



*Volunteers
for
Palliative Care Inc*

**Annual General Meeting
Report
2021/2022
19th September 2022**



- ✧ Welcome and Acknowledgement of Country
- ✧ Apologies
- ✧ Minutes of previous AGM meeting moved & seconded
- ✧ Business Arising
- ✧ Chairperson's Report presented by Ross Iles
- ✧ Treasurer's & Audit Report presented by Kate McLaughlin
- ✧ Co-ordinator's Report presented by Judith Robinson
- ✧ General Business:
- ✧ Close meeting
- ✧ Hand Over to Returning Officer
- ✧ Election of New Committee
 - ✚ Chairperson
 - ✚ Vice Chairperson
 - ✚ Secretary
 - ✚ Treasurer
 - ✚ Board Members
 - ✚ Public Officer
- ✧ Close of Meeting

VOLUNTEERS FOR PALLIATIVE CARE INC.

ANNUAL GENERAL MEETING Wednesday 3rd November 2021

Venue: East Maitland Golf Club

MINUTES: Meeting commenced at 5.37 pm

1. **Welcome:** Judith Robinson welcome everyone to the AGM and a special thanks to Gareth Watts & Jenny Aitchison for making the effort to attend.
2. **Apologies:** Tracey Grant, Wendy Kennedy, Steve Duggan & Janiffer Reynolds
3. **Attendees:** Attendees introduced themselves to the meeting
4. **Present:** Judith Robinson, Kathleen Iles, Lynette Clark, Belinda Campbell, Sophie Abela, Jenny Aitchison, Ross Iles, Andrew Rennie, Gareth Watts, Beth Fowler, Montana Duggan, Belinda McQuillan, Glenda Briggs & Kathryn Bennett
5. **Minutes of the Previous AGM:** Presented by Lynette Clark
Moved to be accepted by: Belinda Campbell Seconded by: Sophie Abela
6. **Adoption and Business Arising from previous AGM**

Motion 1: That the minutes of the previous Annual General Meeting held 29th September 2020 be accepted as true and accurate record of that meeting:
Moved: Belinda Campbell Seconded: Sophie Abela Carried:

7. Reports – 30 June 2021

a. Co-ordinator's Report

Presented by: Judith Robinson

Motion: That the co-ordinator's report be accepted.

Moved: Belinda Campbell Seconded: Sophie Abela Carried:

b. Treasurer's /Financial Review Report

Presented by: Lynette Clark

Motion: That the Financial Report be accepted

Moved: Belinda Campbell Seconded: Sophie Abela Carried:

c. Chairperson's Report

Presented by: Lynette Clark

Motion: That the Chairperson's Report be accepted

Moved: Belinda Campbell Seconded: Sophie Abela Carried

8. General Business

a) No General Business

b)

9. Election of Executive Committee for 2021 – 2022

The chair of the meeting was then surrendered to the Returning Officer;

Belinda McQuillan

Vote of thanks to the outgoing board

Declaration of board positions being vacant.

Nominations as per Ballot Sheet - nominations were accepted as follows:

Full Name:	Position Title:	Action Required:
Lynette Clark	Chairperson	Unchanged
Ross Iles	Vice Chairperson	New
Beth Fowler	Secretary	New
Belinda Campbell	Treasurer	New
Kathryn Bennett	Board Member	New
Kate McLaughlin	Board Member	New
Sophie Abela	Board Member	Unchanged
Andrew John Rennie	Board Member	New
Glenda Briggs	Board Member	New

The chair then called for further business for this AGM.

- Montana from FOPC talked about “Friends” purpose in Palliative Care
- Judith spoke of VFPC purpose mentioning the Revere Harp, last years’ training of 5 volunteers and that now we have 27 volunteers.
- Kathryn Bennett asked how we communicate with the clinical Service: Judith replied with details of the referral system. Gareth also responded regarding how the hospital service and our service interact.
- Belinda McQuillan stated that FOPC and VFPC compliment each other.
- Belinda McQuillan asked at what stage the Hospice might be at. Judith replied by explaining Alex’s involvement with preliminary Plans, she also gave information on when the Hospice idea had started in 2018 and that we have a separate bank account dedicated to the Hospice. She also spoke about our Volunteers and that due to covid-19 most things had been put on hold including the Volunteers working in the community.
- Kathryn Bennett asked what the “Roll of Board” was and Judith replied by informing the meeting that we are governed by NSW Health. Kathryn also asked if we need new initiatives for Fundraising Etc.
- Glenda ask Gareth if there are any Palliative Care beds in the new hospital. Gareth replied that 4 beds have been created for “End of Life”, but nothing specific to Palliative Care. He also commented and

complimented Judith on the running of our service due to the training of volunteers, Covid-19 safe practices she has implemented.

Judith commented that she has completed another review for Volunteers regarding their vaccination status and commented that there are no other areas such as Newcastle or Central Coast have a service like ours.

- Jenny Aitchison also commented on the long relationship with Judith and our service and the need for the push for a Hospice. She encouraged our service to keep pushing for the Hospice and so will she.
- Judith told the meeting that Jenny was a great Patron to have.
- Lynette invited Jenny Aitchison to continue being our Patron and it was readily accepted by Jenny.

10. Meeting Closed at: 6.30 pm

Volunteers for Palliative Care Inc.

Chairperson's Report

Annual General Meeting 2022

The last twelve months, to say the least, have been challenging.

The AGM was delayed and was finally held on 3rd November 2021.

Lynette Clark was elected Chairperson and Belinda Campbell Treasurer.

Our first Board Meeting was held on 8th November 2021.

We had a Christmas get together for Volunteers and Board Members.

May 2022 saw the resignation of Lynette and Belinda plus Board Member Sophie Abela.

Ross Iles is now Chairperson, Kate McLaughlin Treasurer and Glenda Briggs Vice Chairperson.

Kathleen Iles resigned from her Administration position in June 2022 but continues in this role on a voluntary basis. She is now a Board Member.

In August 2022, Glenda and Ross both took part in a Zoom presentation by Justice Connect on Governing a Not-for-profit Organisation.

VfPC received an SSTF grant which had limitations on its spending. Part of the grant was used for the following:

- Mail out to all Maitland LGA outlining our services
- Upgrading our computers
- Setting up a Paypal account

We have been a part of the following fund-raising activities and community events with a big thank you to everyone who has freely given their time:

- Trivia night at Telarah Bowling Club (PS VfPC Team won)
- Hot cross buns
- Easter Brunch Carpark Event at Bunnings, Easter egg raffle
- Two Bunnings sausage sizzles
- Three bucket days at Maitland Rugby Union Club
- Rocking Horse raffle drawn by Jenny Aitchison
- Presence at Maitland Heritage Festival

We also accepted direct donations from members of our community during the year, some as the result of our mail out.

Our Board members are a dedicated team of volunteers who have contributed endless hours in promoting our service to our community a big thank you.

A special thanks to our office staff. Thanks to Kathleen for the extra hours working with the Board members to help keep our service alive during trying times. Thanks to Judith for your contribution to our service over the last 21 years. Best wishes for the times ahead.

And finally, the service could not operate without our wonderful, dedicated Volunteers. Hopefully, now that things are somewhere near normality, you can continue to carry out the activities for which you were trained.

THREE CHEERS FOR THE VOLUNTEERS

Ross Iles

Chairperson

Good evening to everyone,

On behalf of the Board, I present to you the audited Financial report for Volunteers for Palliative Care Incorporated for the financial year ending 30 June 2022. I was not the Treasurer for that period.

The Treasurer for last financial year was Belinda Campbell. Belinda resigned from her position, attending her final Board meeting on 6 June 2022.

Belinda's resignation left the position vacant, and I was elected to the Treasurer position on July 4th 2022.

You can see from our report that the 2021-22 financial year was our most challenging to date. Our lack of fundraising opportunities due to ongoing COVID-19 restrictions resulted in unprecedented financial losses from the organisation.

The Board acted to make some difficult decisions in order to ensure our ongoing viability. Financial cuts were necessary so that we could meet our financial obligations and pay our bills.

In order to keep our service running, we made several hard choices.

- To use funds from the Hospice fundraising account – a temporary measure to cover costs.
We sought legal advice prior to using these funds, and it was our option of last resort. All funds taken from the account will be repaid in coming months, as we intend to have this account restored by the end of 2022.
- To reduce our staffing, which lowers our most significant cost. Major staffing changes were necessary.
 1. The abolition of the paid Administration role. Kathleen Iles resigned from this position and made her generous offer to continue performing necessary bookkeeping duties as a volunteer. We welcomed Kathleen onto the Board, and thank her for her very kind and generous gesture of essential help at no cost.
 2. Judith Robinson was asked to take several weeks of leave from the organisation, to draw down from our Leave bank account and reduce the financial demands to our Funding account. This didn't cause any financial hardship for Judith, as she was on paid leave, but reduced the organisation's burden of debt.
 3. The reduction of hours for the Coordinator position, scaling back from 25 to 20 hours per week. This measure took effect on Monday 27 June, when Judith returned from leave.
- Relinquishing our office space – since rent is our second-largest cost.
We are currently discussing the viability of our office space. We have considered the extent to which we need a shop-front in Maitland, which comes at significant cost. Our plan is to move the Coordinator to a work-from-home (WFH) set-up in the coming year. We haven't set a date for this transition yet. A WFH arrangement would be with the full approval of the Coordinator, and we will ensure she has everything she requires at home to operate the service successfully. The next issue to consider would be sorting and storage of everything belonging to the service.

The 2022-23 budget accounts for all these changes, and leaves us with a surplus. This surplus will first be used to restore funds to the Hospice account, and then to consider what we can afford in terms of ongoing staffing levels. It may be that without the cost of office rent, we can increase the work hours of the Coordinator to 25 per week. We may also be able to incorporate some paid hours for Kathleen's administrative support role.

Our 2022-23 budget has a forecast for money raised through fundraising efforts. We hope to return to a healthier balance of funding/fundraising to keep our service operating in a sustainable manner again in the coming years.

If you have any comments or questions, I am happy to address them now.

Thank you
Kate McLaughlin

Volunteers for Palliative Care Inc



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CO-ORDINATOR'S AGM REPORT 19th September 2022

The last twelve months continued with challenges for Volunteers for Palliative Care. With restrictions still in some form to support families and individuals in place, then a lockdown for us all, restricting staff movement as well made for frustrating and uncertain times.

I am happy to report however that only a couple of volunteers decided that returning to work may not be for them anymore. Overall the volunteers took the COVID 19 requirements for risk minimisation in their stride. I believe when people choose to volunteer in palliative care, it is an extra special commitment that extraordinary people make. A process to restructure started at the end of the financial year. This decision saw changes which are still in progress to ensure our service continues in the best sustainable way possible.

We were ready to go into the community by June after many revisions of policies. On top of the extraordinary times in our community, world, the need for **more** social connection **not** more isolation continued during this time. It was such a delight to receive referrals again for in home respite and companionship from July and it was a great pleasure to be out meeting and assessing their needs to connect our very ready volunteers.

In May the National Volunteer Week theme for 2022 was "Better together" and the theme for Palliative Care Awareness Week was 'It's your right'.

The Volunteers for Palliative Care Inc. always aim to improve the quality of life for people and their families/carers living with a life limiting illness by implementing the Standards for Providing Quality Palliative Care for all Australians as per NSW Palliative Care Strategic Framework 2010-2013.

We do this by providing compassionate, comfort, companionship and practical help to support those referred to us to live as fully and as richly as possible with family and friends.

We held our AGM for 2021 on 3rd November observing COVID19 guidelines at East Maitland Bowling Club. Long standing partners with our service.

Although fundraising and donations were reduced or cancelled due to COVID19 - our

Providing volunteer support to people living with life-limiting conditions & their Carers since 1990

Contribution by NSW Health

friend and long time supporter Tony gave when he could, Club Rotary Sunrise gave us a donation, I succeeded with Volunteer/Club Grants for financial support and we have a beautiful selection of hand made, lovingly made rugs and cushions to be gifted at the right time.

We continued to work well together albeit limited, with our clinical team and at times were able to work on another level of support during the restrictions.

I was pleased to be able to attend via zoom, meetings with our Palliative Care Volunteer Managers Network in NSW. A wonderful resource and support for each other.

Our volunteer's newsletter continued every two months as well as extra emails during lockdown and phone calls afterwards.

We acknowledged our volunteers on International Volunteer Day on 4th December 2021 with a luncheon and activity together in the Polish Hall Maitland. The focus was on what did we learn about ourselves and others during the past year and what are looking forward to again.

Our specialised transport continued on a very low and decreasing demand. Our drivers followed our COVID 19 guidelines to minimise risks to themselves and those transported. It is another important service for Maitland families and individuals under palliative care we provide for free.

We managed to be present at several events as a means to promote our service and when able, raise much needed funds. We were present at: Maitland's second Heritage Fest in April, we attended a Bunnings Community day with an Easter raffle, the Maitland Rugby Club came on board with several dates to collect donations at their games, our long term friends at West Maitland Centennial Lions Club conducted a trivia night where we were one of two recipients, one of our local men's shed (via FOPC) donated a restored rocking horse to raffle, we conducted our first Easter hot cross bun fundraiser and two Bunnings sausage sizzles.

Our Board meetings continued monthly and increased as required.

All mandatory reports to NSW Health were completed and submitted. An audit was conducted for us for this report by our Accountant Brad Crooks of Addison Partners now Kelly + Partners. Thank you Brad.

We started this year's report being open for 35 hours per week with two part time staff. At the end of this reporting period we are open 20 hours per week, with one staff member to our community due to the necessary, *temporary*, restructures. The need for community based palliative care and end of life care is increasing no less than in our own back yard.

I thank Kathleen, our administrative support worker for another big year of mutual support and ongoing dedication to our service.

It has been a privilege for me to work for my community in palliative and end of life care for over 21 years. However, this is my last report for Volunteers for Palliative Care's Inc. AGM as Coordinator.

I warmly welcome Kate McCarson into the position of Coordinator.

I thank the Friends of Palliative Care for their enduring friendship and continued work in palliative care supports for many areas in the Hunter. I wish you all continued successes.

I thank our Patron Jenny Aitchison MP for her readiness to support us. Jenny gets what we do and that is a blessing when you have an advocate for you in Parliament. Maitland is fortunate to have such a hard working advocate for their community as well.

To our NGO Grant Programme Managers Ailsa and Eve, thank you both for your professional and friendly support over the many years.

I thank our clinical team for our long and ongoing partnership in providing exceptional care and support to individuals and families living in the Maitland LGA. I have seen a few iterations of the team over the years. I personally valued us working closely together in multi-disciplinary meetings when able and having closer offices to each other. I see this as truly bringing the wholistic care we all aspire to receive and give. I sincerely hope that palliative care continues to receive the attention it deserves not only in NSW but nationally. I have said on many occasions that Maitland is so fortunate because it has a group of exceptional services in palliative care, so complementary to each other and second to none.

To the outgoing Board, thank you for your passion for our organisation and standing up to see it through its most difficult challenge. To the incoming Board, I encourage you to run with the passion and vision of our service. You have a great team of volunteers and staff to make it continue for many years to come.

Thank you to our volunteers. *We are the Volunteers for Palliative Care.* You are essential and the human touch of our wonderful service.

It has truly been an honour and privilege for me to work alongside every one of you.

Judith Robinson
Coordinator

VOLUNTEERS FOR PALLIATIVE CARE INC

FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

VOLUNTEERS FOR PALLIATIVE CARE INC

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VOLUNTEERS FOR PALLIATIVE CARE INC

**PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30 JUNE 2022**

	Note	2022 \$	2021 \$
INCOME			
Health Fund		78,700	76,300
Donations		17,807	7,107
Hospice Donations		310	360
ATO Cash Boost		-	10,500
Interest Received	2	7	39
Other Revenue	3	14,319	20,818
Profit On Sale Of Non-Current Assets		-	2,064
		111,143	117,188
LESS EXPENDITURE			
Accountancy Fees		900	800
Advertising		16,316	315
Computer Expenses		3,944	117
Depreciation Expense		-	363
Electricity		923	1,187
Insurance		4,697	(837)
Low Cost Write-Off		2,240	-
Motor Vehicle Expenses	4	2,754	2,311
Other - Volunteer Expenses		1,449	954
Printing And Stationery		1,238	292
Provision - Leave Entitlements		(8,253)	4,534
Rent		8,502	7,797
Salaries And Wages		83,084	87,269
Staff Training And Welfare		85	50
Subscriptions		1,303	1,386
Superannuation Contributions		8,091	8,186
Telephone		1,381	1,375
		128,654	116,099
		(17,511)	1,089
		(17,511)	1,089
NET OPERATING PROFIT (LOSS)			
Retained Profits (accumulated losses) at the beginning of the financial year		(27,656)	(34,908)
TOTAL AVAILABLE FOR APPROPRIATION (DEFICIT)		(45,167)	(33,819)
RETAINED PROFITS (ACCUMULATED LOSSES) AT THE END OF THE FINANCIAL YEAR		(45,167)	(33,819)

The accompanying notes form part of these financial statements.

VOLUNTEERS FOR PALLIATIVE CARE INC

**BALANCE SHEET
AS AT 30 JUNE 2022**

	Note	2022 \$	2021 \$
CURRENT ASSETS			
Cash Assets		-	58,618
MMB General Purpose		7,623	-
MMB Visa		11	-
MMB LSL		15,855	-
Greater Hospice		13,821	-
Petty Cash		24	-
		37,334	58,618
TOTAL ASSETS		37,334	58,618
CURRENT LIABILITIES			
Super Payable		1,358	643
Trade Creditors		872	(70)
Employee Entitlements	5	24,370	32,623
ATO Creditor	6	3,918	7,258
		30,518	40,454
TOTAL LIABILITIES		30,518	40,454
NET ASSETS		6,816	18,164
EQUITY			
General Reserve		51,983	51,983
Retained Profits (Accumulated Losses)		(45,167)	(33,819)
TOTAL EQUITY		6,816	18,164

The accompanying notes form part of these financial statements.

VOLUNTEERS FOR PALLIATIVE CARE INC

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022**

	2022	2021
	\$	\$
1 Statement of Significant Accounting Policies		
<p>The financial statements are a special purpose report prepared for use by the committee. The committee has determined that the association is not a reporting entity.</p> <p>The statements are prepared on a cash basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets.</p> <p>No Australian Accounting Standards, Australian Accounting Interpretations Views or other authoritative pronouncements of the Australian Accounting Standards Board have been intentionally applied.</p>		
2 Interest Received:		
Interest	<u>7</u>	<u>39</u>
3 Other Revenue:		
Other Revenue	<u>14,319</u>	<u>20,818</u>
4 Motor Vehicle Expenses:		
Motor Vehicle Expenses	<u>2,754</u>	<u>2,311</u>
5 Employee Entitlements:		
Opening Balance	32,623	28,089
Additional Provisions Raised	(8,253)	4,534
	<u>24,370</u>	<u>32,623</u>
6 ATO Creditor:		
Gst Payable	<u>3,918</u>	<u>7,258</u>

VOLUNTEERS FOR PALLIATIVE CARE INC

STATEMENT BY MEMBERS OF THE COMMITTEE

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In accordance with a resolution of the committee of Volunteers For Palliative Care Inc, the members of the committee declare that the financial statements as set out on pages 2 to 4:

1. present a true and fair view of the financial position of Volunteers For Palliative Care Inc as at 30 June 2022 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Reform Act 2012; and
2. at the date of this statement there are reasonable grounds to believe that Volunteers For Palliative Care Inc will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the committee by:

President

Dated: 19/9/2022 Name: JAMES ROSS LEE

Treasurer

Dated: 19-9-22 Name: Katleen McLaughlin

VOLUNTEES FOR PALLIATIVE CARE INC

AUDITOR'S REPORT

YEAR ENDED 30 JUNE 2022

We have examined the books and other records of the Volunteers for Palliative Care Inc and report: -

- The statement of financial position and profit and loss for the year ended 30 June 2022 of Volunteers for Palliative Care Inc are drawn up as to show a true and fair view of the transactions during the year and the position at the end of the year.
- The books and other records have been kept in a manner consistent with normal accounting practice and so as to enable an audit to be properly conducted.

Kelly Partners Hunter Region Pty Ltd
173b John St
Singleton NSW 2330



Brad Crooks
Director

Dated: 19/09/2022