

**AUSTRALIAN PITUITARY FOUNDATION
MINUTES OF ANNUAL GENERAL MEETING 2022**

held virtually via Zoom

Date: Saturday, 26th November 2022 at 12.00pm (AEDT)

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

The Annual General Meeting for 2022 was opened at 12.05pm Australian Eastern Daylight Time by the Co-Chair, Kimberly Downes.

Attendees	<p>Board Members: Malini Raj (MR), Kimberly Downes (KD), Goeff Musgrove (GM), Robert Price (RP)</p> <p>APF Members: Marla Cawthorne (MC), Elizabeth Howell (EH), Deborah Singerman (DS), Jack Kagan (JK)</p>
Apologies	Yi Yuen Wang, Lisa Sullivan, Susan Kozij, Dennis O'Brien
Co-Chairs	Malini Raj & Kimberly Downes

2. Acceptance of the Minutes of previous AGM – 18th December 2021

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

Resolved the minutes of the previous Annual General Meeting held on 18th December 2021 be accepted as a true record of that meeting.

Proposed: Elizabeth Howell

Seconded: Malini Raj

3. Reception and Adoption of the Annual Report

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"> • APF was able to appoint our inaugural General Manager, Marla Cawthorne. • The Board acknowledged that the last few years of the COVID-19 pandemic have been tough, so re-connecting and bringing the community together has been important, including the APF holding a series in person Pituitary Awareness Month events in October 2022. • The APF is grateful for our two Board members who joined last year, Robert Price and Geoffrey Musgrove. The Board would also like to acknowledge the contribution of Kim Statham, who resigned as Director in July 2022.
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	<ul style="list-style-type: none"> • The Board would also like to acknowledge the Medical Advisory Committee for their ongoing support and advice. This is very valuable to our patient community. • Earlier in the year we re-structured the APF Board into a number of sub-committees including; Finance, Risk and Governance, Fundraising and Comms, Patient Support, Pharmaceutical Advisory and the Medical Advisory Committee. We thank each of the members of the Board for chairing these subcommittees. • The APF held a Mental Health Awareness Webinar in October 2021 and a Cushing’s Awareness Webinar in April 2022. EH mentioned that the meditation session as part of the Mental Health Awareness webinar was great and that she has been using the Allevi8 app every day. • The Board held a strategy day in May 2022, which also coincided with the commencement of the APF General Manager. • In terms of advocacy, the APF community provided submissions to the Pharmaceutical Benefits Advisory Committee in support of long-acting Growth Hormone treatment. This had a successful outcome, with a position recommendation provided for the listing of long-acting Growth Hormone treatments on the PBS. • We re-established the APF newsletter, The Pituitary Connection, in June 2022. • The APF website has also been refreshed, along with our membership database, these will be reported in next year’s annual report. • APF Community Base - Achieved an increase in our community base, with 533 members at the end of the financial year.
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Resolved the Annual Report presented be accepted.

Proposed: Robert Price

Seconded: Geoffrey Musgrove

4. Reception and Adoption of the Financial Statements for the financial year ended 30th June 2022

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

APF Financial Statements	<ul style="list-style-type: none"> • Revenue for the financial year ended 30th June 2022 was reduced, however this was primarily due to timing, with another very generous donation from Mr PS Lee being received at the start of financial year commencing 1st July 2022. • This reduction in revenue was also due to a research grant paid by the APF which is detailed below.
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<p>Sponsorships and Grants</p>	<ul style="list-style-type: none"> • Thanks to a generous donation of \$100,000 from Mr PS Lee during the previous financial year, the APF awarded our first grant of \$50,000 to the team at the Garvan Institute of Medical Research in support of the pituitary tumour bank. • A separate account has been set aside for the purpose of the APF Research Fund. • Government support schemes received by APF included the Victorian Government Covid Business Support Funds of \$20,000. Tracking of the spend of this grant in accordance with the grant criteria is available on request.
<p>Balance Sheet</p>	<ul style="list-style-type: none"> • Despite the reduction in revenue, the APF is in a good fiscal position overall.

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

Proposed: Geoff Musgrove

Seconded: Elizabeth Howell

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 Malini Raj and Lisa Sullivan. The Co-Chair, Kimberly Downes, thanked them for their time, work and effort provided as well as accepted their nominations for re-election.

Resolved that Malini Raj be re-elected as APF Board Member for another term.

Proposed: Robert Price

Seconded: Elizabeth Howell

Resolved that Lisa Sullivan be re-elected as APF Board Member for another term.

Proposed: Malini Raj

Seconded: Geoff Musgrove

The Co-Chair congratulated and welcomed back Malini Raj and Lisa Sullivan 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, Dennis O'Brien.

Resolved that Dennis O'Brien be elected as a APF Board Member.

Proposed: Malini Raj

Seconded: Robert Price

The Co-Chair congratulated and welcomed Dennis O'Brien as APF Board Member.

6. Other Business legally brought before the meeting

<p>Question by member, Elizabeth Howell, regarding if the APF are planning to hold an event in Perth, WA?</p>	<ul style="list-style-type: none"> • The APF are open to holding an event in Perth. • ACTION: Marla Cawthorne to reach out to Elizabeth Howell early in the new year to discuss the options for an in person event in Perth, WA.
<p>Question by member, Deborah Singerman, regarding connecting with other patients.</p>	<ul style="list-style-type: none"> • ACTION: Marla Cawthorne to reach out to Deborah Singerman early in the new year to discuss the best options/best approach for connecting with other patients.

There being no other legal business, the Annual General Meeting for 2022 was closed at 12.22pm AEDT by the Co-Chair, Kimberly Downes, who encouraged members to keep contact open with the APF and thanked everyone for attending the meeting.