

**AUSTRALIAN PITUITARY FOUNDATION
MINUTES OF ANNUAL GENERAL MEETING 2023**

held virtually via Zoom

Date: Thursday, 30th November 2023 at 6.00pm (AEDT)

1. Opening of the Meeting and Recording of Attendance and Apologies

The Annual General Meeting for 2023 was opened at 6.09pm Australian Eastern Daylight Time by the Co-Chair, Malini Raj.

Attendees	<p>Board Members: Malini Raj (MR), Geoff Musgrove (GM), Robert Price (RP), Lisa Sullivan (LS), Marla Cawthorne (MC)</p> <p>APF Members: Shari Dawson (SD), Tim Fitzsimmons (TF), Deborah Singerman (DS), Susan Kozij (SK)</p>
Apologies	Kimberly Downes, Yi Yuen Wang, Dennis O'Brien, Jack Kagan
Co-Chairs	Malini Raj & Kimberly Downes

2. Acceptance of the Minutes of previous AGM – 26th November 2022

The minutes were circulated prior to the AGM and taken as duly read.

Resolved the minutes of the previous Annual General Meeting held on 26th November 2022 be accepted as a true record of that meeting.

Proposed: Lisa Sullivan

Seconded: Robert Price

3. Reception and Adoption of the Annual Report 2022-2023

The circulated Annual Report was taken as duly read by the attending members and the Co-Chair, Malini Raj, touched on the following key highlights:

Annual Report Highlights	<ul style="list-style-type: none"> • Board Additions: Welcomed Dennis O'Brien and Marla Cawthorne to the Board. Dennis, with his personal experience with Cushing's Disease and philanthropic background, and Marla, with her expertise in financial services and personal advocacy for her daughter with Hypopituitarism, added valuable perspectives to the board. • Board Contribution: Acknowledged the ongoing dedication and impact of all Board members, highlighting their collective efforts in strategic guidance and execution of key initiatives. • Medical Advisory Committee (MAC): Extended gratitude to the MAC for their continuous expert advice and support, which has been crucial for the foundation's mission.
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	<ul style="list-style-type: none"> • New General Manager Appointment: Welcomes Shari Dawson as new GM of the APF and acknowledge her work and commitment to the APF to date. • Pituitary Awareness Month Events: Successfully hosted in-person events in Sydney, Melbourne, and the Gold Coast during Pituitary Awareness Month, emphasizing community building and education. • ESA/SRB/APEG/NZSE Annual Scientific Meeting 2022: Participated in this significant event in Christchurch, enhancing engagement with the global scientific community. • Novo Nordisk Panel: Marla Cawthorne represented APF at the Novo Nordisk panel in Sydney, sharing caregiver insights and amplifying patient and family voices. • Educational Material Updates: Collaborated with pharmaceutical partners and societies to update educational fact sheets and GP Fact File, ensuring accurate and accessible information. • PBS Advocacy: Played a key role in advocating for the PBS listing of long-acting Growth Hormone, including outreach through various media and sharing patient stories. • Website and Membership Platform Upgrade: Launched a new, user-friendly website and membership platform, enhancing accessibility and security. • Zoom Support Groups: Initiated Zoom support groups in August 2022, providing flexible and accessible support for the community. • QLD Paediatric Patient Reunion: Organized a reunion for former paediatric pituitary patients in Brisbane, fostering connections among patients and families. • Community Engagement: Reported a significant increase in community engagement, with the rise in members, friends, donors, and supporters, reflecting the foundation's growing influence and reach. • Community Memberships: 674 (including 63 members, 572 friends, and 55 donors) • Volunteers: 8 Directors, 4 MAC members, 3 Patient Support Subcommittee members, 2 Fundraising & Communications Subcommittee members.
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Resolved the Annual Report presented be accepted.

Proposed: Geoffrey Musgrove

Seconded: Lisa Sullivan

4. Reception and Adoption of the Financial Statements for the financial year ended 30th June 2023

The Financial Statements were circulated prior to AGM and taken as duly read with the following points being highlighted during the meeting:

<p>APF Financial Statements</p>	<ul style="list-style-type: none"> Financial Health and Key Administration (2022-2023): The APF maintained financial stability through prudent management, evidenced by the attached P&L. The strategic appointment of Shari Dawson as General Manager on a 12-month contract in March 2023, coupled with a consistent inflow of sponsorships, grants, and donations, effectively balanced against low operating costs, enabling the APF to continue its work efficiently. Revenue: \$171,403.29 which has increased significantly from the previous year due to large donations Expenses: Increased marginally from \$107,631.58 to \$113,502.07 overall we have a profit of \$57,901.22
<p>Donations, Sponsorships and Grants</p>	<ul style="list-style-type: none"> Donations: \$118,417.53 Grant Funds: \$48,981.82 Memberships: \$2682.87
<p>Balance Sheet</p>	<ul style="list-style-type: none"> The APF is in a strong position to move forward in the new year.
<p>Member queries</p>	<ul style="list-style-type: none"> Jack Kagan emailed in the following finance queries prior to the AGM: <ul style="list-style-type: none"> Query: Fundraising expenses are \$5560, but we only raised \$228.95 Response: <i>It is a pre-purchase expense (buying t-shirts for campaigns) in advance of raising the money so it is not a direct line for line on a cash transaction basis</i> Query: I assume that the web hosting and IT now includes the internet expense which is 0 Response: <i>Yes, this was done for accounting purposes</i> Query: Expenses for sponsorship and grants this year \$1000 last year \$52056. What does this mean? Response: <i>Last year we provided a large research grant to the Garvan Institute as we had a donor who provided a 'research' grant, however typically we are not funded for large grants and our grants are smaller - for example fund a nurse attending the ENSA conference.</i> Susan Kozij asked if the APF are still receiving sponsorship from pharmaceutical companies or if the are being put under donation <ul style="list-style-type: none"> Response: <i>APF did receive grants from Pharma that were directly attributed to specific projects. The line item Grant Funds reflects 2 grants, one from Novo Nordisk and one from Pfizer to update and launch the fact sheets.</i> Suan Kozij queried Ipsen's current involvement with the APF <ul style="list-style-type: none"> Response: <i>Ipsen recently sponsored an Acromegaly Awareness Day event in Melbourne as well as an earned media campaign that to date has received a reach of approx. 15million. APF are also collaborating with Ipsen on the development of videos to share the journey of Acromegaly patients.</i>

Resolved the financial statements for the financial year ended 30th June 2022 be approved.

Proposed: Marla Cawthorne

Seconded: Geoffery Musgrove

5. Election of Directors in accordance with the Foundation's Constitution

In accordance with APF Constitution, one third of the Board must retire.

Directors retiring and up for re-election at this meeting were Geoffery Musgrove and Robert Price. The Co-Chair, Malini Raj, thanked them for their time, work and effort provided as well as accepted their nominations for re-election.

Resolved that Robert Price be re-elected as APF Board Member for another term.

Proposed: Lisa Sullivan

Seconded: Marla Cawthorne

Resolved that Geoffery Musgrove be re-elected as APF Board Member for another term.

Proposed: Lisa Sullivan

Seconded: Marla Cawthorne

The Co-Chair congratulated and welcomed back Robert Price and Geoffery Musgrove as APF Board Members for another term.

The Notice of AGM to all members also called for nominations to elect as new APF board member and a nomination had been received from one member, Timothy Fitzsimmons

Resolved that Timonthy Fitzsimmons be elected as a APF Board Member.

Proposed: Robert Price

Seconded: Marla Cawthorne

The Co-Chair congratulated and welcomed Timothy Fitzsimmons as APF Board Member.

6. Other Business legally brought before the meeting

<p>Question by member Jack Kagan, re: Novo Nordisk growth hormone availability</p>	<ul style="list-style-type: none"> Novo Nordisk cannot supply Growth Hormone and has been out of stock for at least the last 4 months. Their dial up pen is the only one I am aware of that can give a varied and accurate dose, unless you use a single dose injection. Does anyone know when Novos stock will be available again? Does anyone else make a similar delivery system like Novo? ACTION: Shari Dawson to reach out to the APF MAC for further guidance.
<p>Tim Fitzsimmons, raised the opportunity to make a submission to the NSW Special Commission of inquiry into health funding.</p>	<ul style="list-style-type: none"> The deadline for public submission has closed, but the APF has been granted extension until Monday 4th December 2023. ACTION: Decision deferred to Board Meeting 30th November 7pm AEDT.



Question raised by member Deborah Singerman, any support groups or connections specifically for condition

- DS advised she previously had Cushing's and now has Addison's and would like some local support group/connection to discuss this with. DS also raised that she would like to connect with Board Member Dennis about his experience.
- **ACTION:** MR and SD to connect with DS after the AGM to try assist further. SD to connect DOB with DS.

There being no other legal business, the Annual General Meeting for 2023 was closed at 6.34pm AEDT by the Co-Chair, Malini Raj, who encouraged members to keep contact open with the APF and thanked everyone for attending the meeting.