



SOCIETY FOR HEALTH ADMINISTRATION PROGRAMS IN EDUCATION INC.

*Promoting Excellence in Health Service Management Education and Research*

www.shape.org.au

ABN 74 793 022 315

## **SHAPE Inc. Annual General Meeting Minutes**

The SHAPE Inc. AGM was held on Thursday, 21 October 2021 via Zoom. The meeting commenced at 3.08 p.m. (AEDT).

### **Member Program Representatives Present (eligible to vote):**

- Paula Bowman, proxy for Reece Hinchcliff, Queensland University of Technology
- Simon Cheung, Hong Kong Polytechnic University
- Judith Daire, Curtin University
- Hannah Khalil, La Trobe University
- Md Shahidul Islam, University of New England
- Zhanming Liang, SHAPE Inc. Chairperson, James Cook University
- David Lim, SHAPE Inc. Acting Secretary, Western Sydney University
- Sheree Lloyd, proxy for Jennifer Kosiol, Griffith University
- Dee Mahon, Education Program, Australasian College of Health Service Management (ACHSM)
- Jalal Mohammed, Auckland University of Technology
- Fowie Ng, Hong Kong College of Health Service Executives – left meeting at 3.51 p.m. (AEDT)
- Ledua Tamani, Fiji National University
- Angie Shafei, Flinders University
- Anurag Sharma, University of New South Wales
- Andrey Zheluk, Charles Sturt University

### **Member Program Representatives Apologies:**

- Sandeep Reddy, Deakin University
- Phudit Tejavattadthana, Mahidol University
- Jennifer Kosiol, Griffith University

### **2020-2021 Management Committee:**

- Zhanming Liang, SHAPE Inc. Chairperson, James Cook University
- David Briggs, Immediate Past SHAPE Inc. Chairperson, Editor-in-Chief *Asia-Pacific Journal of Health Management* (non-voting)
- Kevin Forde, SHAPE Inc. Treasurer, academic status University of New South Wales (non-voting)
- David Lim, SHAPE Inc. Acting Secretary, Western Sydney University
- Mark Mackay, SHAPE Inc. Immediate Past Secretary, academic status University of South Australia (non-voting)
- Anne Smyth, SHAPE Inc. Chair Symposium Academic Committee (ex-officio: non-voting)
- Janny Maddern, SHAPE Inc. Public Officer, academic status Flinders University (ex-officio: non-voting)

**Individuals in Attendance (non-voting):**

- Reuben Ayeleke, Bursary Holder
- Simon Barraclough, Life Member
- Mark Brommeyer, Flinders University
- Godfrey Isouard, retired, academic status University of New England
- Anuj Saraogi, academic status James Cook University

**Individual Apologies (non-voting):**

- Kathy Eljiz, Bursary Holder
- Anneke Fitzgerald, academic status Griffith University
- Marry Harris, Life Member
- Sandra Leggat, Life Member

## 1. Procedural Matters

### 1.1. Welcome and Apologies

The Chairperson formally opened the meeting by acknowledging the traditional owners of the land, welcoming existing and new members, and noting apologies.

### 1.2. Quorum

The Chairperson confirmed that there were more than five member programs present; hence, a quorum for the AGM was achieved.

### 1.3. Minutes of Previous Annual General Meeting

The minutes of the previous AGM held on 24 July 2020 had been circulated to Members for confirmation.

**Motion:** *That the minutes of the SHAPE Inc. AGM held on 24 July 2020 be confirmed as a true and accurate record of the meeting.*

Moved by: Kevin Forde

Seconded by: Janny Maddern

Passed by unanimous vote.

## 2. Reports

### 2.1. Chairperson and Secretary Report

The combined report was previously circulated for comments.

**Motion:** *That the Chairperson and Secretary Report be approved and adopted.*

Moved by: Anne Smyth

Seconded by: Kevin Forde

Passed by unanimous vote.

### 2.2. Treasurer's Report and Presentation of Audited Financial Report

The Treasurer's report and audited financial report were previously circulated for comments.

**Motion:** *That the Treasurer's Report be approved and adopted, and the audited financial statements be received.*

Moved by: Md Shahidul Islam

Seconded by: Jalal Mohammed

Passed by unanimous vote.

## 3. Election of Executive Committee Members

The list of voting member program representatives and proxies was previously circulated for comments.

Voting member programs were encouraged to contact David Lim with their nominated proxy, as well as interest in joining any of the sub-committees (Membership, HDR & Postgraduate Students, Practitioners and Industry Engagement).

The Public Officer advised that under the Constitution, absence for three

consecutive Executive Committee meetings without notice meant the individual member would cease to hold Executive Committee Membership.

All member program representatives present elected to be members of the Executive Committee.

#### **4. Election of Officer Bearers**

##### 4.1. Secretary

**Motion:** *That David Lim be appointed as Secretary.*

Moved by: Judith Daire

Seconded by: David Briggs

David Lim accepted the nomination.

There was no other nomination.

Passed by unanimous vote.

##### 4.2. Chairperson

The Treasurer accepted the request to conduct the election of Chairperson.

**Motion:** *That Zhanming Liang be appointed as Chairperson.*

Moved by: Anne Smyth

Seconded by: David Briggs

Zhanming Liang accepted the nomination.

There was no other nomination.

Passed by unanimous vote

Zhanming Liang reassumed the role of chairing the AGM.

##### 4.3. Appointment of Auditor

**Motion:** *That Hern & Associates be appointed as Auditor until next AGM.*

Moved by: Zhanming Liang

Seconded by: Kevin Forde

Passed by unanimous vote

#### **5. Nomination of Life Members for confirmation at the AGM**

##### 5.1. Godfrey Isouard

**Motion:** *That Godfrey Isouard be conferred Life Membership of SHAPE Inc. for his outstanding contribution to the objectives of SHAPE Inc. over a sustained period of time.*

Moved by: David Briggs

Seconded by: Kevin Forde

The nomination was read by David Briggs.

Passed by unanimous vote.

Godfrey Isouard thanked the Members for the award and acknowledged other Life Members and Executive Committee members of SHAPE Inc. Godfrey Isouard emphasised the important niche that SHAPE Inc. holds in health service

management education and research.

## 5.2. Kevin Forde

**Motion:** *That Kevin Forde be conferred Life Membership of SHAPE Inc. for his outstanding contribution to the objectives of SHAPE Inc. over a sustained period of time.*

Moved by: Janny Maddern

Seconded by: David Briggs

The nomination was read by Janny Maddern.

Passed by unanimous vote.

Kevin Forde thanked the Members for the award, and commented on the positive forward direction of SHAPE Inc.

The Chairperson acknowledged all Life Members present at the AGM.

Apology from Mary Harris was acknowledged.

Simon Barraclough reminded Members that 2021 was the 10<sup>th</sup> anniversary of the death of Tom Cloher, the founder of SHAPE Inc. and acknowledged Tom Cloher's contribution to SHAPE Inc.

## 6. SHAPE Inc. Strategic Plan and Projects

### 6.1. SHAPE Inc. New Constitution

The proposed new Constitution had been circulated to Members for comments.

**Motion:** *That the new Constitution be received, approved and adopted.*

Moved by: Mark Mackay

Seconded by: Zhanming Liang

The Public Officer talked to the proposed changes to the SHAPE Constitution. The proposed new Constitution has been circulated to Members a number of times in the past year for comment. Legal advice has also been sought to ensure that the content and wording met appropriate standards and regulatory requirements.

The motion for the adoption of the new SHAPE Constitution was passed by unanimous vote.

The Chairperson acknowledged the hard work by Janny Maddern.

### 6.2. SHAPE Organisational Structure and Sub-Committees

The proposed new SHAPE organisation structure and Terms of Reference for the membership, HDR & Postgraduate Students, and Practitioners and Industry Engagement sub-committees had been circulated to Members for comment.

**Motion:** *That the new SHAPE organisational structure be received, accepted and approved.*

Moved by: Fowie Ng

Seconded by: Anne Smyth

Passed by unanimous vote.

**Motion:** *That the Terms of Reference for the Membership, HDR & Postgraduate Students, and Practitioners and Industry Engagement Committees be received, approved and adopted.*

Moved by: Hannah Khalil

Seconded by: Md Shahidul Islam

Passed by unanimous vote.

The Chairperson informed that the Chair of the respective sub-committees will be calling on Members to be involved and that the respective Chairs will report on progress at next AGM.

### 6.3. Executive Committee Meeting Frequency, Format and Attendance

The Chairperson proposed to combine the Executive Committee Meeting with Professional Development opportunities. The Chairperson nominated the Practitioners and Industry Engagement sub-committee to work with the HDR & Postgraduate Students sub-committee on the number of meetings per year, frequency and agenda.

**Motion:** *That the Executive Committee Meeting be more than four times a year, and that the Executive Committee Meeting be combined with Professional Development opportunities.*

Moved by: Sheree Lloyd

Seconded by: Paula Bowman

Passed by unanimous vote.

### 6.4. 2022 SHAPE Inc. Symposium

The Chairperson proposed a more focused approach to future SHAPE Inc. symposiums, to co-host symposium with voting member programs not based in Australia so that attendees can participate face-to-face at a physical location as well as to join online from overseas Member's institution e.g. New Zealand, Hong Kong, Fiji, Thailand. The Chairperson informed of the intention to form a sub-committee to work on the proposal and to bring that to the Executive Committee meeting for further discussion.

Angie Shafei supported a focused agenda as being very beneficial and suggested that having multiple streams would also enable attendees to engage to a greater extent.

Jalal Mohammed mentioned his positive experience of having attended mixed mode conferences.

Reuben Ayeleke encouraged further exploration and discussion of the details in order to maximise the benefits for attendees.

Sheree Lloyd recommended provision of face-to-face and online modes to attract and enable participation. Anne Smyth concurred.

The Chairperson proposed Townsville, Queensland as a venue for 2022 Symposium. Venue, dates and structure will be given further consideration by the

Symposium sub-committee, with recommendations to Management and Executive Committees as appropriate.

The Chairperson invited Members to self-nominate for the symposium sub-committee.

**6.5. Asia Pacific Journal of Health Management (the “Journal”)**

Mark Mackay informed the meeting of the resolution by the Executive Committee at its meeting held on 21 October 2021 not to progress with a formal third Memorandum of Understanding with ACHSM on the publishing of the Journal; however, SHAPE Inc. will continue to work with David Briggs and support the peer-review process of the Journal.

The Chairperson acknowledged the contribution of David Briggs to the Journal. David Briggs stressed the importance of decision-making regarding the future of the Journal and commitments from both ACHSM and SHAPE Inc.

**6.6. SHAPE Website Demonstration**

Anne Smyth previously provided a demonstration of the new SHAPE website at the Executive Committee meeting held on 21 October 2021. Anne Smyth informed Members that she will provide them with the URL of the new contemporary website that differentiates SHAPE Inc.

The Chairperson on behalf of the Members thanked Anne Smyth for working with Mark Mackay on the website.

**7. Other Business**

Simon Barraclough expressed pleasure in seeing the growth of SHAPE Inc. with its international reach.

The meeting closed at 4.13 p.m. (AEDT).

Signature:



A/Prof (Dr) Zhanming Liang, Chairperson, SHAPE Inc.

Date: 16.11.2021

Minutes to be confirmed at 2022 AGM.