



**AUSTRALIAN ADDISON'S DISEASE ASSOCIATION INC**  
**ANNUAL GENERAL MEETING 2025 MINUTES**



<b>Date:</b>	Sunday 14 <sup>th</sup> September 2025
<b>Time:</b>	11.00am to 12.00pm AEDST
<b>Place:</b>	via Zoom website link

**Meeting opened at 11.00m (AEDST)**

**AGM ATTENDANCE**

MEMBERS VIA ZOOM			
Bronwyn Monro	Jim Monro	Janne McDonald	Debbie Delbridge
Philippa Rickards	Alison Talbot	Elizabeth Harvey	Michael Sinclair
Dianna Carlen	Tanja Warre	Dennis Cowcill	Shelley Brockbank
Julia Kelly	Jemma Harkin	Brian Gorman	Michelle King
Matthew Dyball	Anna Robilliard	Sierra Laidman	Aoife Hughes
Emily Dorahy	Belinda Scott	Kaye Toshach	Malcolm Brind
Liz Warning	Joan Shipway	Greg King	Terry Barrett
Emily Dorahy	Sally Warmington	Valerie Goesaert	
Sarah Lendon	Lachy Beckett	Nicki Davies	
Jane Kirsner	Nicolette de Zoete	Shelley Moir	

**APOLOGIES RECEIVED:** Linda Hobbs, Saskia Holloway, Laura McMenamin, Terri McDonald, Geoff Mullins, Richard Affleck, Marcelle Andersen, Christine Beaumont, Tanya Cooper, Juanita Englebrect, Kathy Hawkins, Vivienne Hoile, Katrina Howell, Kerri Ketelhohn, Les Marks, Helen Murawski, Joshua Turner.

AGENDA ITEM	
<b>1</b>	<p><b>Welcome and introductions</b></p> <p><b>Dianna Carlen</b> introduced herself, welcomed everyone, and confirmed that she would preside over the Annual General Meeting (AGM). Dianna outlined the purpose of the meeting, which includes providing an overview of the association's activities, financial report, and electing the Executive Committee for the following year. Dianna noted that the meeting would be recorded for minute-taking purposes and introduced Bronwyn Monro as President.</p> <p><b>Bronwyn Monro</b> introduced several new members from various regions across Australia, including Tasmania, New South Wales, and Victoria.</p> <p><b>Bronwyn</b> acknowledged the traditional custodians of the land and paid respects to their elders, past and present.</p>

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<b>2</b>	<p><b>Confirmation of attendance and quorum</b></p> <p><b>Dianna Carlen</b> confirmed required quorum was met (5 financial members) and commencement of the Addison's Association Annual General Meeting (AGM)</p>
<b>3</b>	<p><b>Confirmation of the minutes of the 2024 AGM</b></p> <p>The minutes were distributed prior to the AGM to be read before the meeting. Dianna Carlen noted no business arising from the previous meeting and no Special General Meetings called during the year.</p> <p><b>ACCEPTANCE OF THE 2024 MINUTES</b> - Moved: Philippa Rickards , Seconded: Lachy Beckett</p>
<b>Copies of all reports were emailed to all members on 3<sup>rd</sup> September 2025</b>	
<b>4</b>	<p><b>President's Annual Report</b></p> <p><b>Bronwyn Monro</b> presented the President's report on the Association's activities, highlighting events such as educational workshops, regional catch-ups, and collaborations with other health organizations.</p> <p><b>ACCEPTANCE OF PRESIDENT'S REPORT</b> - Moved: Dianna Carlen , Seconded: Philippa Rickards</p>
<b>5</b>	<p><b>Treasurer's Financial Report</b></p> <p><b>Philippa Rickards</b>, the current Treasurer, reported on the Association's financial management, noting during the year we switched banks from Westpac to Bendigo for easier signature management and digital processes. She explained changes to the Association's term deposits, moving from four separate 12-month deposits to a single account with 30-day withdrawal notice, which has improved financial flexibility. Philippa also mentioned receiving advanced Pfizer funds for upcoming training days in Perth and Queensland.</p> <p>Philippa confirmed that the AADAI financial records are reviewed by a chartered accountant every two years, with reports being lodged voluntarily with the Australian Charities &amp; Not-for-Profits Commission (ACNC).</p> <p><b>Philippa Rickards</b> noted questions raised in writing ahead of the AGM in relation to split out of the income on the financial reports. She confirmed that we will work to improve this in future reporting.</p> <p><b>ACCEPTANCE OF TREASURER'S REPORT</b> - Moved: Sally Warmington , Seconded: Lachy Beckett</p>
<b>6</b>	<p><b>Membership Annual Report</b></p> <p><b>Julia Kelly</b>, the current Membership Coordinator, presented her final membership report. She is retiring from this role after many years of support and introduced Laura McMenamain as her successor. Julia noted an increase of 33 financial members to 423 in the year, with 99 new members in the year. She also confirmed that the major project to move our membership database from Insightly to Membership Works, will assist future membership management and thanked Geoff Mullins, Bronwyn and Jim Monro for their efforts on this project. In closing, Julia emphasized the importance of members noting the new bank details for Bendigo Bank and including full names in payment references.</p> <p><b>ACCEPTANCE OF MEMBERSHIP REPORT</b> - Moved: Liz Warning , Seconded: Belinda Scott</p>

<b>7</b>	<p><b>Subcommittee Reports</b></p> <p><b>Advocacy Subcommittee:</b> Liz Warning spoke to the report including a partnership with Addison's Disease UK for resource adaptation, working on injection training, and plans for new fact sheets.</p> <p><b>Education Committee:</b> Dianna Carlen spoke to the report and noted the focus on the annual seminar and support of emergency injection training. Dianna announced the planned merger of these two committees for greater efficiency and noted the need to prioritise fact sheets.</p> <p><b>Web Group:</b> Matthew Dyball spoke to the report on behalf of Geoff Mullins. Matthew discussed the transition from Insightly to Membership Works, a more tailored system for our WordPress website, which will streamline operations and enhance security. Matthew explained that the integration is underway, with the member database replaced but the website integration is still pending, aiming for completion by year-end or early next year.</p>								
<b>8</b>	<p><b>Election of committee members</b></p> <p>Dianna Carlen vacated the chair. <b>Alison Talbot</b> took the position of returning officer for the Executive Committee elections.</p> <p>Philippa Rickards noted that we did not have a nominee for Vice President and noted that the ACNC expects us to have all Office Bearer roles filled. <b>Jane Kirsner</b> nominated for the Vice President role.</p> <p><b>Office Bearers declared, with no dissent</b></p> <p style="padding-left: 40px;"><b>President:</b> Bronwyn Monro  <b>Vice President:</b> Jane Kirsner  <b>Secretary:</b> Dianna Carlen  <b>Treasurer:</b> Philippa Rickards</p> <p><b>Ordinary committee members:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">Emily Dorahy</td> <td style="padding-left: 40px;">Terri McDonald</td> </tr> <tr> <td style="padding-left: 40px;">Linda Hobbs</td> <td style="padding-left: 40px;">Laura McMenamin</td> </tr> <tr> <td style="padding-left: 40px;">Saskia Holloway</td> <td style="padding-left: 40px;">Liz Warning</td> </tr> <tr> <td style="padding-left: 40px;">Sarah Lendon</td> <td style="padding-left: 40px;">Tanja Warre</td> </tr> </table> <p>All candidates were declared elected to the positions unopposed. Additional volunteer positions support the Association and may vary during the year.</p>	Emily Dorahy	Terri McDonald	Linda Hobbs	Laura McMenamin	Saskia Holloway	Liz Warning	Sarah Lendon	Tanja Warre
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<b>9</b>	<p><b>General Discussion</b></p> <p>The Annual General Meeting concluded with discussions about regional meetings and catch ups. Bronwyn Monro reminded the group of a national Zoom meeting hosted by Linda Hobbs on September 20th, and promoted regional catch ups and the Association Newsletter to stay informed.</p> <p>Bronwyn Monro also noted a range of other volunteers who help the committee and announced the need to plan for her succession as President. Philippa Rickards requested additional support for her role as Treasurer.</p>								
<b>AGM closed at 11.37am (AEST)</b>									

Signed as a true and correct record of the meeting



Dianna Carlen  
AADAI AGM Chair



Bronwyn Monro  
AADAI President