



**VICTORIAN PERIOPERATIVE NURSES GROUP LTD**

**FOUNDED 1957**



**VPNG 67<sup>th</sup> ANNUAL  
GENERAL MEETING**

**2023**



**Notice is hereby given that the**  
**2023 ANNUAL GENERAL MEETING**  
**of the**  
**VICTORIAN PERIOPERATIVE NURSES GROUP LTD**  
**ACN 609 638 851**

**will be held at The Pullman Melbourne Albert Park, Queens Road, Albert Park**  
**on**  
**Saturday 19<sup>th</sup> August 2023 at 14:40**

*The explanatory memorandum which accompanies and forms part of this Notice (**Explanatory Memorandum**), includes defined terms and describes in more detail the matters to be considered. Please read this Notice and the Explanatory Memorandum in their entirety.*

**AGENDA**

1. Open meeting
2. Notice of meeting
3. Apologies
4. Minutes of previous Annual General Meeting held on Saturday 13<sup>th</sup> August 2022
5. President's Annual Report
6. Treasurer's Statement and Annual Report for year ending 31<sup>st</sup> December 2022
7. ACORN Report
8. Election of Directors
9. Election of Ordinary Members of Committee
  - (i) Nominations Received
  - (ii) Call for Nominations from the floor
10. **Special Business – Constitutional Amendments**

To consider and, if thought fit, approve the following resolution as a special resolution:  
*'That, for the purposes of section 136(2) of the Corporations Act 2001 (Cth) and for all other purposes, approval be given for the Company's constitution to be amended in the manner set out in **Annexure A** to the Explanatory Memorandum'*  
**See Explanatory Memorandum for further details.**
11. Other Business
12. Close of Meeting

**AMY COTTERELL**  
**VPNG SECRETARY**

|   |
|---|
| Victorian Perioperative Nurses Group Inc    ABN 48 609 638 851<br>PO Box 106<br>EAST MELBOURNE VIC 8002 |
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## **MINUTES OF MEETING**

### **67<sup>th</sup> ANNUAL GENERAL MEETING**

**Saturday 19<sup>th</sup> August 2023 at 1440**

**at**

**The Pullman Melbourne Albert Park, Queens Road, Albert Park**

#### **1. PRESENT:**

Elyse Coffey, Karolin King, Amy Cotterell, Helen Parr, Tarryn Armour, Jane Thomas, Jen Gamble, Smitha Sebastian, Michelle Hibberson, Erin Wakefield, Indra Doresamy, Rami Aldwikat, Lisa Tricarico, Suzanne Wills, Tomi Ahonen, Yuliya Yunasheva, Mel Talbot, Jodie Cotgrove, Lesley Eckfeld, Belinda Reading, Jenny Hinchliffe, Julie Frawley, Joon Yee Toh, Angela Wong, Jenny Lewis, Bridgit Lane, Peter Martin, Amanda Kerton, Cath Devine, Elizabeth Zimet, Kim Harris, Rhonda Lee, Sabrina Price, Nuha Abdulrahman, Patricia McCristal, Claire Phelps, Ing Soong, Jane Burgess, Merel-Ann Hince, Susan James, Lynley Anderson, Kelley Toohill, Caitlin Castellan, Felicity Castellan, Jo Jackson, Deborah Maher, Valaine Cabatu, Catherine Larcombe, Fiona Cowie, Sher Mu La Wee, Jenny McRobert, Joy-Anne Edwards, Jenny Adamthwaite, Amy Skiller, Dr Pat Nicholson, Linda Cunningham, Nalayini Thiagarajah, Mauveene Hewitt, Carmela Joyce, Alex Oplado, Kathron von Dyk, Suzanne Whalan, Madeleine Cronin, Lauren Thompson, Iffy Middleton, Ellen Venancio, Olga Learoyd, Beverly Howard, Olivia O'Keefe, Monica Jong, Ryan Haart, Diane Newman, Deborah Binek, Louise (Lou) Norris, Elise Upton, Vicki Boyle, Elsa Tesi, Tracy McCluskey, Karen Outram, Maria Merry, Helen Donlon, Kim Rima, Deborah Karen Ho, Deborah Morgan-Purrer, Greta Hall, Bernice Vinci, Alison Plain, Jo Simes, Kerry Pontin, Esther Dutoit, Catherine Barnes, Crystal Kabaha, Ranran Ding, Alison Scott, (Lisa) Elizabeth Maguire, Michelle Kirwood, Tara Noonan, Cherie Cowan, Mandy Prosser, Elaine Jordan, Christine Morrison, Suzanne Lambert, Lauren Wiggins, Renee Leibhardt, Paul Haas, Ebony Larter, Karen Sullivan, Lauren Jorgensen, Hayley Martin, Jili Zhou.

#### **2. APOLOGIES:**

Rebecca Donald, John Paul So, Tara Owens, Sandra de Rome, Bernadette Brennan, Marilyn Cornish, Claire Collins, Diane Harapin (CEO, ACORN), Nicky Nixon, Carollyn Williams.

#### **3. NOTICE OF MEETING**

Amy Cotterell, Honorary Secretary

#### **4. MINUTES OF PREVIOUS ANNUAL GENERAL MEETING HELD ON Saturday 13th AUGUST 2022**

Included in the AGM Report and on the Website

Moved: Dr Pat Nicholson  
Seconded: Ryan Haart



## **5. PRESIDENT REPORT 2023**

At the 2022 Annual General Meeting which was held virtually via Zoom, a new Secretary - Amy Cotterell and Treasurer - Helen Parr, President - Elyse Coffey were elected. The Executive Director Group also included Elyse Coffey as President, Karolin King as Vice President and Tarryn Armour as ACORN Director. At the same time, we acknowledge the time and dedication that Janet Kolotelo and Rebecca Donald gave during their time as Secretary and Treasurer respectively.

Since the 2022 AGM, we have welcomed Lisa Tricarico and Rami Aldwikat to the Committee and farewelled Janet Kolotelo, Ryan Haart, Eva Burton and Angelina Drapper. VPNG recognises the dedication and commitment of all the current and past Committee Members who volunteer their time to the Group and furthering perioperative nursing professionalism.

### **VPNG Directors**

President - Elyse Coffey

Vice President - Karolin King

Secretary - Amy Cotterell

Treasurer - Helen Parr

ACORN Director - Elyse Coffey/Tarryn Armour (May 2022)

### **Events Subcommittee**

Tarryn Armour (Chair)

Elyse Coffey (Ex-officio)

Karolin King

Raechel Richards

Michelle Hibberson

Helen Parr

Rami Aldwikat

### **Education Subcommittee**

Jane Thomas (Chair)

Amy Cotterell (Ex-officio)

Indra Doresamy

Kate Mitchell

Rebecca Donald

Lisa Tricarico

### **Communication Subcommittee**

Smitha Sebastian (Chair)

Elyse Coffey (Ex-officio)

John Paul So

Jen Gamble

Erin Wakefield

### **Administration Officer - Raechel Richards**

Monthly Committee Meetings were held online via the VPNG Zoom meeting platform, including the end of year Strategic Planning Meeting held in November 2022. A mid-year Committee Meeting was held in July 2022 in a hybrid format with Committee Members attending both virtually and in person. Events Subcommittee meetings were held monthly (alternate fortnight to the General Meeting), Education and Communication Subcommittee meetings were held quarterly. The agenda, minutes and General Committee reports were submitted a week prior to each General Committee meeting to facilitate discussion.



### **Strategic Plan 2021-2024**

Members of the VPNG Committee attended a face to face Strategic Planning Meeting in November 2022. Any changes to the Committee and within Subcommittees was confirmed. Review of the objectives within the 2021-2024 Strategic plan was completed. Objectives were identified under each of our four main priorities:

1. Membership Engagement / Services
2. Education and Training
3. Advocacy / Standards / Alliances
4. Marketing and Communications

Over the past 12 months the VPNG Committee has been very busy coordinating two Introduction to Perioperative Nursing Courses, organising a State Conference, marketing for hospital representatives, committee members and VPNG members in general, facilitating sponsor webinars for members, awarding education scholarships and producing the quarterly Snippets production.

VPNG continues to explore innovative ways to provide educational opportunities to our members via webinars and call for abstracts extended to our members and trade partners whilst be committed to providing face-to-face opportunities via our Conferences and Introduction to Perioperative Nursing courses.

### **Events Subcommittee**

A free webinar was delivered for all VPNG members on the 10<sup>th</sup> May in conjunction with trade partners ARJO discussing VTE prevention advanced clinical education.

VPNG will be delivering the 2023 54<sup>th</sup> State Conference event at the Pullman Hotel at Albert Park Lake scheduled for 18-19<sup>th</sup> August 2023. It will be exciting to welcome our members and trade partners to our first two-day event since 2019. This event was well attended by delegates and Trade with numbers only slightly down on 2019 numbers. This demonstrates the wonderful resilience of perioperative nurses and our Trade Partners during the pandemic and ability to forge forwards despite obstacles; of which there were many.

Planning is now underway for the 2024 Country Conference being planned for March/April in Wangaratta. This one-day event will spotlight the amazing work of our regional perioperative teams. Please keep an eye on the VPNG social media pages for further information.

### **Education Subcommittee**

The Education Subcommittee continues under the leadership of VPNG ex-President Jane Thomas. Jane and the Subcommittee continue to do an outstanding job in processing the Grants and Scholarship applications so that they can be awarded in a timely fashion. The decision to change the submission date for first round scholarships and grants from the end of February to the end of March to allow applicants to ensure the submission of evidence (e.g. university enrolment) required has had the desired effect.

In 2023 the Education Subcommittee have awarded 10 successful applicants with the Sister Mary Felix / June Allen Scholarship of \$2000 for Post Graduate studies in Perioperative Nursing, and two Mary Barry / Medtronic Grants of \$2000 each towards a project or continuing professional development. There were no applications received for the Marea Fennell Scholarship of \$2500 for Post Graduate studies at a Master level majoring in management or education. This year we have also have the Lyn Saunders Professional Development Scholarship with two application streams available. Stream one support Victorian perioperative nurses undertaking Perioperative Nurse Surgical Assistant qualification – 2 x \$2,000 available and stream two support perioperative enrolled nurses who



are undertaking a Bachelor of Nursing – 2 x \$3,000 available At the time of my report applications were still open for this round.

This year we received another large number of applications for the Sister Mary Felix / June Allen Scholarship with over 55 submissions. I would like to thank the Education Subcommittee for all their hard work in reviewing this large number of applications in a thorough and systematic way. In particular I would like to acknowledge the work of the Education Subcommittee who coordinated a systematic approach to processing these applications. They ensured that previous scholarship and grant winners adhere to the stipulations of accepting their award by communicating, either in written or video format, how the scholarship has furthered their career. These have been wonderful inclusions in the Snippets newsletter and on our social media. It has been a pleasure to read or listen to how postgraduate education has helped to advance careers and maintain quality and safety in perioperative nursing care.

The Education Subcommittee facilitated an 'Introduction to Perioperative Nursing Course' in May 2023 in Bendigo. This course promotes perioperative nursing to nurses who have limited to no experience in the perioperative environment and provides them with foundational theoretical knowledge and practical skills to assist with the transition to perioperative nursing. I would like to thank all of the Education Subcommittee who attended this event.

#### **Communication Subcommittee**

The Communication Subcommittee have been regularly updating the VPNG website and social media sites with resources and information, in addition to regular communication with our VPNG Representatives via a monthly bulletin. They have published four online editions of the Snippets newsletter and have boosted our social media profile through Facebook, LinkedIn, Twitter and Instagram feeds. These activities have served to actively promote VPNG to increase membership and encourage perioperative nurses to join the VPNG Committee. The 'Member portal' continues to ensure that members get additional benefits only available to them such as access to learning and teaching resources, previous webinar presentations and Snippets editions as well as PowerPoint presentations from previous events.

Snippets Editor Erin Wakefield has had another big 12 months developing Snippets and bringing her creative flare. Under Erin's leadership we have seen the edition of bonus content, the Clinical Corner and travel stories. I personally look forward to receiving each new edition. Members please consider submitting articles for publications. Erin is willing to mentor members to write something for publication in this forum. Snippets continues to be emailed to all our members, accessible via our social media with the latest edition available on our website. Snippets includes reports from our Scholarship and Grant winners and ACORN Director, new Committee Member profiles, updates on clinical aspects of perioperative nursing (Clinical Corner), and interest pieces. We continue to invite our members to contribute to the Snippets newsletter via [snippets@vpng.org.au](mailto:snippets@vpng.org.au)

VPNG continues to have many followers on Facebook both via our page and our group. Those wishing to join must respond to several questions that includes asking for their VPNG number. I encourage all members to continue to follow our social media as we increasingly use this platform to provide immediate information on VPNG activities and updates. Jen Gamble continues to work closely with our Administration Officer to ensure effective communication to all our members. Look out for more updates via Instagram, LinkedIn and Twitter.

The website continues to be a wonderful resource. Via the website Members can apply for Scholarship and Grants via an online form; nominate a member for an Award of Merit or Honorary Membership; and submit a nomination to become a Committee Member. The website also gives you information on the objectives of VPNG and upcoming perioperative



nursing events, career opportunities and trade advertising. Prospective members can join VPNG via our online membership form and register to attend events. Thank you to John Paul for his regular maintenance of the website.

Liaising between the Committee and VPNG Representatives can now be conducted via [enquiries@vpng.org.au](mailto:enquiries@vpng.org.au) and will be responded to by Smitha Sebastian. Smitha has worked closely with our Administration Officer to ensure an updated list of all our VPNG Reps. Smitha endeavours to identify perioperative departments that currently do not have a VPNG Rep and invite a nominee. VPNG Reps continue to do an outstanding job in ensuring that our members are kept up to date with the latest VPNG activities and resources. VPNG continues to recognise the invaluable work our VPNG Reps do via the 'VPNG Rep Profile' section in Snippets. It has been lovely to see who our VPNG Reps are, where they work and what drives them. VPNG thanks them for continuing to promote both VPNG and the professionalism of perioperative nursing. Smitha has also taken on the role of Chair of the Communications Subcommittee, thank you Smitha for your hard work in this role.

### **Perioperative Nurses Week**

2023 saw the very successful Safe Care Around the Clock celebration Perioperative Nurses Week campaign. This campaign was only possible through the creativity and dedication of Erin Wakefield. It was fantastic to award Ballarat Health with the amazing cake the prize of best perioperative decorations which were posted to our socials. VPNG hopes everyone enjoyed the Celebration Pack and was able to celebrate in your departments in some way.

### **VPNG Podcast**

Ryan Haart and Kate Mitchell conceptualised and launched "The VPNG Podcast", our hosts Ryan and Kate have worked hard to get this ready for release during Perioperative Nurses Week. I was lucky enough to be interviewed as their first guest. Since the launch of the podcast there has been many episodes discussing all things perioperative nursing. The VPNG thanks Ryan for his work with this initiative. The Podcast is now being hosted by Kate and myself Elyse Coffey.

### **ACORN**

With the recent changes to the governance of ACORN have resulted in the need for VPNG to update our constitution. The new proposal for the VPNG constitution will enable flexibility and the nomination of a skilled and experienced Victorian perioperative nurse onto the ACORN Board without conflict of interest of sitting on two executive committees. Communication channels between ACORN and VPNG will continue to occur during regularly scheduled meetings held with the CEO and Local Association Presidents throughout the year and as needed. This change will see the removal of the VPNG ACORN Director role from the VPNG Executive Committee, however they remain a VPNG Committee Member.

### **VPNG Office**

Raechel Richards, VPNG Administration Officer, continues to run the office working 3 days a week (Monday, Tuesday and Thursday). Raechel is an integral member of the VPNG Committee in achieving our objectives. Raechel is continually updating her knowledge and skills in the use of various software as well as improving her marketing and graphic design skills. VPNG now has a consistent look that adheres to our brand for our MailChimp communications that articulate with our social accounts. Raechel has ensured VPNG continues to seamlessly set up virtual educational events and the setup of our Zoom webinars. This year has continued to throw up challenges for the office with an increase in the volume of emails, large number of scholarship applications, planning of many events, communicating with the various Subcommittees in addition to ensuring the continuation of our usual business. VPNG has decided with the increasing activities of VPNG that Raechel required more hours to get the job done and help our Treasurer and bookkeeper with invoice management. VPNG thank Raechel for all her hard work and dedication to VPNG.





I would also like to thank VPNG Committee Members for their dedication, commitment, and hard work over the past year. All Committee Members are employed either full or part time in various perioperative roles in addition to volunteering their time as a VPNG Committee Member. This role requires dedication, commitment and motivation in order to ensure the ongoing success of VPNG. I thank all the VPNG Committee for selflessly giving their time to VPNG and furthering the speciality of perioperative nursing. I would also like to extend my sincere thanks to the entire committee and Raechel for your ongoing support to me as President. You have been a dream team to lead, and I am very proud of what we have and will continue to accomplish.

Thank you to all our members for your continual support and commitment to perioperative nursing and for your provision of safe, quality perioperative nursing care. Through your commitment to VPNG and continuing professional development you continue to ensure optimal outcomes for the patients in your care. It has been my privilege to spend the last 2 years as the VPNG President and thank every single one of you for your support of VPNG and myself as President. I will be leaving VPNG in the very capable hands of Karolin King and look forward to VPNG flourishing under her leadership. This is not goodbye; I will still be on the Committee for the foreseeable future working on the Podcast with Kate.

**ELYSE COFFEY**  
**VPNG PRESIDENT & ACORN DIRECTOR**

Moved: Dr Pat Nicholson  
Seconded: Jen Gamble

## **6. 2023 HONORARY TREASURER'S ANNUAL REPORT**

The Victorian Perioperative Nurses Group Limited were audited for the year ended 31<sup>st</sup> December 2022 by Eric Townsend of E Townsend & Co – Chartered Accountant.

The Independent Audit Report Declaration under Section 307C of the Corporation Act 2001 to the Members of the Victorian Perioperative Nurses Group Ltd is noted.

The Balance Sheet as of December 2022 details:

|                    |                   |
|--------------------|-------------------|
| Total Assets:      | \$ 258,585.00     |
| Total Liabilities: | \$ 22,320.00      |
| Net Assets:        | \$ 236,265.00     |
| <br>Total Equity:  | <br>\$ 236,265.00 |

It is good to be back attending our first conferences since COVID, which unfortunately, did have an impact on our bank balances.

At the beginning of this year, we changed our banking institution from ANZ to Bendigo Bank. Our Term Deposit is still with ANZ until its maturity in September when this will be moved across to Bendigo Bank.

I would like to take this time to thank the Executive Committee, Committee Members along





with VPNG's Administration Officer Raechel Richards and Tammy Currie from Fame Group Pty Ltd (Bookkeeper) for their continued support as I perform my duties in this role.

**HELEN PARR**  
**HONORARY TREASURER**

|           |                |
|-----------|----------------|
| Moved:    | Lisa Tricarico |
| Seconded: | Jen Gamble     |

**VICTORIAN PERIOPERATIVE NURSES  
GROUP LTD  
ABN: 48 609 638 851  
FINANCIAL REPORT FOR THE YEAR  
ENDED 31st DECEMBER 2022**

## Victorian Perioperative Nurses Group Ltd

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# Victorian Perioperative Nurses Group Ltd

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## DIRECTORS REPORT

Your Directors submit the financial report of Victorian Perioperative Nurses Group Ltd for the financial year ended 31st December 2022.

### Directors

The names of Directors throughout the year and at the date of this report are:

|                         |                              |
|-------------------------|------------------------------|
| President               | Elyse Coffey from 24/08/2021 |
| Vice President          | Karolin King from 24/08/2021 |
| Honorary Secretary      | Janet Kolotelo to 13/08/2022 |
| Honorary Secretary      | Amy Pearce from 13/08/2022   |
| Honorary Treasurer      | Rebecca Donald to 13/08/2022 |
| Honorary Vice Treasurer | Helen Parr from 13/08/2022   |

### Principal Activities

The principal activities of the Victorian Perioperative Nurses Group Ltd during the financial year was promoting the professional, educational, and economic interests of nurses engaged in perioperative care.

### Significant Changes

No significant change in the nature of these activities occurred during the year.

### OPERATING RESULT

The surplus (deficit) for the year amounted to \$7,817. The surplus (deficit) for 2021 was (\$44,034). There were no abnormal items.

### Events during the year and subsequent to balance date

No matters have arisen since the end of the financial year which significantly affected or may significantly affect the operations of Victorian Perioperative Nurses Group Ltd, the results of those operations, or state of affairs in future financial years.

### Auditor's Independence Declaration

A copy of the auditor's independence declaration as required under s307C of the Corporations Act 2001 and the Australian Charities and Not-for-profits Commission Act 2012 is set out on page 6 of the financial report.

## Victorian Perioperative Nurses Group Ltd

### Contributions on winding up

In the event of the company being wound up, ordinary members are required to contribute a maximum of \$10 each. The total amount that members of the company will be liable to contribute if the company wound up is \$14,000, based on 1,400 current members.

### Meetings of directors

During the financial year meetings of directors (including committee of directors) were held. Attendances by each director during the year were as follows:

|                    | General Committee Meetings |             | Directors Meetings    |             |
|--------------------|----------------------------|-------------|-----------------------|-------------|
|                    | No Eligible to Attend      | No Attended | No Eligible to Attend | No Attended |
| Elyse Coffey       | 9                          | 8           | 4                     | 4           |
| Karolin King       | 9                          | 8           | 2                     | 2           |
| Helen Parr         | 9                          | 7           | 2                     | 2           |
| Amy Pearce         | 9                          | 7           | 2                     | 2           |
| Tarryn Armour      | 9                          | 9           | 2                     | 2           |
| Rebecca Donald     | 9                          | 3           | 4                     | 4           |
| Janet Kolotelo     | 9                          | 7           | 4                     | 3           |
| Eva Burton         | 9                          | 6           |                       |             |
| Jane Thomas        | 9                          | 8           |                       |             |
| Jennifer Gamble    | 9                          | 8           |                       |             |
| John Paul So       | 9                          | 6           |                       |             |
| Smitha Sebastian   | 9                          | 6           |                       |             |
| Michelle Hibberson | 9                          | 9           |                       |             |
| Indra Doresamy     | 9                          | 9           |                       |             |
| Erin Wakefield     | 9                          | 8           |                       |             |
| Kate Mitchell      | 9                          | 8           |                       |             |
| Ryan Hopper        | 8                          | 7           |                       |             |
| Angelina Draper    | 6                          | 5           |                       |             |
| Raechel Richards   | 9                          | 8           |                       |             |

Signed in accordance with a resolution of the Board of Directors :

Elyse Coffey:



Helen Parr



Dated this day 27th of April 2023

## Victorian Perioperative Nurses Group Ltd

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### AUDITORS' INDEPENDENCE DECLARATION UNDER SECTION 307C OF THE CORPORATIONS ACT 2001 AND THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS OF COMMISSION ACT 2012

#### TO THE DIRECTORS OF VICTORIAN PERIOPERTATIVE NURSES GROUP LTD

I hereby declare, that to the best of our knowledge and belief, during the financial year 31<sup>st</sup> December 2022 there have been no:

- (i) contraventions of the auditor independence requirements as set out in the Corporations Act 2001 and the Australian Charities and Not-for-profits Commission Act 2012 in relation to the audit; and
- (ii) contraventions of any applicable code of professional conduct in relation to the audit.



Name of Firm:

Eric Townsend  
E Townsend & Co  
Chartered Accountant

Dated this day 27 of April 2023

## Victorian Perioperative Nurses Group Ltd

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### STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

**FOR THE YEAR ENDED 31st DECEMBER 2022**

| INCOME  | NOTES | 2022           | 2021            |
|---|-------|----------------|-----------------|
|   |       | \$             | \$              |
| Membership Fees   |       | 132,809        | 126,673         |
| Professional Development Income   |       | 18,111         | 9,097           |
| Conference Income   |       | 44,428         | 15,909          |
| Other Income  |       | 2,171          | 6,494           |
| Interest Income   |       | 439            | 852             |
| Donations   |       | 0              | 0               |
| Grants and Scholarships   |       | 13,636         | 1,818           |
| <b>Operating Income</b>   |       | <b>211,593</b> | <b>160,843</b>  |
| <b>Other Income</b>   |       |                |                 |
| Advertising Income  |       | 4,234          | 0               |
| Covid Grant   |       | 0              | 0               |
| Job Keeper Subsidy  |       | 0              | 9,600           |
| <b>Total Other Income</b>   |       | <b>4,234</b>   | <b>9,600</b>    |
| <b>TOTAL INCOME</b>   |       | <b>215,828</b> | <b>170,443</b>  |
| <b>EXPENSES</b>   |       |                |                 |
| Administration Expenses   |       | 20,332         | 22,940          |
| Board Planning Costs  |       | 0              | 5,000           |
| Conference Expenses   |       | 38,150         | 47,411          |
| ACORN – Capitation Fees   |       | 33,444         | 42,038          |
| Merchant Expenses   |       | 7,009          | 7,784           |
| Grant Expenses  |       | 42,000         | 24,500          |
| Professional Development Expenses                                       |       | 3,706          | 2,822           |
| Staff Remuneration  |       | 47,426         | 50,675          |
| Other Expenses Inc Marketing, Website                                   |       | 11,740         | 6,345           |
| Audit E Townsend & Co   |       | 2,500          | 2,500           |
| Depreciation  |       | 348            | 568             |
| Member Bags, Badges, Uniforms   |       | 1,436          | 1,894           |
| <b>TOTAL EXPENSES</b>   |       | <b>208,091</b> | <b>214,477</b>  |
| <b>SURPLUS (DEFICIT) FROM ORDINARY ACTIVITIES<br/>BEFORE INCOME TAX</b> |       | <b>7,737</b>   | <b>(44,034)</b> |
| Income tax revenue relating to ordinary activities                      |       | 0              | 0               |
| <b>SURPLUS (DEFICIT) ATTRIBUTABLE TO THE<br/>ASSOCIATION</b>            |       | <b>7,737</b>   | <b>(44,034)</b> |

The accompanying notes form part of these financial statements.



## Victorian Perioperative Nurses Group Ltd

### STATEMENT OF FINANCIAL POSITION AS AT 31st DECEMBER 2022

| <b>ASSETS</b>                   | <b>NOTE</b> | <b>2022</b>     | <b>2021</b>     |
|---------------------------------|-------------|-----------------|-----------------|
| <b>CURRENT ASSETS</b>           |             | <b>\$</b>       | <b>\$</b>       |
| Cash and Cash Equivalents       | 2           | 218,576         | 231,644         |
| Trade and Other Receivables     | 3           | 3,550           | 1,900           |
| Other Current Assets            | 4           | 36,459          | 37,460          |
| <b>TOTAL CURRENT ASSETS</b>     |             | <b>258,585</b>  | <b>271,004</b>  |
| <br><b>NON - CURRENT ASSETS</b> |             | <br><b>2022</b> | <br><b>2021</b> |
|                                 |             | <b>\$</b>       | <b>\$</b>       |
| Equipment                       | 5           | 0               | 348             |
| <b>TOTAL NON-CURRENT ASSETS</b> |             | <b>0</b>        | <b>348</b>      |
| <b>TOTAL ASSETS</b>             |             | <b>258,585</b>  | <b>271,352</b>  |
| <br><b>LIABILITIES</b>          |             |                 |                 |
| <b>CURRENT LIABILITIES</b>      |             | <b>2022</b>     | <b>2021</b>     |
| Trade and Other Payables        | 6           | 15,236          | 20,921          |
| Employee Provisions             |             | 4,357           | 7,955           |
| Income in Advance               |             | 2,727           | 13,948          |
| <b>CURRENT LIABILITIES</b>      |             | <b>22,320</b>   | <b>42,824</b>   |
| <b>TOTAL LIABILITIES</b>        |             | <b>22,320</b>   | <b>42,824</b>   |
| <b>NET ASSETS</b>               |             | <b>236,265</b>  | <b>228,528</b>  |
| <b>Members' Funds</b>           |             | <b>\$</b>       | <b>\$</b>       |
| Reserves                        |             | 228,448         | 228,448         |
| Retained Earnings               |             | 7,817           | 80              |
| <b>TOTAL EQUITY</b>             |             | <b>236,265</b>  | <b>228,528</b>  |

The accompanying notes form part of these financial statements.

## Victorian Perioperative Nurses Group Ltd

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### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2022

|   |             | Reserves       | Retained Earnings | Total Equity   |
|---|-------------|----------------|-------------------|----------------|
| <b>Balance at end of financial year</b>   | <b>2021</b> | 228,448        | 44,114            | 272,562        |
| Surplus (Deficit) attributable to members |             | 0              | (44,034)          | (44,034)       |
| <b>Balance at end of financial year</b>   | <b>2022</b> | <b>228,448</b> | <b>80</b>         | <b>228,528</b> |
| Surplus (Deficit) attributable to members |             | 0              | 7,737             | 7,737          |
| <b>Balance at end of financial year</b>   |             | <b>228,448</b> | <b>7,817</b>      | <b>236,265</b> |

## Victorian Perioperative Nurses Group Ltd

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2022

| CASH FLOWS FROM OPERATING ACTIVITIES                     | Note     | 2022<br>\$      | 2021<br>\$      |
|--|----------|-----------------|-----------------|
| Membership Fees Inc GST                                  |          | 146,090         | 139,340         |
| Conference Income Inc GST                                |          | 48,871          | 17,500          |
| Other Events   |          | 18,107          | 3,109           |
| Other Income   |          | 2,388           | 7,143           |
| Donations  |          | 0               | 0               |
| Grants and Scholarships                                  |          | 13,636          | 1,818           |
| Interest received  |          | 439             | 852             |
| <b>Other Income</b>                                      |          |                 |                 |
| Advertising Income Inc GST                               |          | 4,657           | 0               |
| Job Keeper Subsidy                                       |          | 0               | 9,600           |
| Payments to Suppliers                                    |          | (247,256)       | (218,893)       |
| <b>NET CASH GENERATED (USED) BY OPERATING ACTIVITIES</b> |          | <b>(13,068)</b> | <b>(39,531)</b> |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>              |          |                 |                 |
| Purchase of Equipment                                    |          | 0               | 0               |
| <b>NET CASH GENERATED (USED) BY INVESTING ACTIVITIES</b> |          | <b>0</b>        | <b>0</b>        |
| <b>NET INCREASE (DECREASE) IN CASH HELD</b>              |          | <b>(13,068)</b> | <b>(39,531)</b> |
| Cash and Cash Equivalents at the beginning of the year   |          | 231,644         | 271,175         |
| <b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>  | <b>2</b> | <b>218,576</b>  | <b>231,644</b>  |

The accompanying notes form part of these financial statements.

## Victorian Perioperative Nurses Group Ltd

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### NOTES TO THE FINANCIAL STATEMENTS

The financial statements cover Victorian Perioperative Nurses Group Ltd, a Not-for-profit entity. It is a company limited by guarantee incorporated under the Corporations Act 2001 and is registered under the Australian Charities and Not-for-profits Commission Act 2012. It is a not for profit charitable institution; as such it is exempt from income tax.

#### NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING

##### **POLICIES Basis of Preparation**

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards, the Corporations Act 2001 and the Australian Charities and Not-for-profits Commission Act 2012.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless otherwise stated.

The company recognized AASB115 Revenue from Contracts and AASB1058 income of Not-for-profit Entities from the 1<sup>st</sup> January 2020. The adoption of these standards had no effect on the opening retained earnings in the year ended 31<sup>st</sup> December 2021.

##### **Reporting basis and conventions**

The financial statements have been prepared on an accruals basis and are based on historical costs modified where applicable by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

##### **Accounting**

###### **Policies**

###### **Revenue**

Interest revenue is recognized on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue from membership fees and conference fees are recognized for the period or activity they relate to.

All revenue is stated net of the amount of Goods and Services Tax (GST)

Grant revenue is recognized as the Grant program is utilized or expended for programs that have designated performance requirements. If there is an unused grant at the end of the year it is now recognized in the balance sheet as a contract liability.

## Victorian Perioperative Nurses Group Ltd

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### NOTES TO THE FINANCIAL STATEMENTS

#### Goods and Services Tax (GST)

Revenues, expenses and assets are recognized net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances, the GST is recognized as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

#### Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

#### Critical Accounting Estimates and Judgments

The Directors evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the group.

#### Key estimates — Impairment

The entity assesses impairment at each reporting date by evaluating conditions specific to the entity that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value-in-use calculations performed in assessing recoverable amounts incorporate a number of key estimates.

No impairment has been recognized in respect of this financial year.

#### Income Taxation

No provision for income tax has been raised as the company is exempt from income tax under Div 50 of the Income Tax Assessment Act 1997.

## Victorian Perioperative Nurses Group Ltd

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### NOTES TO THE FINANCIAL STATEMENTS

#### **Fair value**

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine the fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing models.

#### **Impairment**

At each reporting date, the entity assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognized in the income statement.

As a not-for-profit entity the value in use of an asset may be equivalent to the depreciated replacement cost of that asset when the future economic benefits of the asset is not primarily dependent on the asset's ability to generate net cash inflows and where the entity would, if deprived of the asset, replace its remaining future economic benefits

#### **Provisions**

Provisions are recognized when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

#### **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

#### **Property plant and equipment**

##### **Office Equipment**

Office equipment is measured on the cost basis less depreciation and impairment losses.

The carrying amount of office equipment is reviewed annually by the directors to ensure it is not in excess of the recoverable amount from these assets.

##### **Contract Liabilities**

Contract liabilities represent Grant Funds and Other Revenues that have not been utilized or expended as per program requirements.

## Victorian Perioperative Nurses Group Ltd

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### NOTES TO THE FINANCIAL STATEMENTS

#### NOTE 2 CASH AND CASH EQUIVALENTS

|  | 2022 | 2021 |
|--|------|------|
|  | \$   | \$   |

##### Reconciliation of cash

Cash at the end of the financial period as shown in the cash flow statement is reconciled to the related items in the statement of financial position as follows:

##### Current Assets

|  |                |                |
|--|----------------|----------------|
| ANZ Operating Account                  | 17,619         | 55,126         |
| ANZ Saver Account                      | 50,957         | 26,518         |
| ANZ Term Deposit                       | 150,000        | 150,000        |
| <b>Total Cash and Cash Equivalents</b> | <b>218,576</b> | <b>231,644</b> |

#### NOTE 3 TRADE AND OTHER RECEIVABLES

##### Current

|  |              |              |
|--|--------------|--------------|
| Trade Debtors                                    | 3,550        | 1,900        |
| Less: Provision for Impairment of receivables    |              |              |
| <b>Total Current Trade and Other Receivables</b> | <b>3,550</b> | <b>1,900</b> |

#### NOTE 4 OTHER ASSETS

|                           |               |               |
|---------------------------|---------------|---------------|
| Prepayments               | 27,659        | 16,560        |
| Deposits Paid             | 8,800         | 20,900        |
| <b>TOTAL OTHER ASSETS</b> | <b>36,459</b> | <b>37,460</b> |

#### NOTE 5 Property Plant and Equipment

|                               |          |            |
|-------------------------------|----------|------------|
| Equipment at Cost             | 5,841    | 5,841      |
| Less Accumulated Depreciation | (5,841)  | (5,493)    |
| <b>TOTAL EQUIPMENT</b>        | <b>0</b> | <b>348</b> |

#### NOTE 6 TRADE AND OTHER PAYABLES

|                                       |               |               |
|---------------------------------------|---------------|---------------|
| Trade Payables                        | 10,199        | 16,478        |
| PAYG Payable                          | 1,594         | 1,492         |
| Superannuation                        | 1,251         | 1,158         |
| Australian Taxation Office            | (815)         | 693           |
| Visa Card                             | 3,007         | 1,100         |
| <b>TOTAL TRADE AND OTHER PAYABLES</b> | <b>15,236</b> | <b>20,921</b> |



## Victorian Perioperative Nurses Group Ltd

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### NOTES TO THE FINANCIAL STATEMENTS

#### NOTE 8 CONTINGENT LIABILITIES & CONTINGENT ASSETS

Estimates of the potential financial effect of contingent liabilities that may become payable are: No contingent Liabilities or Assets exist.

#### NOTE 9 EVENTS DURING THE YEAR AND AFTER THE BALANCE SHEET DATE (Covid-19 Pandemic)

There have been no material non-adjusting events after the reporting date, nor has any information been received about conditions at reporting date that have not been included in this report.

#### NOTE 10 CASH FLOW INFORMATION

##### Reconciliation of cash flow from operations to surplus ( deficit ) for the year 2022

|  | 2022            | 2021            |
|--|-----------------|-----------------|
| Surplus (Deficit) for the year                           | 7,737           | (44,034)        |
| Add back non-cash items                                  |                 |                 |
| Depreciation   | 348             | 569             |
| <b>Changes in Assets and Liabilities</b>                 |                 |                 |
| (Increase) Decrease in other Current Assets              | 1,001           | (29,723)        |
| (Increase) Decrease in Trade & Other Receivables         | (1,650)         | (1,900)         |
| Increase (Decrease) in Trade and Other Payables          | (5,685)         | 19,971          |
| Increase (Decrease) in Income in Advance                 | (11,221)        | 13,266          |
| Increase (Decrease) in Employee Provisions               | (3,598)         | 2,320           |
| <b>NET CASH GENERATED (USED) BY OPERATING ACTIVITIES</b> | <b>(13,068)</b> | <b>(39,531)</b> |

#### NOTE 11 RELATED PARTY TRANSACTIONS

##### Transactions with related parties

There were no transactions with related parties during the current and previous financial year

##### Receivable from and payable to related parties

There were no receivables from or trade payables to related parties at the current and previous reporting date.

##### Loans to/from related parties

There were no loans to or from related parties at the current and previous reporting date.

## **Victorian Perioperative Nurses Group Ltd**

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### **NOTES TO THE FINANCIAL STATEMENTS**

#### **NOTE 11 CORPORATION DETAILS**

The registered office of the company is:

4<sup>th</sup> Floor  
540 Elizabeth Street  
MELBOURNE VIC 3000

## Victorian Perioperative Nurses Group Ltd

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### DIRECTORS' DECLARATION

The Directors of the company declare that:

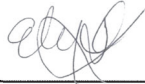
1

The financial statements and notes as set out in pages 1 to 13 is in accordance with the Corporations Act 2001, the Australian Charities and Not-for-profits Commission Act 2012 and :

comply with Australian Accounting Standards as described in Note 1 to the financial statements and the Corporations Act 2001 and the Corporations Regulations 2001, the Australian Charities and not-for-profits Commission Act 2012 and :

give a true and fair view of the financial position as at 31 December 2022 and of the performance for the year ended on that date of the company

2 In the directors' opinion, there are reasonable grounds to believe that the company will be able to pay its debts as and when they fall due and payable.



Name: Elyse Coffey



Name: Helen Parr

Dated this 27th day of April 2023

## Victorian Perioperative Nurses Group Ltd

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### INDEPENDENT AUDITOR'S REPORT

#### To the members of Victorian Perioperative Nurses Group Ltd

##### Opinion

I have audited the financial report of Victorian Perioperative Nurses Group Ltd (the Entity) which comprises the Statement of Financial Position as at 31st December 2022, the Statement of Profit or loss and Other Comprehensive Income, Statement of Changes in Equity, and the Statement of Cash Flows for the year then ended, notes to the financial statements including a summary of significant accounting policies and the Directors' declaration by those charged with governance. In my opinion, the accompanying financial report gives a true and fair view of the financial position of the Entity as at the 31<sup>st</sup> December 2022, and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and the Corporations Act 2001 and the Australian Charities and Not-for-profits Commission Act 2012.

##### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of the Entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

##### Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

##### Auditor's responsibility for the Audit of the Financial Report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

## Victorian Perioperative Nurses Group Ltd

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As part of an audit in accordance with the Australian Auditing Standards I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide the basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease or continue as a going concern.

Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including deficiencies in internal control that I identify during my audit.



**Name of firm** E Townsend & Co  
**Name of Auditor** Eric Townsend

**Address** 15 Taylor Street  
Ashburton Vic 3147

**Dated this** 27 April

2023

## 7. **ACORN REPORT - 2023**

It has been my privilege to serve on the ACORN Board as the Victorian representative since May 2022. This is first term for all ACORN Board members within a governance model. In May 2022 the incoming Board had the opportunity to discuss the 2020-2022 strategic plan with the outgoing Board members and to understand the transitions and developments of the College over the previous two years and their intentions for the future. This was followed in October 2022 with the new Board meeting to develop the strategic plan 2022-2025. This meeting was facilitated by a strategic and governance expert with unique understanding of ACORN operations and the perioperative membership. Using quantitative and qualitative data collected from the ACORN member survey (2021) and individual interviews with several key stakeholders, priorities areas were identified and included in the new Strategic Plan. The plan includes how the College will collaborate, advocate, innovate and support its membership and is available via the ACORN website.

Other than these two face to face meetings, the ACORN Board has met regularly using a virtual meeting platform.

Key areas of discussions for the Board over the past 12 months have included:

1. The recruitment and successful appointment of two independent directors, Liza Nadolski and George Eskander. Both independent directors bring unique expertise onto the Board. Liza, a practicing lawyer specialising in risk management whilst George, a medical practitioner has expertise in quality and safety including the development and maintenance of standards of practice within health care environments. Liza and George have been welcome additions to the Board.
2. The development and release of the New ACORN Standards. This realises the major goal of the ambitious 'Roadmap' project. The New ACORN Standards now has two volumes that separates professional and clinical practice. Additionally, there are two versions. One version is designed for organisations and includes detail on the supporting evidence and rationales whilst the other version, designed for individuals, includes the key information needed for clinical practitioners. Another welcome development is the ability for individuals to access the New ACORN Standards via an app alongside the option to print selected sections. This ensures greater accessibility and distribution of the ACORN standards among perioperative practitioners.
3. Resignation of the ACORN CEO Rebecca East. Rebecca become the first ACORN CEO in October 2019 and successfully delivered the 2020-2022 strategic plan and advanced the mission of the College for members and key stakeholders.
4. Recruitment and appointment of a new ACORN CEO. After an extensive recruitment period that resulted in an impressive number of candidates, the Board were delighted to announce Diane Harapin OAM as the new CEO. Diane is an incredibly impressive individual with previous experience as CEO for several professional healthcare organisations. Diane will be working with the ACORN staff, the Board, the Local Associations and key stakeholders to achieve the new strategic plan.
5. AGM. The ACORN AGM held on 27th May 2023 formalised the resignation of Rebecca East and the appointment of Diane Harapin as the new ACORN CEO.
6. Perioperative Leadership Summit (PLS). Planning commenced for the PLS 31 August – 2 September at Notre Dame University, Fremantle, Western Australia. This looks to be a wonderful event with the opportunity to help grow our perioperative leaders who will be instrumental in growing and supporting perioperative nurses with their healthcare organisations nationally.

During the last 12 months VPNG have continued to offer our members full benefits of ACORN membership and we encourage you to discuss the advantages of joining the VPNG with your non-member colleagues, including understanding that the only way to become a member of



ACORN is by joining your state based local association (VPNG).

This year also brings necessary changes to the VPNG constitution as a result of the ACORN transition from a working Board to a Governance Board. VPNG recognises the impact of this on the existing process for nominating a VPNG ACORN Board Director from current VPNG committee members. A new proposal for the VPNG constitution will enable flexibility and the nomination of a skilled and experienced Victorian perioperative nurse onto the ACORN Board without conflict. Communication channels between ACORN and VPNG will continue to occur during regularly scheduled meetings held with the CEO and Local Association Presidents throughout the year and as needed. This change will see the removal of the VPNG ACORN Director role from the VPNG Executive Committee who can remain a VPNG Committee Member.

I will continue in my role as an ACORN Board member and as a VPNG Committee Member until at least the next ACORN AGM in May 2024. I would like to take this opportunity to thank VPNG for their support during my term as ACORN Director. It has been a great pleasure to represent Victoria and drive the direction of perioperative nursing into the future.

**TARRYN ARMOUR**  
**ACORN DIRECTOR**

Moved: Ryan Haart  
Seconded: Kate Mitchell

**8. ELECTION OF DIRECTORS**

2023 - 2024 Directors:

|                |               |
|----------------|---------------|
| President      | Karolin King  |
| Vice President | Kate Mitchell |
| Hon Secretary  | Amy Cotterell |
| Treasurer      | Helen Parr    |

Election of President

Moved: Dr Pat Nicholson  
Seconded: Lisa Tricarico

Election of Vice President

Moved: Jen Gamble  
Seconded: Dr Pat Nicholson

**9. ELECTION OF ORDINARY MEMBERS OF COMMITTEE**

- (i) Nomination received and accepted from ( ..... if any received on day )
- (ii) Rolling nomination to the VPNG Committee are available via the VPNG website

**10. OTHER BUSINESS**

No other business.

**Meeting Closed – 2.48pm**