

**Minutes of Annual General Meeting of the  
Diabetics Association of the NT Inc  
29 October 2005  
10.30am**

**1. OPENING**

The Chair, Ian Loftus, declared that a quorum had been achieved and opened the meeting at 1035 hours at Healthy Living NT's premises, 2 Tiwi Place, Darwin, welcoming all members, particularly those linking via telephone from Alice Springs office, 1/9 Parsons Street.

**1.1 Present**

***Darwin:***

Ian Loftus	Michael Butt	Dick Slack-Smith
Paul Gooding	Mike Taylor	Rae Whereat
Mary Fox	Robyn Pinkerton	V Mohan-Ram
Brian Kennedy	Karl Dyason	
<i>Anne Kemp (CEO)</i>	<i>Linda Rennie (Education Manager)</i>	

***Alice Springs – By phone:***

Yvonne Probin-Rowan      Rob Hall

N.B. Attendees listed in *italics* are not financial members of the Association, and therefore did not participate in any voting.

**1.2 Apologies**

Ray Anderson	Fiona Smith	Vicki Bonson
Sunrise Health Service		

**1.3 Confirmation of Proxies**

The CEO advised that no proxy authorizations had been received for the meeting.

**1.4 Special Resolution**

Ian Loftus advised the meeting that due to the AGM being held at a date later than specified in the Constitution because of delays in preparation of the Annual Financial Statements, a special resolution needed to be moved to acknowledge the situation.



**MOTION 1:** That the Meeting acknowledge that the AGM has been scheduled at a date later than specified in the constitution due to the delay in preparation of the financial accounts and approves this course of action given that the accounts are crucial to the conduct of the AGM.

Moved: Vivekanand Mohan-Ram  
Seconded: Dick Slack-Smith  
**Motion: CARRIED UNANIMOUSLY**

## **2. MINUTES OF ANNUAL GENERAL MEETING OF 2004**

### **2.1 Minutes of Annual General Meeting of 25 September 2004**

**MOTION 2:** That the Minutes the Annual General Meeting of 25 September 2004 be accepted as a true and accurate record.

Moved: Rae Whereat  
Seconded: Michael Butt  
**Motion: CARRIED**

### **2.2 Business Arising.**

There was no business arising from the 2004 Annual General Meeting minutes.

## **3. SCHEDULED REPORTS**

### **3.1. President's Report**

The President, Ian Loftus, tabled a written report on the year's activities. (refer attachment A).

Ian commented that the year was marked with sadness from the passing of the Association's first President and Patron, Bill Raby OBE, and the Association's Vice President in Alice Springs, Barry Bohning, and extended condolences to Janet Raby and the Bohning family.

Ian advised the meeting that it had been a strong year for Healthy Living NT, with a good relationship being maintained with the Department of Health and Community Services. Highlights of the year included:

- The establishment of the Bill Raby Diabetes Fellowship to support continuing professional development of health professionals in the field of diabetes.
- Renewal of education service contracts with the Department of Health and Community Services
- Ongoing development of the Good Health Alliance NT, a key strategic initiative involving all major NGO chronic disease organisations in the NT.
- Action on a range of advocacy initiatives
- A forum for young people with Type 1 diabetes
- The funding of a significant indigenous diabetes self-management project in Central Australia, and
- A range of education and product extensions across the NT.

Ian extended his thanks and appreciation to supporters of the Association over the year, and made special reference to DANT's volunteers, Board and staff members. Ian also acknowledged the significant contribution made by Mick McInerney, who through the organisation of the annual Bernborough Club Golf Days, had effectively donated in the order of \$40,000 to the Association over the years.

The President commended the report to Members, and urged all assembled to become more involved in the activities of the Association.

The President's Report was accepted by unanimous acclamation.

### **3.2. Treasurer's Report**

The Treasurer, Paul Gooding, tabled a written report on the year's activities (refer attachment A) and the 2004/05 Audited Financial Statements.

Paul commented that it had been a good year financially, with the Association recording a net profit in the order of \$28,000, which included a \$24,000 final instalment of funds from the McKay estate.

Paul advised the meeting that the bequest funds from the McKay estate had been used as the deposit for the purchase a small office unit in Casi House, Vanderlin Drive, with a business development loan obtained for the remainder. The office unit, now tenanted, offers a long term opportunity for the Association to move to a new location.

Paul noted that:

- Over the past six years, the Association has experienced significant growth in all aspects of its business
- The renewal of DHCS contract for a further 3 years provided a stable base for planning
- The \$150,000 Door Opening Fee paid by DA Ltd makes the operation of the NDSS in the NT possible
- The Association has varied and well balanced income streams from a variety of sources

**MOTION 3:** That the Treasurer's Report and the Association's 2004/05 Audited Financial Statements be accepted.

Moved: Dick Slack-Smith

Seconded: Robyn Pinkerton

**Motion: CARRIED**

## **4. SCHEDULED BUSINESS**

### **4.1 Adoption of a new Constitution**

Mary Fox, Chair of the Board's Constitution Review Committee, advised the meeting that the development of a new Constitution was in direct response to the new Associations Act 2003. At the direction of the Board, a small Committee comprised of Mary Fox, Barry Bohning and Anne Kemp developed the new Constitution and oversaw an extensive consultation process with members and a review process with legal advisors and the Department of Justice.

The constitution as proposed complies with the new Act and updates a range of matters, including a change to the incorporated name of the organisation from the Diabetics Association to the Diabetes Association of the NT.

**MOTION 4:** That the Association adopt the new Constitution as proposed, including the change of the Association's name to the Diabetes Association of the NT Inc.

Moved: Mary Fox

Seconded: Michael Butt

**Motion: CARRIED UNANIMOUSLY**

4.2 There was no further scheduled business. The President advised that the Board had recommended that there be no increase in membership fees for the Association.

## **5. ELECTION OF BOARD & OFFICE BEARERS**

Ian Loftus vacated the Chair and Anne Kemp (CEO) assumed the position of Returning Officer.

### **5.1 Executive Positions**

Anne Kemp advised that with respect to the Executive position(s) of:

- President & Public Officer: only one nomination had been received and confirmed that Ian Loftus was duly elected;
- Vice President – Darwin: only one nomination had been received and confirmed that Michael Butt was duly elected;
- Vice President – Alice Springs: following Barry Bohning's passing, no nominations for the position had been received. No nominations were received from the floor, with the meeting agreeing that it would be appropriate for position of Vice President Alice Springs to remain unfilled for the time being as a mark of respect.
- Secretary: only one nomination had been received and confirmed that Mary Fox was duly elected;
- Treasurer: only one nomination had been received and confirmed that Paul Gooding was duly elected;

### **5.2 General Board Member Positions**

Anne Kemp advised that 7 valid nominations had been received for the four General Board Member positions.

Anne Kemp advised that in previous years, Members had agreed to accept a greater number of nominations for the position of General Board Members than the statutory 4 required under the Constitution.

**MOTION 5:** That the meeting accept the 7 nominations for General Board Member positions and declare their election to the Board.

Moved: Ian Loftus

Seconded: Robyn Pinkerton

**Motion: CARRIED**

## 5.2 Confirmation of 2005/06 DANT Board

Anne Kemp confirmed the composition of the 2005/06 DANT Board as follows:

Position	Elected Member	Proposers
President	<b>Ian Loftus</b>	Michael Butt / Mary Fox
Vice President – Alice Springs	<b>Vacant</b>	
Vice President - Darwin	<b>Michael Butt</b>	Paul Gooding / V Mohan-Ram
Secretary	<b>Mary Fox</b>	Paul Gooding / Michael Butt
Treasurer	<b>Paul Gooding</b>	Ian Loftus / Michael Butt
Public Officer	<b>Ian Loftus</b>	Michael Butt / Mary Fox
General Board Members	<b>Vivekanand Mohan-Ram</b> <b>Ray Anderson</b> <b>Victoria Bonson</b> <b>Rob Hall</b> <b>Yvonne Probin-Rowan</b> <b>Karl Dyason</b> <b>Fiona Smith</b>	Mary Fox / Paul Gooding Yvonne Probin-Rowan / Rob Hall Mary Fox / Michael Butt Yvonne Probin-Rowan / Barry Bohning Rob Hall / Barry Bohning Mary Fox / Michael Butt Ian Loftus / Paul Gooding

Ian Loftus resumed the Chair and congratulated all members on their election. Ian indicated he looked forward to working with the Board in 2005/06.

## 6. APPOINTMENT OF ASSOCIATION AUDITORS

**MOTION 6:** That Nair Watkins Chartered Accountants be appointed as the Association's Auditors for the 2005/06 financial year.

Moved: Paul Gooding  
 Seconded: Rae Whereat  
**Motion: CARRIED**

Paul Gooding advised the meeting that over the next 12 months, the Association would be developing a range of corporate governance policies and processes and reviewing its operations in relation to new International Accounting Standards

**7. GENERAL BUSINESS**

- 7.1 At the request of V Mohan-Ram, the CEO agreed to the development of corporate T-shirts before the next AGM
- 7.2 Robyn Pinkerton asked about the success of the monthly Type 2 information evenings. Linda Rennie advised the sessions were proceeding well and would be incorporated as a permanent feature in the 2006 education schedule. Type 1 evening education sessions were also being introduced.

The meeting moved a vote of thanks to all involved in the evening education sessions initiative.

There being no further business, the Chair thanked Members for their attendance at the meeting and declared the Association's 2005 Annual General Meeting closed at 1115 hours.



**IAN LOFTUS**  
Chair  
28 October 2006

## **From the President**

2004/05 was a busy and progressive year from both a services and governance perspective, but in hindsight it will be remembered as a year that marked the passing of an era.

The Association's first President and Patron of many years, Bill Raby OBE, passed away in March (1917-2005). It is not possible to pay adequate tribute to the contribution made by Bill to the establishment and ongoing sustainability of the Association from 1980 right through to our Annual General Meeting in 2004. Our condolences are extended to his wife, Janet Raby, who steadfastly supported Bill in the establishment of the Association and who continues to take an active interest.

Bill was a great advocate of consumer empowerment, believing that the person best able to manage diabetes was the person with it. This is the cornerstone of diabetes self-management education and Bill was instrumental in the introduction of these services in the NT.

### ***Bill Raby Diabetes Fellowship***

To recognize Bill Raby's contribution to the well-being of people with diabetes in the NT and to perpetuate his beliefs, the Board of the Association has established a diabetes fellowship in his honour.

The aim of the Fellowship is to provide financial support to enable health professionals who reside in the NT to further their knowledge and understanding in the field of diabetes. Improving health professional understanding of diabetes and the central role of the person with diabetes in managing it is a vital prerequisite to improve the quality and delivery of diabetes self management to Territorians.

The Fellowship is administered by an independent Board of Governors which includes Mr Alasdair McGregor OAM (former NT magistrate) as Chair, Dr Diane Howard – Endocrinologist, Dr Tarun Weeramanthri – NT Principal Medical Adviser, Mr Des Rogers – Central Australian businessman and community leader, and myself as Association President. Healthy Living NT is providing minimum funding of \$10,000 per annum for the Fellowship.

### ***Advocacy***

Advocacy continues to consume a large portion of the Association's resources, both at an individual level and generally on behalf of people with diabetes. Major advocacy issues in the past year include:

- The listing of pharmaceuticals, such as long acting insulin, on the PBS
- The impact of driving license regulations and standards for people with diabetes using insulin
- Changes to security regulations for air travel in Australia which potentially impacted of the ability of people with diabetes to maintain control over their medications.
- The need for public sharps disposal facilities in the NT.

Healthy Living NT maintains a proactive presence at national level to ensure national representation of the needs of people with diabetes living in rural and remote Australia, including indigenous people.

The Good Health Alliance NT, an alliance of all major preventable chronic disease non government organisations including Healthy Living NT, continues to work on behalf of the sector particularly in making representation to Government on broad prevention and primary health care issues that affect consumers with chronic conditions. Notable issues in 2004/05 addressed by the Alliance included the review of NT tobacco legislation, a whole of government approach and commitment to physical activity, evaluation of the NT Preventable Chronic Disease Strategy, and the collaborative development of guidelines with the Department of Education for school children with special medication needs. The Alliance is also represented on the Ministerial Health Advisory Council.

The Board was very heartened by the response to the member survey carried out in the first half of 2005. Member feedback about our performance and services, and identifying areas for lobbying is most valuable. We will use the findings of the survey to guide our work over the next few years.

### ***Special Needs Groups***

Equitable access to services and responsiveness to the particular needs of special groups feature highly on Healthy Living NT's agenda.

Children and young adults with Type 1 diabetes represent a very high and specialized needs group due to the complexity of the condition. During the year, Healthy Living NT maintained a support group for children with Type 1 diabetes and their families. Further service development is planned for adolescents with Type 1 diabetes through the establishment of a regular support network. Healthy Living NT has sought and received funding from the Community Benefit Fund and the Foundation for Young Australians for the organisation of a forum for young adults

with Type 1 diabetes in the NT to identify the special needs of this group and the best means to support and engage this group.

Indigenous people in the NT suffer disproportionately from diabetes and related chronic conditions. During the year, Healthy Living NT completed a project funded by the Commonwealth Department of Health to demonstrate improved access to diabetes education through the employment of diabetes trained Aboriginal Health Workers in the Darwin region. Healthy Living NT is also about to embark on a major 3 year project to implement diabetes self-management education in a number of communities in Central Australia using the peer educator model. This latter project is being funded by Diabetes Australia through the National Diabetes Services Scheme Strategic Development Fund.

Healthy Living NT is committed to working in a collaborative partnership framework with indigenous health service providers. During the year, Healthy Living NT maintained a collaborative partnership with Congress in Alice Springs to deliver culturally appropriate diabetes, cardiac and healthy living services to Congress clients and health professionals, including the shared employment of an AHW.

### ***Resource Distribution and Development***

The information and resource needs of people with diabetes and related chronic conditions is a high priority for the Association, and is a particularly important requirement for people living in rural and remote areas who are not able to easily access services. During the year, Healthy Living NT expanded its extensive range of diabetes and cardiac fact sheets and distributed over 879 detailed diabetes information kits and 477 cardiac information kits.

Special resource and information development projects undertaken during the year include:

- The development of physical activity guidelines for Aboriginal people following a heart attack or surgery.
- Collaboration with Congress for the development of a multi-media indigenous resource in four Aboriginal languages, based on flip charts developed by Healthy Living NT in 2003/04.
- A revamp of Healthy Living NT's quarterly newsletter, *Territory Way*, to a 2 colour magazine, and the merger of 2 health professional newsletters into a single newsletter, *Healthy Living News*.
- The development of a fully interactive Healthy Living NT website that will allow members, health professionals, people with diabetes or cardiac conditions and the general public to obtain services, information and product from us irrespective of their location. The website will be launched in November 2005.

### ***Service Delivery***

Healthy Living NT is a broadly based service provider, performing services on behalf of external funders and providing direct services to its member and constituent base. All major services are directly accessible in Darwin and Alice Springs, at sub-agents in urban and regional centres throughout the NT and with phone/mail/email services available to other areas.

During the year, Healthy Living NT continued delivery of recurrent diabetes education and cardiac rehabilitation services on behalf of the NT Department of Health and Community Services (DHCS). These combined education services in Darwin and Alice Springs recorded significant overall increases in client demand as well as in health professional training. In total:

- diabetes education services catered for over 876 newly diagnosed clients and over 2,311 review clients;
- cardiac education and rehabilitation services catered for over 799 clients and
- diabetes and cardiac training, inservice and community education was delivered to over 1,000 health professionals.

These services were extended for a further 3 year period in December 2004.

Healthy Living NT was pleased to be able to continue to independently add a part-time diabetes nurse educator position to the service through additional funds received under the NDSS. This enabled our very experienced staff to expand their activities in the area of health professional training, especially for nurses and Aboriginal Health Workers, and improve resources to health professionals.

In March 2005, Healthy Living NT in partnership with DHCS, piloted and delivered a two-week nationally accredited Aboriginal Health Worker diabetes education course. This course will be delivered in other regions of the NT including Katherine and Alice Springs.

Healthy Living NT delivered diabetes and cardiac training and education to clients and health professionals at 10 remote NGO communities in the NT during the year.

Diabetes and cardiac services were also extended during the year to include after hours diabetes sessions in Darwin and Alice Springs, *Staying on Track*, designed for people who have had initial diabetes education and need refresher information. Cardiac education group sessions were extended to Alice Springs.

I extend the Association's appreciation to members of our Diabetes, Cardiac, Indigenous and Central Australia Service Advisory Committees – local GP's, specialists, public health practitioners Aboriginal Medical Services and consumers – who have freely devoted their time in advising and guiding the delivery of education services.

Healthy Living NT is also the NT agent for the National Diabetes Services Scheme in the NT. The NDSS delivers information and a range of subsidised products to people with diabetes to assist them with monitoring of their blood glucose levels and insulin delivery. In 2004/05, Healthy Living NT delivered product and information to over 3,600 clients. Healthy Living NT product and NDSS service outlets were maintained and supported in 9 locations through the NT including Palmerston, Humpty Doo, Katherine, Tennant Creek, Darwin Private Hospital, Alice Springs, Casuarina and Stuart Park. A further sub-agency appointment in Darwin City is expected before the end of 2005. The availability of free syringes and pen needles to people with diabetes continued in 2004/05 thanks to the ongoing support of the NT Government.

### **Governance**

The Board of Healthy Living NT has been particularly active in the area of corporate governance in 2004/05.

A new Constitution has been drafted in order to comply with the new Association Act 2003, and will be submitted to the 2005 Annual General Meeting for approval. Thank you to all members who gave their input. Bill Raby wrote the Association's first Constitution – and the fact that it is only now, in 2005, that the Constitution is being significantly reviewed for the first time, is testament to Bill's foresight and vision.

The Board and staff of Healthy Living NT have also developed a new Strategic Plan for the Association, based on input from external and internal stakeholders and the input provided from members through the members survey. This new plan established clear high level goals for the Association for the next 5 years and will be supported by a detailed annual business plan.

Staff of the Association are also mid-way through the preparation of a detailed quality plan for the entire organisation. Many aspects of Healthy Living NT's services are already managed on a quality improvement basis. However this is the first time that the organisation has undertaken an over-arching Quality Improvement Plan that embraces all aspects of the organisation.

During the year, the Association also received the final installment of a large bequest from the estate of Mr Charles McKay, totaling funds in the order of \$73,000. The Healthy Living NT Board has treated the income as special purpose funds, not available for operational use or subsidisation of Government programs, and reserved for long term investment by the Association. Sustainability of charitable organisations such as the Diabetics Association is always a challenge, and this bequest will be important in ensuring long term organisational viability.

To my colleagues on the Board, I extend my particular thanks and appreciation for your input and the time that you have freely devoted over the year. Commitment to ongoing strategic planning is a firmly established process of Healthy Living NT management. The high level of Board membership from the Central Australian region is particularly heartening, and your activities have full support. It is with sadness that I report the death of our Vice President in Alice Springs, Barry Bohning, in October (1939-2005). Barry was instrumental in the development of our services in Central Australia and he will be sadly missed on the Board.

Organisations such as Healthy Living NT cannot survive without the support of major sponsors and volunteers who freely give time, effort and support. To those volunteers who rarely receive public recognition, thank you.

I would like also to formally record my appreciation and acknowledgment to the staff of Healthy Living NT for their sustained work, effort and commitment over what has been a particularly busy year.

To the Bernborough Club of the NT, major sponsors, and commercial sub-agencies, both Territory Divisions of GP's, and the NT Government, we extend our recognition and gratitude for your support and assistance throughout the year.

A strong Association means a strong advocate for people with diabetes. 2005/06 is shaping to be a major year of growth. I commend this report to you, and encourage you to become more involved in the activities of your Association.

**IAN LOFTUS**  
**President 2004/2005**

## Financial Report - *From the Treasurer*

Financially, Healthy Living NT performed on target in the period 1 July 2004 to 30 June 2005, recording a net profit in the order of \$28,000. Overall income and expenditure were marginally lower than the previous year due to reduced project commitments.

During the year, the Association also received the final instalment of a large bequest from the estate of Mr Charles McKay, totalling funds in the order of \$73,000. The Healthy Living NT Board treated the income as special purpose funds, not available for operational use or subsidisation of Government programs.

Under the guidance of a Board Committee, several long term, low risk investment options were considered. This resulted in the purchase of a small office unit in Casi House using the bequest funds as a deposit and obtaining a business development loan for the remainder. The office unit, now tenanted by the Leukaemia Foundation, also offers the long term opportunity for the Association to move to a new location.

Sustainability of charitable organisations such as the Diabetics Association is always a challenge, and this bequest will be important in ensuring long term organisational viability.

The 3 year renewal of DHCS service agreements provides a sound basis for education service planning and development.

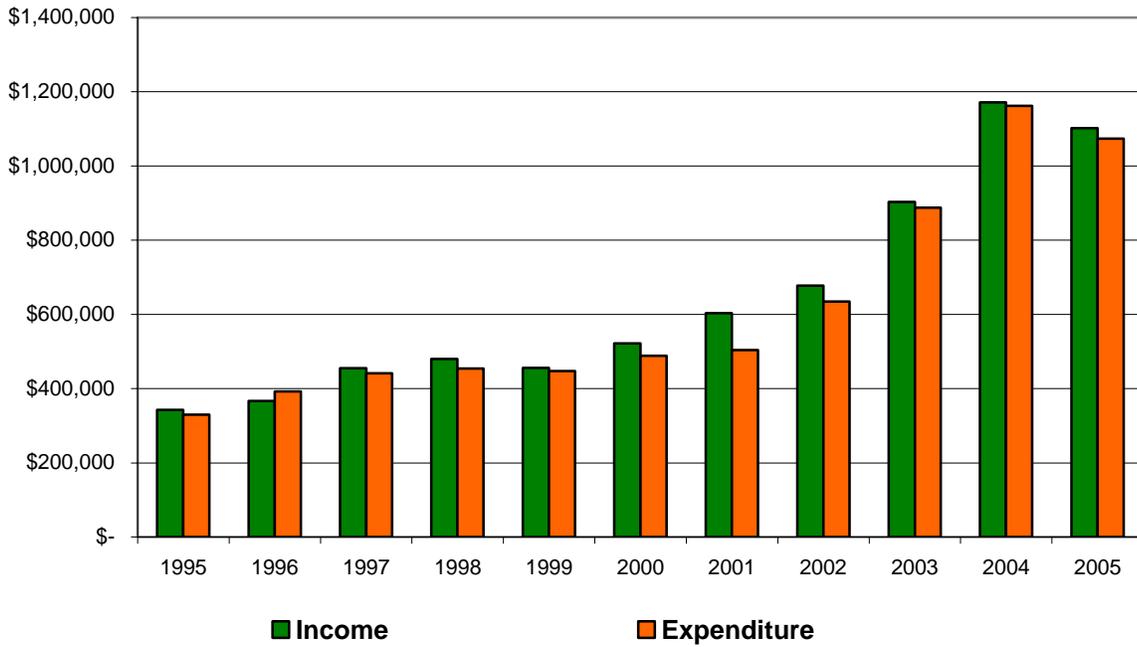
Membership numbers have increased by 6% over the previous year, and membership income has increased by 10%. This is due primarily to the timing of membership income, with membership renewal falling at the end/beginning of the financial year. There has been no substantial change in membership mix.

The Association is in a sound financial position. The audited financial statements for 2004/2005 form part of this report. A précis of DANT's financial statements and other key performance indicators is shown below, and includes comparison over previous years.

<b>Financial Statement Summary</b>	<b>2005</b>	<b>% Change (from 2004)</b>	<b>2004 \$</b>	<b>2003 \$</b>	<b>2002 \$</b>	<b>2001 \$</b>	<b>2000 \$</b>	<b>1999 \$</b>
<b>Profit &amp; Loss</b>								
Income	1,101,856	-5.9%	1,171,402	903,245	678,077	603,516	521,548	455,863
Expenditure	1,073,773	-7.6%	1,161,893	888,037	635,242	504,055	488,576	447,530
<b>Surplus/(Deficit)</b>	<b>28,083</b>	<b>195.3%</b>	<b>\$ 9,509</b>	<b>\$ 15,208</b>	<b>\$ 42,835</b>	<b>\$ 99,461</b>	<b>\$ 32,972</b>	<b>\$ 8,333</b>
<b>Balance Sheet</b>								
Total Assets	683,647	32.7%	514,989	510,161	461,123	408,056	263,877	220,076
Total Liabilities	314,848	80.7%	174,273	178,945	145,124	134,892	90,174	79,345
<b>NET ASSETS</b>	<b>\$ 368,799</b>	<b>8.2%</b>	<b>\$ 340,716</b>	<b>\$ 331,216</b>	<b>\$ 315,999</b>	<b>\$ 273,164</b>	<b>173,703</b>	<b>140,731</b>
<b>Key Performance Indicators</b>	<b>2005</b>	<b>% Change (from 2004)</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>
<b>Healthy Living NT</b>								
Membership (no.)	1,403	6.4%	1,319	1,255	1,173	1,108	1,255	1,076
Membership (Gross \$)	34,271	10.0%	31,155	33,469	26,774	33,853	29,800	27,473
Product Sales (Gross \$)	128,059	1.6%	126,020	125,016	135,459	123,483	107,996	100,567
<b>NDSS</b>								
Registrations (no.)	8,515	15.2%	7,390	7,003	6,211	5,661	5,278	4,664
Gross Income \$	239,292	2.8%	232,819	221,050	207,822	97,398	94,021	86,453

The following charts show the growth and stability of the Association over time, and are a reflection of the prudent and stable management of the organisation.

HLNT Income & Expenditure - 1995-2005



HLNT Assets & Liabilities - 1995-2005

