

AGENDA for AAAPC AGM 2019

University of Adelaide

Friday 12th July 17:00 to 18:00 hours

1. Attendance

2. Apologies; Kirsty Douglas, Liz Fitzmaurice, Helen Wilcox, Liz Halcomb, Brett Montgomery

3. Minutes of 2018 Annual General Meeting

3.1. Ratification of minutes from 2018

3.2. Business arising from the minutes.

3.2.1. Continue Subcommittee structure and work on being inclusive

3.2.2. Review Executive Committee structure and if necessary propose – to be dealt with under item 5.

3.2.3. Committee to consider options for conference if PHCRIS doesn't go ahead– achieved.

4. Reports

4.1. Reports from Subcommittees/Working Groups

4.1.1. Conference and Professional Development Working Group

4.1.2. ECR and Capacity Development Working Group

4.1.3. Membership and Marketing Working Group

4.1.4. Research, Policy, Advocacy Working Group

4.2. New Zealand Report

4.3. Treasurers Report –Phyllis Lau

4.4. Presidents report – Kirsty Douglas

5. Vote on proposed Constitutional Changes

5.1. Marked up constitution provided in papers.

5.2. The changes will be voted in on groups as outlined in the explanatory table.

6. Election of Office Bearers 2018/2019

6.1. Declaration of nominations received.

7. Other Business

Special motion of thanks from the President

MINUTES

MEETING **AAAPC AGM 2019**
DATE/TIME **17:00 to 18:00 hours, Friday 12 July 2019**
VENUE **University of Adelaide**

1. Attendance

Claire Jackson; Rebecca Evans; Sally Hall, Rebekah Hoffman, Grant Russell; Danielle Mazza, Rebecca Levey; Bryce Brickley; Katelyn Barnes; Mari Somerville; Gerard Gill; Chris Hogan; Louise Stone; Michael Tam; Katrina Long; Chris Barton; Riki Lane; Ngaire Kerse; Andrew Sanigorski; Rowena Ivers; Georgina Taylor, Geoff Mitchell; Max Kamien; Richard Grey; Jean-Frederic Levesque; Jan Radford, Timothy Kariotis; Samantha Chakroborty; Shiva Vasi; Kyle Eggleton; Felicity Goodyear-Smith; Kathleen Wild; Ashwin Kaniah; Michael Kidd; Melinda Choy; Mieke van Driel; Parker Magin; Jennifer Reath; Jyum Sang; Mark Harris; Teng Liaw; Sarah Dennis; Dimity Pond; Phyllis Lau; Katharine Wallis; Lauralie Richard; Ben Harris-Roxas; Jinfeng Ding; David Chia; Helen Bontje; Rita McMorro; Nigel Stocks; Mark Nelson; Oliver Frank; Lauren Ball; Michelle Guppy; Joanne Enticott; Phyllis Lau; Lynsey Brown; Jane Smith; Liz Sturgiss; Elizabeth Halcomb; Brigid Cassells

2. Apologies

Kirsty Douglas; Tim Usherwood; Liz Fitzmaurice; Helen Wilcox, Brett Montgomery; Liz Halcomb, Nick Zwar, Tim Stokes; Lena Sancj; Eileen McKinlay; Lucy Walters

3. Minutes of 2018 Annual General Meeting

3.1 Ratification of 2018 AGM minutes

Minutes were accepted as a true and accurate record of the meeting.

3.2 Business arising from the minutes

- 3.2.1 Continue Subcommittee structure and work on being inclusive.
 - Subcommittees formed in 2018 and have been functioning well.
- 3.2.2 Review Executive Committee structure and if necessary propose changes to the constitution
 - Refer to Agenda Item 5 – constitutional changes tabled for voting at this AGM.
- 3.2.3 Committee to consider options for conference if PHCRIS doesn't go ahead.
 - 2019 PHCRIS conference didn't proceed. AAAPC held its inaugural Annual Research Conference (ARC) in Adelaide, July 2019.
 - 2020 ARC to be held on the Gold Coast, August 2020

4. Reports

4.1 Reports from Subcommittees/Working Groups

- 4.1.1 Conference & Professional Development working group
 - Liz Sturgiss gave a brief verbal summary. Full report at **Attachment A**.
- 4.1.2 ECR & Capacity Development working group
 - Lauren Ball gave brief verbal summary. Full report at **Attachment B**.
- 4.1.3 Membership & Marketing working group
 - Phyllis Lau gave a brief verbal report. Full report at **Attachment C**.
- 4.1.4 Research Policy Advocacy working group
 - Grant Russell gave a brief verbal report. Full report at **Attachment D**.

4.2 New Zealand Report

Lauralie Richard gave a brief verbal report. Full report at **Attachment E**.

4.3 Treasurers report – Phyllis Lau

Treasurer presented two page abridged report. Copy of full report available on request via AAAPC secretariat. Abridged report at **Attachment F**.

In response to questions from the floor, Phyllis explained that more than 60% of the income in 2018/2019 came from the ARC (conference and dinner registrations). Although our finances are looking far healthier, care must still be exercised to committing to expenses such as scholarships for students and indigenous students prematurely. Nonetheless, paid administrative help including secretariat or, at the very least, a casual admin assistant would be necessary in 2019/2020.

4.4 Presidents report – Kirsty Douglas

President's report presented by Dimity Pond on Kirsty Douglas' behalf. Copy of full report at **Attachment G**.

5. Vote on proposed Constitutional Changes

5.1 Marked up constitution provided in papers

The executive committee reviewed the membership, management and meeting structure of AAAPC during 2018/9 following discussion at the 2018 AGM. Given the existing strategic plan and the expanding discipline and geographical base of AAAPC, the old executive structure committee structure was no longer optimal. The proposed changes were developed by the core executive team, reviewed by Holding Redlich Lawyers and discussed and endorsed by the full executive committee. The marked-up constitution and summary and rationale for the changes was provided to the membership 6 weeks prior to the AGM.

Discussion and clarification took place on potential issues relating to constitutional changes, i.e. executive membership period; executive structure; organisational membership with no voting rights; more diversity across the board; encourage those who feel disenfranchised; notification of constitutional changes to Consumer Affairs Victoria under the Associations Incorporation Reform Act 2012.

5.2 The changes will be voted in on groups as outlined in the explanatory table

Resolution 1 CARRIED UNANIMOUSLY

Part 2. Membership

Resolution 2 Grant Russell proposed Rule 19(2) and (3) be voted on separately. Seconded by Liz Sturgiss. Part 4 Management All of the remaining changes in Resolution 2 were **CARRIED UNANIMOUSLY**

Rule 19(2) and (3) The wording "*The officers referred to in sub-rule (1)*" be replaced with "*The committee of management in sub-rule (1)*" in Rule 19(2) and (3).

Proposed by Mark Harris seconded by Ngaire Kerse.

CARRIED

Resolution 3 CARRIED UNANIMOUSLY

Part 3. Meetings

Resolution 4 CARRIED UNANIMOUSLY

Other Changes throughout

6. Election of Office Bearers 2019

AAAPC Office Holders

President	Kirsty Douglas	elected unopposed
Vice President	Phyllis Lau	elected unopposed

Treasurer	Chris Barton	elected unopposed
Secretary	Lauren Ball	elected unopposed
Newsletter Editor	Melinda Choy	elected unopposed

Chair of Subcommittee/working groups

Marketing & Membership	Lauralie Richard	elected unopposed
Conference & Prof Development	Liz Sturgiss	elected unopposed
ECR & Capacity Development	Rita McMorrow	elected unopposed
Research, Policy & Advocacy	Grant Russell	elected unopposed

7. Other Business

Special motion of thanks to Dimity Pond from President presented by Phyllis Lau.

“I do want to make a particular mention of Prof Dimity Pond who has chosen not to renominate for any position for 2019. Personally I have been immensely grateful that Dimity has frequently allowed me to draw on her quiet wisdom always given with gentle advice and support. Importantly Dimity has been a stalwart for AAAPC over very many years. She has been a member for literally decades and has been on the executive committee since at least 2007 including serving as president for 3 years, immediate past president for 2 years and Secretary for a total of 7 years. This represents a long period of outstanding loyal service to AAAPC and I would like to ask the membership to stand and express our gratitude. Thank you Dimity. No doubt we will continue to consult with you informally as a member for many years ahead but thank you very much for your extraordinary contribution to this organisations executive.”

Thank you to Holding Redlich for their expertise and advice on AAAPC’s Constitutional changes, and to accountant, Vivien Ong, for auditing support and Brigid Cassells for her support to the executive committee.

Additional Information

Attachment A	Conference & Professional Development working group
Attachment B	ECR & Capacity Development working group
Attachment C	Membership & Marketing working group
Attachment D	Research Policy Advocacy working group
Attachment E	New Zealand report
Attachment F	Treasurers report
Attachment G	Presidents report

AAAPC Strategic Working Group Report for AGM

Date: July 2019

Strategic group	Conference and Professional Development
Name of group lead/chair	Liz Sturgiss
<p>Updates:</p> <p>Dot point form</p>	<ul style="list-style-type: none"> - Thank you to Nigel Stocks, Lynsey Brown, Chris Barton, Lauralie Richard, Katharine Wallis, Phyllis Lau, Lauren Ball, Kirsty Douglas We modelled the conference on the "SAPC" style. We were able to secure low-cost venue hire through University of Adelaide. This is the style we plan to continue with. - 159 registrations - New styles of presentations: active poster sessions; Dangerous Ideas; Skill building workshops - NAPCRG Distinguished paper A/Prof Scott Garrison, University of Alberta - 151 abstract submissions (limit 2 as first author) - ECR opportunities: mentoring for abstract reviews; co-chair sessions; specific feedback from reviewers given for oral presentation submissions - Abstracts printed in AJPH in a sponsor partnership; this was taken up by most of the authors - 93 delegates for the Conference Dinner - Two sponsors – PC4, AJPH - Total profit - \$30,915.00 <p>Annual Research Conference 2020</p> <ul style="list-style-type: none"> - Griffith University, Gold Coast - 14-15 August - Local convener – Dr Lauren Ball - SAPC Distinguished paper – Dr James Prior (Keele University)
<p>Areas of concern for discussion:</p> <p>please outline any issues you would like to discuss</p>	<ul style="list-style-type: none"> - Dedicated administration time for 2020 would be very welcome and abstract submission software would make processes easier - Conference committee will have an evaluation meeting after the conference and present the executive with a costed summary of needs for administration of ARC 2020 - Further discussion at AAAPC Executive level needs to be had about partnering with other organisations for the conference. RACGP did approach AAAPC to partner for 2020 but the Executive and Conference Committee declined as we wanted to focus on interdisciplinary strengths of the organisation, nurture our Australasian connections and we need to use the profits from the conference to be able to run AAAPC sustainably. - In the next year, the subcommittee will also focus on the other areas of the strategic plan for this committee so we can build capacity and networks across Australasia - Save the date for 2020!

AAAPC Strategic Working Group Report for AGM

Date: 6th July 2019

Strategic group	ECR and Capacity Development
Name of group lead/chair	Dr Lauren Ball
<p>Updates:</p> <p>Dot point form</p>	<p>The ECR and Capacity Development working group have been working hard to implement the FACES program “Friends Advancing Careers through E-based Support”.</p> <p>There are 25 participants in the 2019 FACES cohort:</p> <ul style="list-style-type: none"> - 14 are GPs; 11 are nursing, allied health, public health - 12 are pre-PhD research experience, 6 early career researchers, 7 experienced researchers <p>We have arranged 3 activities:</p> <ol style="list-style-type: none"> 1. Lunchtime web-based workshop following webinar with Prof Jane Gunn (completed 12th June 2019) to discuss how the information can help members’ career planning. 2. Lunch time networking session at #AAAPC19 (Saturday). 3. Lunchtime web-based workshop covering the UK Researcher Development Framework and making career goals and plans; scheduled for 18th September 2019
<p>Areas of concern for discussion:</p> <p>please outline any issues you would like to discuss</p>	<p>Lauren will be stepping down as Chair of this group due to (hopefully) spreading her wings in another role for AAAPC.</p>



Australasian Association for
Academic Primary Care Inc.

AAAPC Strategic Working Group Report for AGM

Date: July 2019

Strategic group	Membership and Marketing
Name of group lead/chair	Dr Phyllis Lau - Members: Lynsey Brown, Oliver Frank, Lauralie Richard
Updates: Dot point form	<p>WG responsibility: Enable AAAPC to become a visible, effective & sustainable organisation that is responsive to a broad primary care membership.</p> <ol style="list-style-type: none"> 1. To develop and implement a robust marketing strategy <ul style="list-style-type: none"> • Contributed to reconstruction of new website • Contributed to expanding AAAPC's visibility through Twitter 2. To increase the benefits for members of the organisation <ul style="list-style-type: none"> • Conducted 2 webinars: <ul style="list-style-type: none"> ○ 25 Sep 2018 – Grant Russell "Experience is simply the name we give our mistakes." Building a career in academic primary care. ○ 6 Jun 2019 – Jane Gunn "Polishing the diamond" ○ Next planned webinar: 6 Nov 2019 – Felicity Goodyear-Smith • Contributed to the Conference Organising Committee 3. To increase student participation in the organisation <ul style="list-style-type: none"> • Developed a member welcome pack for new and current members with personalised welcome letter from the AAAPC President for upload to conference USB sticks.
Areas of concern for discussion: please outline any issues you would like to discuss	<p>There are a few items still on the drawing board:</p> <ul style="list-style-type: none"> • Negotiate AAAPC discounts for attendance at future national and international primary care research conferences such as SAPC, NAPCRG, etc. • Cosponsor regional workshops and educational events under the auspices of AAAPC • Develop a strategy to promote benefits of organisational memberships to primary health care University Departments to facilitate discounted memberships for RHD student <p>Moving forward, the group feels a strong need to explore opportunities to collaborate with and work across all WGs.</p>

AAAPC Strategic Working Group Report for AGM

Date: July 2019

Strategic group	Research Policy and Advocacy
Name of group lead/chair	Prof Grant Russell
Updates: Dot point form	<p>The Research Policy and Advisory Committee was one of the AAAPC 4 foundation subcommittees.</p> <p>Our main work for the year has been the writing of AAAPC’s submission to the 2018 review of Australia’s Medical Research Future Fund: We prioritised research in Australia as requiring:</p> <ul style="list-style-type: none"> • knowledge generation regarding optimal models of primary care delivery and • data infrastructure for the measurement and improvement of primary care performance <p>We advised that future MRFF strategies act to</p> <ul style="list-style-type: none"> • Build evidence in primary care • Develop clinical fellowships • Introduce support for Primary health care Practice Based Research Networks <p>In other work, the Committee provided background documentation to underpin a paper promoting the value of PHC research in Australia and New Zealand and has assembled a range of advocacy resources.</p> <p>Since the launch of the new model of organising work within AAAPC it has been difficult to get the committee to meet and as chair I feel that there are some issues that need to be addressed as we move on. The next section of the report expands on this.</p>

<p>Areas of concern for discussion:</p> <p>please outline any issues you would like to discuss</p>	<p>The committee has had now 2 chairs, and despite the success of our MRFF submission – several of the recommendations being embraced within the further iteration of the MRFF, the committee could scarcely be described as being active – what has been done has been limited in scope and there have been few contributors.</p> <p>I feel that we need to consider the role, activities and membership of the committee. In moving ahead, we need to think carefully about</p> <ol style="list-style-type: none"> a) The potentially enormous scope of influencing policy in academic primary care – especially given our lack of administrative support. Other comparable organisations that have entered this space have paid staff working in these roles. b) The lack of New Zealand input (no members are from New Zealand). c) The fact that nearly all members of the committee are busy senior academics – making meetings has been a real challenge. d) The relative disconnect between the committee and AAAPC’s core executive. The new constitution offers a chance to address this governance issue. e) The degree to which the work of a sub committee in a member organisation like AAAPC can, or should be, developing <i>policy</i>. In the policy space, it would be more appropriate for the executive to explicitly direct the work of the committee <i>around specific areas of priority</i> – a <p>I would suggest that, moving ahead, if AAAPC wishes this committee to continue, I suggest that we:</p> <ul style="list-style-type: none"> • Have the committee co-chaired by a New Zealander and an Australian. • Actively expand the membership to include members earlier in their careers. • Focus the prime role of the committee to that of presenting options for advocating for primary care research externally. • Regarding our terms of reference, change the name to PHC Advocacy Working Group • Bring the committee (via the chair(s)) into the loop concerning relevant challenges and opportunities with which AAAPC is presented • Reconsider the actions within our work plan at the first meeting of the committee in the new AAAPC year.
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AAAPC AGM July 2019 - Primary care update from New Zealand

Changes in the departments of general practice in New Zealand

University of Auckland, Department of General Practice & Primary Health Care

Felicity Goodyear-Smith stepped down as HoD in January and Ngaire Kerse stepped down as Head of School of Population Health last month. Katharine Wallis was acting HoD Jan until May, but now living on the Gold Coast (still has 0.2 FTE with the department). Bruce Arroll is now HoD.

University of Otago

- **Department of General Practice and Rural Health (Dunedin)** Tim Stokes stepping down as HOPD and Carol Atmore will take on the role
- **Department of General Practice (Christchurch)** Les Toop has stepped down and Ben Hudson now HoD
- **Department of Primary Health Care and General Practice** HoD is Lynn McBain

New Zealand Health Research Strategy (update from Kyle Eggleton)

The New Zealand Health Research Strategy (HRS) is a set of actions that determine funding, conduct and uptake of health research across NZ. A priority vehicle has been developed this year that sets high level domains and attributes. Successful funding in the future will be determined by researchers demonstrating that they fulfil all of the attributes and can clearly position their research into one or more of the domains. The attributes that grant applications need to have include articulating why the research needs to be carried out in NZ, how it meets the spirit and obligations of Te Tiriti O Waitangi, how the research is of excellence, what impact it will have and how it will address equity. The domains are broad, but in simple terms are focussed on whānau (families), communities and social contexts; having a people centred health system; changing world and environments; and policy and health systems. Primary health care research, with its focus on people, communities and equity, appear to be clearly advantaged by the resetting of priorities in the new HRS and heralds an exciting time.

National School of Rural Health

Two years ago University of Auckland, University of Otago, RNZCGP and the Rural GP Network made a joint proposal for a National School of Rural Health to the government. This would be a virtual institution integrating undergraduate and postgraduate rural education in medicine, nursing and allied disciplines, with 20 hubs throughout the country. This February the Minister of Health made a surprise announcement at the rural conference that the first hub would be funded (although there was no money actually budgeted for this). Disappointingly we have just heard that Health Workforce NZ will not fund even this initial step. The Ministry of Health does have a working group on this and there are rumours a case may be made to Treasury.

**ANNUAL GENERAL MEETING
TREASURER REPORT
12 July 2019**

I have the pleasure of presenting the treasurer's report as required and stipulated under the Constitution. All finance paperwork for this financial year has been internally audited by Ms Vivien Ong, a former accountant, not certified.

Please find attached:

- Page 2 The AAAPC Profit and Loss Statement for the financial year 1 July 2018 to 30 June 2019;
- Pages 3 NAB cheque accounts' transaction history/income and expenses spreadsheet for the financial year 1 July 2018 to 30 June 2019;
- Pages 4-6 BENDIGO BANK cheque accounts' transaction history/income and expenses spreadsheet for the financial year 1 July 2018 to 30 June 2019;
- Pages 7-14 PAYPAL activity records for the financial year 1 July 2018 to 30 June 2019;
- Page 15 NAB account statement indicating our account was formally closed on 29 October 2019;
- Page 16 Westpac term deposit account (mature Nov 2019) renewal notice indicating our account balance on 27 May 2019 is \$11,732.55;
- Page 17 Bendigo Bank account (opened 2 Jul 2018) statement indicating our account balance on 30 June 2019 is \$92,092.51;
- Page 18 PayPal account (opened 9 Mar 2019) statement indicating our account balance on 30 June 2019 is \$2,317.54;
- Page 19 University of Melbourne payment schedule for 2016-2018 outstanding amounts;
- Pages 20-21 2019-20 financial year budget.

Our financial balance on 30 June 2019 is \$106,142.60.

Our Income and commitment for next financial year are estimated to be \$105,240 and \$76,664.73 respectively.

I have enjoyed my time as treasurer this year. I would like to thank the executives, particularly Kirsty Douglas, Dimity Pond and Liz Sturgiss and Brigid for their support.

Thank you.



Phyllis Lau
AAAPC Treasurer 2019
Enquiries: plau@unimelb.edu.au

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AUSTRALIAN ASSOCIATION OF ACADEMIC PRIMARY CARE PROFIT AND LOSS STATEMENT 1 July 2018– 30 June 2019			
	DEBIT	CREDIT	BALANCE
OPENING BALANCES			
NAB CHEQUE ACCOUNT on 30 June 2018		13,663.33	
WESTPAC TERM DEPOSIT on 30 June 2018		11,495.68	
BENDIGO BANK ACCOUNT on 30 June 2018		N/A	
PAYPAL ACCOUNT on 30 June 2018		N/A	
BALANCE BROUGHT FORWARD			25,159.01
INCOME			
Membership subscriptions		33,303.01	
Conference 2018 dinner		4,253.50	
Conference 2019 registrations		59,762.31	
Conference 2019 dinner		8,109.00	
Conference 2019 sponsorship		3,000.00	
Interest (NAB)		0.00	
Interest (WESTPAC)		236.87	
Interest (BENDIGO BANK)		0.00	
Miscellaneous		0.26	
TOTAL INCOME			108,664.95
ACCOUNT BALANCES PLUS INCOME			133,823.96
EXPENSES			
UoM invoices	14,957.00		
Conference 2018 expenses	398.97		
Conference 2018 dinner	3,200.00		
Conference 2019 expenses	4,061.98		
Membership software subscription (Wild Apricot)	1,441.00		
Website	30.00		
Travel fellowship 2018	500.00		
SAPC award 2018	3000.00		
NAB bank fees	41.80		
BENDIGO BANK bank fees	7.10		
PayPal (fee reversal charges)	0.90		
Merchant Fees	42.61		
TOTAL EXPENSES			27,681.36
NET SURPLUS			106,142.60

Annual General Meeting

Presidents report – Prof Kirsty Douglas

July 2019

It has been a busy but fruitful year for AAAPC and I believe this conference is a wonderful sign that AAAPC does indeed have a bright future.

The conference

Only 11 months ago at last years AGM we were warned by Richard Reed that PHCRIS may not be able to run a research conference in 2019 and Nigel Stocks led the conversation which highlighted how important an annual research meeting is to strengthen networks, keep a sense of community and support primary care research and researchers. It wasn't until December last year that we received confirmation that PHCRIS would not host a conference and so decisive action to commit to fill that gap was required. I want to thank Nigel, Liz Sturgiss and the entire Conference and Professional Development Committee for rising to the challenge so brilliantly. Liz and the group have been tireless and committed to making it work and making it work well on a shoe string budget. We have already committed to have another ARC in 2020 and after that we will review our progress and opportunities. The RACGP are also considering how they can boost their support for general practice research and offered to co-host the 2020 conference with AAAPC. Due to our strong multidisciplinary and transnational approach (and, the fact our finances need the boost of even a small profit from the conference) our executive committee decided to continue as AAAPC alone next year. We have agreed to revisit this decision after the 2020 conference. Our relationship with the RACGP Research Committee with Clare Heal at its helm and with Tania Lim from College staff has been good but does need careful nurturing and clear communication. We have lots to gain from respectful collaboration but need to balance that with commitment to our members from a much broader disciplinary base than the RACGP.

Finances and use of new Membership/website software

At last year's meeting I reported on the challenging financial position that we found ourselves in and Phyllis's Treasurers report shows how much healthier the situation is today. This a fabulous result and I thank Phyllis for her impeccable record keeping and persistent encouragement to take the frugal path... By the end of this year we will be free of debts and should be able to afford to employ someone for administrative assistance at least on a casual basis at peak busy periods such as the 2 months prior to the AGM and during membership renewals. The core executive team is keen to ensure that our good membership numbers are maintained prior to committing to employing someone on an ongoing basis and so that decision will be delayed for 2020/21 Committee.

The use of Wild Apricot software to host our website, store our contact and membership database and organise communications and link to an online payment system has been a great success. The core executive team can conduct our individual roles from our own offices but have everything stored in a single location. Enormous thanks to Lynsey Brown who has been a fabulous contributor in setting up the website and helping us utilise Wild Apricot's capabilities effectively.

Membership

We now have 232 paid-up members including 64 students/postgraduate/trainee members. This is up from the nadir of 125 in 2017 and I believe it represents the highest membership numbers since

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at least 2009. There were a few hiccups with lost emails in the transfer to Wild Apricot and the movement to online payments for which I apologise but on the whole it was a smooth process. Thanks to Lynsey, Liz, Phyllis and my PA Brigid Cassells who all contributed significant hours to ensuring this could happen. I ask you to refer to the attached membership report so you can see the spread of disciplines and areas of interest expressed by our members. I would encourage all members to go onto the website and update their profile and profile privacy settings. This will provide helpful information to us about your interests and needs and in the future will allow us to target communication more effectively.

Tasks for the Year ahead;

- Member only section of website including discussion forums to allow debate of topical issues
- Widening the membership of Working groups and subcommittees to embrace the energy and enthusiasm of the early and mid-career academics and ensure that our NZ members are well represented. Several of the existing subcommittees have benefited considerably from this already and Grant and the Advocacy working group have some ideas about how to invigorate that committee in the future.
- Encourage and support further discipline or topic specific network group. We currently have the HOD of GP group (which is the group that AAAGP then AAAPC grew from) but I would like to see others form such as a network for people involved in practice based research networks and or perhaps one for researchers working in qualitative methods or for people with a education focus in primary care. The website can host these networks and the organisation can provide some frameworks that will enables different communities of practice to develop within the broad umbrella of AAAPC. If you are interested in starting a community of practice please discuss with one of the executive members and we will try to support you

External meetings and environment

In terms of our external meetings I will comment particularly on the Australian scene – NZ report from ** will cover the NZ issues.

Last year we put in a submission to the Medical Research Futures Fund (MRFF) developed in large part by Grant Russell of the Advocacy subcommittee. We were then delighted to find in Nov 2018 that Primary Health Care Research was announced as a strategic priority for the MRFF. The document further stated that this was “best addressed by supporting the establishment of Practice based research network (PBRNs) to advance primary health care research in partnership with Advanced Health Research and Translations Centres (AHRTCs) and Centres for Innovation in Regional Health (CIRH) and the Australian Clinical trials alliance.” It is anticipated that there will be \$5mill per year for the next 9 years focussed on primary health research

Since then I have had a number of meetings with the Department and ACTA and have tried to include those members with existing PBRN’s or stated interest in developing one. We have proposed a joint meeting with DoH and other key stakeholders to discuss how support of PBRN led research might be best achieved with particular attention to the different types of infrastructure that might be required for different types of research questions and methodology. This has been a two steps forward, one step backward process somewhat hampered by the Federal election and change in personnel at the DOH. We are persisting and will keep the membership involved.

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Several AHRTCs and CIRH's have also been in touch with AAAPC directly or with some of our members associated with them to enquire how they can develop and build a PBRN of their own. My own sense is that AAAPC should aim to foster and support all PBRN's and to provide some guidance through the re-emergence of APHCREN

The AIHW was funded in the 2018 budget to develop a National Primary Health Care Data Asset and the AIHW lead for this project commented to me how positive it was to have a strong representation of AAAPC members at nearly all of the national stakeholder meetings. It is nice to know we are starting to be a recognised voice.

AAAPC members also fed into the Australian Research Council's review of the Research Fields and advocated for primary care research to have its own field rather than coming under the "health Systems not elsewhere classified" field or having to fit into population health.

Since the Election the returning Federal minister of health and Commonwealth Chief Medical Officer have both reiterated on several occasions that primary health care will be a strategic focus for this government and the health minister has committed to developing a 10 year primary health care strategy. This is good to hear but so far there is little other than rhetoric to show for it. The CDOH has had a minor restructure and now has a dedicated Division for Primary Care which is led by First Assistant Secretary Simon Cotterell and sits in Health Systems Policy and Primary Care Group led by Dep Secretary Caroline Edwards. I have had an initial meeting with Simon and Caroline and Simon and Masha Somi (FAS Office of Medical Research) were invited to this conference were unable to get here.

So in summary, I think the future of AAAPC is bright but I do think we need to be increasingly strategic, focussed and assertive in our advocacy for primary care services, education and research. There are many conflicting priorities for funding and our the messages around why primary care and primary care research is so important and deserve to be a priority need to be clear and often repeated. We cannot assume that because primary care is a good investment or a rational decision that it will occur in the established processes - we need to promote evidence actively and succinctly.

Proposed Constitutional change

The AGM will be voting on constitutional change. The changes proposed were carefully considered by the core executive following on from the AGM last year which suggested reviewing the executive committee structure in light of the strategic plans of the organisation. The proposed changes and particular wording was discussed at the full executive committee and then the wording was checked and finessed by a legal team who provided pro bono advice for us. I believe the proposed changes are all desirable and some are a legal necessity given changes to the governing Incorporations act. I commend them to you and hope they are passed.

Thank You

It has been busy but enjoyable an increasingly satisfying to be the AAAPC President as the changes we planned last year are starting to come to fruition. All of this has been made possible by a fabulous committee. I have particularly appreciated the core executive of Phyllis as Treasurer, Liz as Editor and Conference convenor and Dimity as Secretary but many other contributed long hours of their time including Lauralie Richards, Michelle Guppy, Lauren Ball and Lynsey Brown and Grant Russell and all Committee members have attended meeting, debated issues and provided advice.

Membership report 2019 AGM

Type of membership	Number
Honorary life membership	1
Individual full Membership	167
Student/postgraduate/trainee membership	64
TOTAL CURRENT MEMBERS	232
Lapsed members (2019 fees overdue)	7
Contacts in database not members	26

Discipline background of members (able to select more than 1)	Number
Not recorded	111 (47%)
GP	99 (42%)
Public Health	18
Health Policy	11
Nursing	7
Health administration	6
Psychology	6
Dietetics	4
Social work	2
Physiotherapy	2
Community health worker	1
Other	14

Area of nominated interest (able to select more than 1)	Number
Not recorded	116
Primary care advocacy	31
Primary care undergraduate education	45
Primary care postgraduate education	51
Primary care health systems	67
Primary care policy	40
Primary care research - clinical	75
Primary care research – health systems	78
Primary care workforce	34
Other	8

Please log onto the website at AAAPC.org.au and update your profile so we know who you are and what you are interested in – it will allow us to grow the organisation in the most effective way

MINUTES

AAAPC AGM 2018

PHC Research Conference Melbourne

Thursday 2nd August

7.30am - 8.30am

1. **Attendance:**

Kirsty Douglas, Dimity Pond, Phyllis Lau, Liz Sturgiss, Nick Zwar, Danielle Mazza, Tim Stokes, Lauralie Richard, Katharine Wallis Geoff Mitchell, Lynsey Brown Richard Reed, Liz Halcomb, Grant Russell, Michelle Guppy, Andrew Knight, Mark Harris, Ben Roxas-Harris, Gerard Gill, Charlotte Hespe, Nigel Stocks, Sarah Dennis, Rowena Ivers, Kyle Eggleton Andrew Bonney, John Hall, Kitty Novy

2. **Apologies:**

Michael Kidd, Jon Emery, Mark Nelson, Meredith Temple-Smith, Kristi Milley Heinz Tilenius, Jennifer Walker, Amy Coe, Jan Radford, Felicity Good Year-Smith, Oliver Frank, John Furler, Brett Montgomery, Chris Del Mar, Nicholas Glasgow, Sanjyot Vagholkar, Vicky Palmer, Anna Wood, Margaret Kay, Kelsey Hegarty, Jo-Anne Manski Nankervis, Aves Middleton, Lucie Walters, Shiva Vasi, Helena Britt, Joan Henderson, Lena Sancı, Jane Gunn, Susan Webster, Carl de Wet, Tom Brett, Michael Wright, Rebecca Evans, Christina Hallinan, Irene Blackberry, Eileen McKinlay, Sue Pullon. Sarah Larkins, Mieke Van Driel, Lesley Hawes, Marie Pirota, , Penny Abbott, Claire Jackson

The minutes of the AGM 2017 accepted as correct

- Moved by Liz Halcomb. Seconded Andrew Knight

3. Business arising from the minutes:

3.1. Motions of the 2017 AGM were endorsed.

3.2. Kirsty Douglas (KD) reported that the strategic plan was ratified at the 2017 AGM and four strategic working subgroups were established. A progress report on what has happened since then was delivered from a representative from each of the groups

3.2.1 Marketing and Communication Strategic Working Group:

Please see (Attachment 1)

3.2.2 Early Career Research Strategic Working Group:

Michelle Guppy (MG) presented the verbal report

- Discussion over the year has centred on ways to promote and support early

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career researchers including setting up a formal mentorship program and surveying members about their willingness to assist in mentoring the younger researchers.

- The main project was to organise an early Career workshop at PHCRIS. This was conducted yesterday and was very valuable. The workshop was followed by an ECR networking lunch.
- MG will be organising a meeting in the next weeks to discuss strategy going forward

3.2.3 Advocacy and Policy Strategic Working Group:

KD presented a brief verbal report

this group has not yet met due to difficulties getting timelines aligned. The inability for the senior members of this group has highlighted the need to broaden the membership of the working groups by harnessing the skills and enthusiasm of members outside the executive who might not have such heavy commitments.

The plan for the group is to develop common resources that AAAPC can have as an advocacy base at meetings with politicians and other people.

3.2.4 Conference and Professional Development Strategic Working Group:

Richard Reed (RR) reported that the group had met once and discussed the conference and the AAAPC plenary session and some of the needs of the organisation what is necessary now.

He noted that as his work role is changing he felt that it might be necessary for someone else to take on his role as chair

3.3 Engagement with RACGP:

KD reported that they have been unable to secure a meeting with the CEO and President despite numerous attempts. However, did have a productive meeting with Mark Rowe General Manager for education, and Rosemary Young this week. There was a sense that they were willing to work with us.

- At the meeting with RACGP KD and Dimity Pond(DP) raised issues about our concerns around the pipeline for academic general practice, equity issues around funding for academic registrar posts and difficulty with contracts.
- Discussed the need for some form of part time academic post. They agreed to work further on the facts and figures with us around the academic workforce funding and

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this could be taken to the Department of Health to potentially look at requesting funding for the two-year academic post.

- DP noted that they discussed the possibility of the research foundation topping up PhD scholarships. NS noted this would be a long-term strategy but unless we put it to the Foundation it will not be considered by the College.
- Jane Smith (JS) suggested approaching some of the chairs or committees within the College to support some of the issues that need to be addressed.
- Charlotte Hespe (CH) noted that she is on Council and has challenged RACGP Council to ensure research was prioritised in the budget. She believed the new president is open to the processing required to grow general practice.

3.4 Collaboration with primary health networks and PHCRIS:

- A close relationship is ongoing on PHCRIS issues. It is difficult for AAAPC to formally collaborate and link with primary health networks although many of the members are working locally with them. Geoff Mitchell (GM), thought that PHN's had created their own national structure and it might be worth discussing with one of the CEO's to find out.

4 Reports

4.1 Presidents report:

KD presented the report (Please see attachment 2)

4.2 New Zealand report (Verbal):

- Tim Stokes (TS), reported on the encouraging developments in New Zealand. Due to the election there is now a Labour/Green coalition.
- There is a new Health Minister Dr David Clarke who has indicated he has a passionate belief in the health system. Dr Ashley Bloomfield has been appointed as the new Director General of Health. Dr Juliet Rumball-Smith has also been appointed as the Ministry of Health's new Clinical Chief Advisor and her focus will be primary health care.
- A major review of health system has been launched looking at health and disability services.
- The Health research strategy continues to progress. The consultation document is due out shortly.

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- In the recent HRC funding rounds primary care academics broadly did well.
- The new medical school is on hold due to the change in government.
- TS reported that the University of Otago is undergoing a late but destructive restructure of its administration. There has also been a freeze on all staff posts for the foreseeable future.

4.3 Treasurers report:

- Phyllis Lau presented the report to members (Please see attachment 3)
- JS and Jennifer Reath both congratulated PL on her outstanding report and thanked her for the work she did to clarify the financial situation.
- PL noted that maintaining membership and increasing our profile was important and KD was pleased to report that they had taken the names of 16 people who should join in the next weeks once the new website was operational.
- KD reported that the UoM had been very flexible and thanked Lena Sancu and the DGP for her assistance and help with the payment schedule.
- KD reported that in recent years documentation has not been updated but processes have been put in place for future years.
- KD reported that her PA will be assisting with the administration over the next year but felt that formal documentation on this arrangement was not necessary.
- KD felt that we need administrative support to function but hopefully this year will allow us to work on this and come up with a sustainable solution.

4.4 Communications, social media:

Liz Sturgiss, (LS) reported that the main way of engaging in communicating to members in the future will be via the AAAPC address. The newsletter has a new format and will come out monthly via email. Once the website is running there will be a member only space that will be a place where information can be placed. We have 411 twitter followers and our profile is growing and getting increasing hits.

1. Changes to the Constitution:

5.1: KD reported that up until now there has been no requirement in the AAAPC constitution to conduct an audit however given the financial circumstances that we found ourselves in the Executive felt that there was an urgency to change this. The wording that they are hoping to include: *“ensure there is an annual audit of the finance report”*.

- KD noted that it could be an informal audit as there is no specification to conduct an independent external audit. However, if we want to do that we can although it could be

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costly unless we can have it done pro bono.

- It was felt that it might be more sensible to have a policy sitting behind the constitution which outlines exactly the form that the audit takes, and this will give us more flexibility and more easily interpreted going forward.
- KD noted that AAAPC is a registered association and we are incorporated.
- KD clarified that we had been registered under the Australian Taxation Department as an unincorporated association, but we were registered in the Victoria Association company as an incorporated association. The two registrations did not match up. We have not been in breach of anything with the tax office. We are moving towards having alignment the two and there will then be a requirement to have regular audits. It was noted that one of the executive must reside in Victorian.
- A general discussion on whether we need to change the constitution if it is a requirement of our registration to be audited. The motion was put to the vote
 - MOTION: That the constitution be amended to include the phrase “ensure there is an annual audit of the finance report”
 - In favour 29 plus 17 proxy votes -TOTAL 46
 - Against 0

2. Election of Office Bearers 2018/2019:

Executive Committee

- President: Kirsty Douglas re-elected unopposed
- Secretary: Dimity Pond re-elected unopposed
- Treasurer: Phyllis Lau re-elected unopposed
- Editor: Elizabeth Sturgiss elected unopposed
- Past President: Grant Russell
- New Zealand: Lauralie Richards, Tim Stokes re-elected Katharine Wallis and Eileen McKinlay re-elected unopposed
- TAS Jan Radford re-elected unopposed
- VIC: Danielle Mazza re-elected unopposed
- VIC: Joanee Enticott- elected
- ACT: Louise Stone elected unopposed
- SA Richard Reed and Oliver Frank re-elected unopposed
- QLD: Jane Smith elected Lauren Ball re-elected unopposed elected.

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- NT: Vacant
- WA: Vacant
- Student Early Career Researcher: Rebecca Evans
- RACGP: vacant
- Co-opted: Nick Zwar
- ACCRM: Lucie Walters
- Conference Convenor: Lynsey Brown
- NSW: TBD. There were 3 nominations for the NSW position, two sitting committee members (Michelle Guppy and Liz Halcomb) and a new nomination (Ben Harris_Roxas). The constitution states that NSW members will vote to decide selection, via an email ballot. This will need to be settled after the AGM. Following the AGM A/Prof Ben Harris-Roxas withdrew his nomination and offered to take up a role on the Policy and Advocacy Strategic Working Group. Ben has been warmly welcomed onto this this group.

3. Other Business

3.1. Engagement with New Zealand:

- A discussion around the increase in fees for the New Zealand members due to the differences in the exchange rate. KD felt that the once have online payments set up it will be based on the exchange rate at the time.

3.2. Discussion on State representation and the future make-up of the Executive:

- KD led the discussion on whether we have the current makeup of the executive is a true reflection to the changing makeup of the organisation.
- Liz Halcomb questioned the philosophy of having an RACGP and ACCRM rep and not an APNA or Allied Health rep.
- Nick Zwar noted that the idea behind including ACCRM and RACGP was to improve engagement with them. However it would seem that this has not been very successful.
- KD stated that it has been difficult to engage anyone from Northern Territory and Western Australia.
- KD noted that any changes we propose would require a change to the constitution and would need to be proposed and voted at the next AGM.

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- A general discussion followed.
- GM felt that if we look at the merits of a representative board versus a skilled based board a skilled based board is more effective. Rather than being geographically based organisation we are primary care and many of our members in our Departments are not GPs. He felt that we may need to reshape and look at representing the professions in the different subgroups rather than the State.
- Grant Russell (GR) felt that a lot of work has been put into the strategic plan over the past year years and our governance needs to reflect those areas. In the time he has been involved in the AAAPC he did not think that State reps spoke with a State voice.
- KD proposed that the current executive will draft a proposal paper around a new executive structure and proposed constitutional changes to take to the membership. KD encouraged members to email any ideas to the AAAPC email address.

3.3. Role of the AAAPC at the annual research conference:

- KD stated that the Executive has been looking at NAPCRG and SAPC models where the organisation is inextricably linked with the annual conference as a way of improving the financial viability of the AAAPC. Given the lack of a long-term sense of vision for PHCRIS and the uncertainty of a future conference is this an opportunity for AAAPC to embrace this opportunity and is it potentially a way of future investment and income.
- RR reported that the conference managers contract comes to an end in 2019 that there is a period of doubt about a conference in 2019. He noted that they have not broken even on the conference in the last two years so given the financial situation a new model will have to be constructed for its future viability. They are waiting to hear if there is an extension in the grant but felt that we need to start thinking about looking for an alternative because we cannot commit to putting it on again at this stage.
- RR stated that they have been looking at possible options with a webinar conference joining up with an already existing conference
- A general discussion on the importance of the conference and the need to keep this engagement going:
- LS stated that as an Early Career Researcher working in primary care the thought of there not being a primary care conference is quite dreadful. If there is not going to be one next year it would be good to know as soon as possible.
- Mark Harris felt that if we do not have a conference we will probably not have AAAPC.

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He felt that the two are inextricably linked now and it has provided an important opportunity for people to network and get together. He felt that this conference needs to survive in some form for the survival of primary care research and AAAPC.

- Danielle Mazza felt that we could consider amalgamating with the College conference, but they are only interested in GP research and we are multi disciplinary approach
- KD felt that we might be able to liaise or link more closely with the Australian New Zealand Health Services Research Conference which is held every two years. It might be possible to negotiate with them to either go to every second year and make it a bigger or longer conference or if whether we could go to it every year with one year having a primary care focus and the next year a health services focus. TS feels this option is worth seriously considering.
- MOTION: Dimity Pond moved the motion to thank the current PHCRIS team Lynsey Brown and Richard Reed for their commitment and work in promoting the primary care research conference over the past years despite the challenging circumstances you have endured.
- Proposed Dimity Pond Seconded The meeting
- GR proposed that as a matter of urgency to consider the feasibility and the potential for an alternative structure for a yearly primary care conference. This proposed as a priority for the AAAPC for the year ahead. A formal vote was taken, and the meeting was in favour of the proposal.
- KD closed the meeting and looked forward to the year ahead.

ACTIONS ARISING FROM THE MEETING

ACTION: All Strategic Working Groups to continue meeting

ACTION: PL could investigate any excess charges for New Zealand members.

ACTION: The current executive to draft a proposal paper around a new executive structure

ACTION: TO FU potentially establishing a closer link with the organisers of the Australian New Zealand Research Conference or running a AAAPC owned conference in 2019