informed Richard Reed as chair of the conference Committee that the AAAPC will be unable to contribute financially as they have done in previous years but will continue to assist in good will with reviewing and chairing
- Richard noted that the issues that the AAAPC is facing is not dissimilar from the issues the PHCRIS conference is facing. Over the past 4 -5 years there is a steady decline in people attending which is not because of the quality of the conference. When PHCRIS lost their funding they were unable to sponsor up to 10 people a year This was reflects reflection of the changing nature and the structures of the departments less full-time people and organisations in general. We must ask ourselves is it viable with the numbers that we must continue. We must either pay more money to keep these organisations open and look more carefully at the budget to see if we can cut anything else out
- Kirsty felt that we might need to think about structure of NAPCRG and SAPC where the academic organisation and the conference are entwined. If both PHCRIS and AAAPC are facing the same issues, declining membership and viability we might have to work together
- Richard noted that he is yet unclear if there will be a conference in 2019, much will depend on funding and numbers attending
- Liz Halcomb noted that there are a lot of allied health and nurses working in primary care and we need to be able to attract and retain them. They need to be valued and engaged and although there has been a lot of discussion around this we have not enough

- Katharine Wallis reported that as a New Zealand member she was finding it difficult to see the relevance because a lot of the discussion is Australian centred. She felt she would find it tough to sell it now. She thought it might be more relevant if it was tied into the PHCRIS conference or the GP conference. Kirsty felt that being involved with the College would be problematic because it would be GP centric and less broad academic Primary care and it would be hard to retain the AAAPC identity within
- Lauralie noted that the marketing subgroup was brain storming ideas and trying to find ways to attract members and making the benefits clearer because they are unclear to many of us still. She felt that building the links and relationships with GP departments, primary health care departments, nursing department and Universities in New Zealand and Australia

## 2. New Zealand Matters

- Lauralie reported that the New Zealand General Practice Research Colloquium will take place in New Zealand between [Friday 7<sup>th</sup> to Sunday 9<sup>th</sup> September 2018](#). The venue/location for the weekend will be the Heritage Hotel in Hanmer Springs (approximately 1 hr 45 minutes' drive from Christchurch Airport) A flyer will be circulated soon
- a.

## 3. Primary Care research funding in Australia

- a. Nothing to report at this meeting

## 4. For Discussion

- Financial situation discussed

5. Standing Items

- a. **PHC Research Conference:** Lynsey Brown reminded all that the call for abstracts, March 15<sup>th</sup> was the closing date and registration is open. She encouraged people to circulate information to colleagues and networks. There is a new website that she wanted to jump onto
- b. Richard was especially interested in workshops because there were few applications last year – and encouraged people to think about that  
The Newsletter: Liz Sturgiss will be asking for articles for April newsletter this week and encouraged people to submit articles.  
Social Media Strategy: Lynsey noted that all going well and hoping to increase Twitter followers
- c. APCReN- updates: None
- d. Financial \$23,620.00
- e. New Membership: Christopher Harrison, Joanne Endicott

Tuesday March 28<sup>th</sup> 12.30pm -1.30pm