



Career Development
Association Australia

2023 Annual General Meeting

Tuesday 16 May 2023

Online meeting via Zoom
7.00 PM AEST

Career Development Association of Australia Inc.
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Career Development Association Australia

2023 ANNUAL GENERAL MEETING OF THE CAREER DEVELOPMENT ASSOCIATION of AUSTRALIA INC.

The AGM is the formal member meeting for the year where Association performance in the previous year is reported, new executive is ratified, and any other important issues impacting the future of the Association are addressed.

All financial members are invited to attend, however only Life, Fellow, Professional, Associate and Retired Members are entitled to vote on general matters, and Life, Fellow and Professional Members only may vote on constitutional matters.

Best wishes are extended to the incoming Executive for 2023 - 2024.

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CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC.
ARBN 061 218 639

2023 ANNUAL GENERAL MEETING

7.00 pm AEST Tuesday 16 May 2023,

Online Meeting via Zoom

Agenda

1	Open Meeting	National President, Linda Jeffrey
2	Attendees	National Manager, Peter Mansfield
3	Declaration of Proxy Receipts and Allocations	National Manager, Peter Mansfield
4	Declaration of Meeting Quorum	National Manager, Peter Mansfield
5	Apologies	National Manager, Peter Mansfield
6	Minutes of the 2022 AGM	National Secretary, Mariana Joseph
7	CDAA Annual Report 2022	National President, Linda Jeffrey
8	CDAA Financial Report 2022	National Treasurer, Stephen Wyatt
9	CDAA Proposed Constitutional Amendment - NEC	National President, Linda Jeffrey
10	Declaration of National Executive Committee 2023-2024	Returning Officer, Peter Mansfield
11	Acknowledgement of Retiring Committee Members	National President, Linda Jeffrey
12	Close Meeting	National President, Linda Jeffrey

Resolutions

Agenda Item	Resolution
6	<i>It is resolved that the minutes as presented for the 2022 CDAA Annual General Meeting held at Crowne Plaza Coogee Beach NSW on 14 May 2022 are an accurate record of that meeting. Moved: M Joseph</i>
7	<i>It is resolved that the CDAA Annual Report for 2022, inclusive of President's Report and Organisational Health, be accepted. Moved: L Jeffrey</i>
8	<i>It is resolved that the CDAA 2022 Financial Report, inclusive of 2022 Statement of Accounts, 2022 Committee Member Payment Report, Auditor's Report and 2023 Budget, be accepted. Moved: S Wyatt</i>
9	<i>It is resolved that the CDAA Constitution amendment to structure and terms of NEC as presented at the CDAA 2023 AGM, be adopted. Moved: L Jeffrey</i>



Career Development Association Australia

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC.
ARBN 061 218 639

6. Draft Minutes of the 2022 Annual General Meeting

Saturday 14 May 2022,

Crowne Plaza Sydney Coojee Beach NSW

1. Open Meeting

The National President of CDAA Linda Jeffrey in the Chair.

Meeting opened and all welcomed at 8.30am AEST.

2. Attendees

<i>Name</i>	<i>Member Type</i>
Greg Calvert	Fellow
Karen Collins	Associate
Nikki Combes	Professional
Robert Cugno	Professional
Melanie Evangelista	Professional
Kate Flaherty	Fellow
Sheridan Hawkins	Associate
Wanda Hayes	Fellow
Michael Healy	Professional
Narelle Hess	Professional
Marie Horvath	Professional
Katrina Howard	Professional
Jacque Hoyes	Professional
Linda Jeffrey	Professional
Ty Jones	Professional
Cheryl Kennedy	Partner
Jennifer Luke	Professional
Kerrin McCormack	Professional
Annette Miller	Associate
Denny Nesbitt	Professional
Brendan Pigott	Professional
Julie Preston	Professional
Andrew Rimington	Life
Barry Ryan	Professional
Leonie Stanfield	Professional
Louise Walsh	Professional
Linda Whiteside	Professional
Deborah Winton	Professional
Judith Wood	Professional
Suzanne Wright	Professional
Stephen Wyatt	Professional

Non-Voting

Heather Lowery-Kappes	CDANZ
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3. Apologies with Proxy Receipts and Allocations

Note: All have voted "Yes" to each of the Resolutions before the Meeting.

<i>Name</i>	<i>Member Type</i>	<i>Proxy Nomination</i>
Rebecca Ambrose	Professional	Chair
Paul Armstrong	Professional	Stephen Wyatt
Jacqui Asser	Professional	Elena Muller
Nicola Barnard	Professional	Chair
Airlie Bell	Professional	Kate Pardy
Carole Brown	Life	Greg Calvert
Caitlin Burns	Professional	Chair
Catherine Cunningham	Professional	Chair
Diana Day	Professional	Chair
Katherine Foster	Professional	Chair
Rupert French	Fellow	Deborah Winton
John Gurskey	Professional	Chair
Rebecca Herbertson	Professional	Chair
Mariana Joseph	Fellow	Chair
Grace Kinch	Professional	Chair
Alane Lane	Professional	Chair
Jane Lowder	Professional	Narelle Hess
Rick Mason	Professional	Chair
Amanda McCue	Professional	Brendan Pigott
Peter McIlveen	Fellow	Jennifer Luke
Lee Miles	Fellow	Chair
Mohan Morganan	Professional	Chair
Elena Muller	Associate	Chair
Diana Noor	Professional	Chair
Kevin O'Lochlin	Professional	Chair
Robert Palmer	Professional	Chair
Eleanor Pannall	Professional	Elena Muller
John Piccione	Professional	Chair
Lucy Sattler	Professional	Chair
Jo Shambler	Life	Chair
Imogen Smith	Professional	Chair
Belinda Straughan Winks	Professional	Chair
Julie Street	Professional	Jennifer Luke
Helen Strickland	Professional	Chair
Linda Terrell	Professional	Chair
Clare Timmins	Professional	Chair
Ann Villiers	Life	Kate Flaherty
Duean White	Professional	Chair
Ann Wilson	Professional	Chair
Heidi Winney	Professional	Narelle Hess
Christine Wood	Professional	Chair

4. Declaration of Meeting Quorum

As of 14 May 2022 there were 1036 financial CDAA members. The Constitution requires that 5% of members present in person or by proxy constitute a quorum, which is 52. Eligible attendees by proxy and in person at this meeting total 72, therefore a quorum is declared.

Declared by Peter Mansfield, Returning Officer.

5. Apologies

	<i>Name</i>	<i>Member Type</i>
John	Drake	Fellow
Anne	Smith	Professional

6. Minutes of the 2021 AGM

Minutes of the 2021 AGM had been provided to members prior to the meeting. Members were referred to pages 5-10 of the AGM Booklet.

National Manager Peter Mansfield on behalf of National Secretary Mariana Joseph called for any matters arising. There were none.

It is resolved that the minutes as presented for the 2021 CDAA Annual General Meeting held by Online Meeting on 27 May 2021 are an accurate record of that meeting.

Moved: Mariana Joseph, Seconded Louise Walsh

National Manager Peter Mansfield called for a show of hands supporting the motion and on the basis of the hands and proxy votes, declared the motion carried.

7. CDAA Annual Report 2021

National President Linda Jeffrey summarised her report and commended the full Annual Report to the meeting, which was taken as read. Members were referred to pages 11-22 of the AGM Booklet, provided prior to the meeting. Questions or comments were invited, but there were none.

It is resolved that the CDAA Annual Report for 2021, inclusive of President's Report, Division Activity, and Organisational Health, be accepted.

Moved: Linda Jeffrey, Seconded: Kate Flaherty

National Manager Peter Mansfield called for a show of hands supporting the motion and on the basis of the hands and proxy votes, declared the motion carried.

8. CDAA Financial Report 2021

The Financial Report for the year ended 31 December 2021 including the Audit Report, had been provided to members prior to the meeting. Members were referred to pages 23-38 of the AGM Booklet.

National Treasurer Stephen Wyatt noted that the Association achieved a surplus for 2021 due to a slight increase in income and small decrease in expenses and that the Association is in a sound financial position.

Also noted that the National Executive have managed to maintain membership fees at the same rate since 2017. He called for any questions or matters arising. There were none.

It is resolved that the CDAA 2021 Financial Report, inclusive of 2021 Statement of Accounts, 2021 Committee Member Payment Report and Auditor's Report be accepted.

Moved: Stephen Wyatt, Seconded: Greg Calvert

National Manager Peter Mansfield called for a show of hands supporting the motion and on the basis of the hands and proxy votes, declared the motion carried.

9. CDAA Strategic Plan 2022-2026

The recommended CDAA Strategic Plan Towards 2026 had been provided to members prior to the meeting. Members were referred to pages 39-50 of the AGM Booklet.

National President Linda Jeffrey noted that the proposed plan is as a result of a considerable period of member consultation.

Comments from the meeting:

- Congratulations on an exciting and well considered plan.
- Member engagement will be critical to the success of the plan.
- All members should be asked to consider engagement at a level and timeframe that works for them.
- An established schedule for project activities will support engagement.

It is resolved that the CDAA Strategic Plan 2022-2026, as presented at the CDAA 2022 AGM, be adopted.

Moved: Linda Jeffrey, Seconded: Leonie Stanfield

National Manager Peter Mansfield called for a show of hands supporting the motion and on the basis of the hands and proxy votes, declared the motion carried.

10. Declaration of National Executive Committee for 2022-2023

Returning Officer Peter Mansfield confirmed that the election process and results were in accordance with the Constitution and Election Procedures. Members were referred to page 51 of the AGM Booklet.

The Returning Officer therefore declares Kate Flaherty re-elected as National Vice President, Stephen Wyatt re-elected as National Treasurer and Leonie Stanfield and Michelle Miller re-elected as General Committee Members for 2022-2024.

CDAA NEC for 2022 – 2023

Position	Member
National President	Linda Jeffrey
National Vice President	Kate Flaherty
National Secretary	Mariana Joseph
National Treasurer	Stephen Wyatt
General Committee Member	Michelle Miller
General Committee Member	Deborah Winton
General Committee Member	Leonie Stanfield
General Committee Member	Vacant – casual 12 months

One General Committee position is a vacant casual vacancy. *The Committee may appoint such additional Members as shall be necessary to fill any vacancy in the number to be elected and any Member so appointed shall be deemed to have been elected as a Committee member at the Annual General Meeting.*

Comments from the meeting:

- Sincere vote of thanks on behalf of members for the commitment NEC members make in serving the Association.
- Sincere vote of thanks on behalf of Division Presidents for the commitment NEC members make in serving the Association and in supporting Division Presidents and Committees.
- Acknowledgement of Division Presidents and their Committees for their commitment to and connectivity with members.
- Acknowledgement from CDANZ of appreciation for the work of NEC in strengthening CDAA – CDANZ relations.

11. Acknowledgement of Retiring Committee Members

National President Linda Jeffrey thanked immediate past National President Wanda Hayes for her significant contribution to the Association, as this was the first opportunity to thank Wanda in person since her resignation at the 2021 (online) AGM. A gift was provided, in appreciation.

There being no retiring NEC members, Linda Jeffrey thanked the committee for their ongoing dedication to serving members and the Association.

12. Close Meeting

National President Linda Jeffrey thanked all members for their attendance and contribution at the 2022 AGM. The meeting closed at 8.55am AEST.

Resolution:

It is resolved that the minutes as presented for the 2022 CDAA Annual General Meeting held at Crowne Plaza Coogee Beach NSW on 14 May 2022 are an accurate record of that meeting.

Moved: M Joseph

DRAFT

7. CDAA Annual Report 2022

National President Linda Jeffrey

Dear CDAA members

I hope you are all well and thriving both personally and professionally, time passes so quickly, and I'm astounded that it is a year since I wrote the President's Report for the CDAA 2022 AGM.

I'm so pleased to report that the last 12 months have been strongly positive for our Association. This is entirely due a combination of the tireless efforts of our National Office Staff (Peter Mansfield, Georgia Kelly-Bakker, Kay Scutter), and the work of our NEC members (Leonie Stanfield, Mariana Joseph, Stephen Wyatt, Paul Armstrong, Michelle Miller, Kate Flaherty, Julie Street and Deborah Winton), our Divisional Presidents (Tempe Archer, Rebecca Herbertson, Jacquie Hoyes, Alana Lane, Jennifer Luke, Rick Mason and Louise Walsh), Divisional Committee members and all CDAA members who have stepped up to volunteer their time on operational activities and 2022 – 2026 Strategic Plan projects in recent months.

I am purposefully expressing my thanks and gratitude at the beginning of my report rather than the end, as everything that follows has only been achieved by the contributions of our committed staff and members!

So here we go, this is a snapshot view of CDAA (your Association!), reflecting the current and future purpose, scope, and key activities in the context of the likely future industry landscape:

2022 – 2026 Strategic Plan: Following on from our focus in 2021 – 2022, when we developed a new Strategic Plan to carry CDAA forward to 2026, this year has been a time of initiating and in some cases completing projects to fulfil the aims of that plan. Many projects are currently ongoing; completed projects include:

- A review and refresh of member resources on the website (*thanks to Lucy Sattler, Jo Pilon, Julia Perryman, Lara Hardy*)
- A review of membership categories and fees (*thanks to Michelle Miller, Paul Armstrong*)
- A project to explore sources of extra revenue (*thanks to Stephen Wyatt, Peter Mansfield*)
- A project to review, update and clarify procedural guidelines (*thanks to Mariana Joseph*),
- A project to expand opportunities for mutually beneficial partnerships by creating a resource list (*thanks to Deborah Winton, Jenny Gleeson, Denny Nesbit*).
- A project to consider the future the purpose, scope, and key activities of CDAA, in the context of the likely future industry landscape and CDAA's size, resources and reach (*thanks to Peter Mansfield, Michelle Miller and Heidi Winney who collaborated with me on this project*).

CDAA Logo & Website: National Office has received strongly positive response for both the updated CDAA logo and CDAA website which were introduced 12 months ago.

Communications: The CDAA Communications report reflects a successful strategy, focussed upon positive advocacy highlighting the value of our Industry and of the work of CDAA members, with increased engagement compared to the previous 12 months. CDAA generated twice the budgeted advertising revenue, contacts from media increased by one third, and media releases increased compared to 2021. 105 CDAA events were scheduled in 2022, an increase on 2021 despite the added administration required for the 2022 National Conference, with increased attendance and event revenue exceeding budget.

Whilst the 2022 National Conference did not make a profit (factors outside of our control such as sponsorship were severely impacted by COVID-19), this was a valuable opportunity to invest in raising the profile of our Association as borders reopened and our industry sector started to return to some semblance of normality. Feedback was overwhelmingly positive from both members and non-members, who took the opportunity to access expertly-led professional development and build their professional networks.

CDAА Membership: Membership numbers are strong, at the highest level for both individual and corporate membership over the last 7 years. These numbers are a key indicator for the leadership group, enabling us to broadly gauge that we are on track, fulfilling member needs and consistently attracting new members.

CDAА Membership Comparison December 2016 - 2022

December	Members	Partners	Total
2016	1196	65	1261
2017	1197	93	1290
2018	1212	153	1365
2019	1113	190	1303
2020	1118	184	1302
2021	1156	205	1361
2022	1208	209	1428

Governance and Management: The CDAА National Executive (NEC) has continued to provide strong and transparent governance in the last 12 months. The NEC held a face-to-face planning weekend in November 2022, the first time some of us had met in person due to Covid restrictions in previous years. As we are a volunteer group, to ensure optimal outcomes for CDAА it is essential that we work together as a team; this meeting allowed us to boost team engagement whilst reviewing progress and making decisions on current activities and future planning. One consideration was how best to structure NEC; our recommendations that NEC should be increased from 8 to 9 members, and that terms of office should be changed from 3x2 year terms to 2x3 year terms is proposed for member consideration and endorsement at this meeting.

Financial Stability: CDAА is financially strong, with accounts reflecting an operating surplus. The Treasurer’s report provides detail.

Advocacy and Relationship Building: Committed to building positive relationships with industry stakeholders, CDAА is increasingly engaging with like-minded national and international organisations. CDAА commissioned Fellow member Ann Villiers to write a very well received and major report, *Navigating Life’s Career Transitions*. This report explained the current scope of career transition work and its relevance to emerging industry and workforce changes, described examples of effective career development services, outlined evidence for the impact of these services, and provided resources to encourage use of career development professionals.

CDAА delivered submissions with a career development perspective to various groups and stakeholders over the last 12 months including:

- NSW Industry Policy
- Eraring Power Station Closure
- Australian Apprenticeship Services
- Productivity Commission on Education
- Jobs and Skills Australia
- Jobs and Skills Summit

In another example of building positive relationships, we have recently engaged in an international project to raise awareness of the needs of indigenous populations, with the goal of better equipping career practitioners to connect and support indigenous communities in their work.

CDAA is a unique, diverse and spirited community connected by a shared vision of maintaining excellence in our professional services and advocating for excellence and best practice across our industry. As stated at the beginning of my report, CDAA is strong and stable, enriched by a diverse and engaged membership, and outstanding staff. It's a pleasure to report on our activities and progress over the last 12 months, and I'm looking forward to working alongside the leadership team on your behalf over the next 12 months.

Kind regards

A handwritten signature in black ink that reads "Linda Jeffrey". The signature is written in a cursive style with a long horizontal flourish at the end.

Linda Jeffrey

CDAA HEALTH CHECK

2022



1208
MEMBERS

Up from 1156
Members in 2021



209
PARTNERS

Up from 205
Partners in 2021



**IN 2022, CDAA MADE A
SURPLUS OF \$19.3k** (pre audit)

In 2021, CDAA made
a surplus of \$30.6k

PD EVENTS

(Excluding Conference)



**105 events in 2022
with 2529 attendees**

97 events in 2021
with 2389 attendees

SOCIAL MEDIA

(Facebook and LinkedIn)



**9200 Page Likes in
2022**

The CDAA Twitter account
was deleted in 2022



**In 2022, CDAA had 493
Find a Career Specialist
referrals**

In 2021, CDAA had 479
referrals



Career Development
Association Australia

**This report is a summary of
trends in membership, finances
and engagement within
your CDAA**

End of CDAA 2022 Annual Report

Resolution:

It is resolved that the CDAA Annual Report for 2022, inclusive of President's Report, and Organisational Health, be accepted.

Moved: L Jeffrey

8. Financial Statements

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC ABN 81
053 778 740

For the year ended 31 December 2022

Prepared by Lee Green & Co Pty Ltd

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Committee's Report

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2022

Committee's Report

Your committee submits the financial report of Career Development Association of Australian Inc ("the Association") for the financial year ended 31 December 2022 .

Committee Members

The names of committee members throughout the year and at the date of this report are:

Linda Jeffrey - President	Paul Armstrong (part year)
Kate Flaherty - Vice President	Michelle Miller
Mariana Joseph - Secretary	Leonie Stanfield
Stephen Wyatt - Treasurer	Julie Street (part year)
	Deborah Winton (part year)

Principal Activities

The principal activities of the Association during the relevant financial year were supporting its membership through connecting, developing, promoting and growing the career development profession.

Significant Changes

There have been no significant changes in relation to the Association during the year.

Going Concern

This financial report has been prepared on a going concern basis which contemplates continuity of normal activities and the realisation of assets and settlement of liabilities in the ordinary course of those activities. The ability of the Association to continue to operate as a going concern is dependent upon the ability of the Association to generate sufficient cashflows from operations to meet its liabilities. The Committee of the Association believe that the going concern assumption is appropriate.

Operating Result

The operating result for the financial year was a deficit of \$25,708 (2021: \$30,653 surplus).

The Committee's Report is signed in accordance with a resolution of the National Executive Committee:



Linda Jeffrey (President)

Date 15/ 04 / 2023



Stephen Wyatt (Treasurer)

Date 16/ 04 / 2023

Statement of Income & Expenditure

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2022

	NOTES	2022	2021
Income			
Membership Fees	8	370,314	329,010
Professional Development	9	32,438	25,211
Advertising and Sponsorship		2,350	1,364
2021 Real Future of Work income		-	17,723
CDAA Commended		545	-
Employment Options		-	300
Total Income		405,648	373,608
Other Income			
Bank Interest Received		453	600
Consultancy		155	818
Web Store Sales		145	1,860
Total Other Income		753	3,279
Total Income		406,400	376,886
Expenditure			
Accounting & Auditing		2,160	2,095
Administration Sundry		180	157
Advocacy		4,621	1,756
AGM Awards & Conference Expenses		2,407	-
Association Insurance		7,613	9,913
Bank Fees		281	263
Bookkeeper		14,502	13,018
Collateral and Promotion		1,980	545
Depreciation		2,436	1,533
Division Engagement		138	95
Employee Expenses	10	222,516	214,122
Honorariums		12,650	12,650
International Affiliation fees		-	198
IT Subscriptions		8,659	8,265
IT Support		3,470	8,923
Membership Services	11	56,433	44,147
Merchandise		2,883	-
NEC & DP Sundry		775	301
Professional Development Costs	12	9,245	10,288
Postage & Couriers		458	184
Rent & Storage		-	2,159
Stationery & Printing		1,073	898
Store Sales Expenses		221	174
Telephone		3,385	2,015
2021 Real Future of Work		-	1,636

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

	NOTES	2022	2021
NEC Strategic Planning		12,048	-
CDAA Brand Refresh		16,993	7,500
Find a Career Specialist upgrade		-	3,400
Total Expenditure		387,124	346,234
Current Year Operating Surplus/ (Deficit)		19,276	30,653
2022 National Conference Expenses	13	44,984	
Current Year Net Surplus / (Deficit)		(25,708)	

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Statement of Financial Position

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC

As at 31 December 2022

	NOTES	31 DEC 2022	31 DEC 2021
Assets			
Current Assets			
Cash and Bank Accounts	2	376,223	402,635
Prepayments	3	5,201	30,022
GST Receivable		-	2,451
Total Current Assets		381,424	435,107
Non-Current Assets			
Electronic Equipment & Furniture	4	4,957	5,158
Total Non-Current Assets		4,957	5,158
Total Assets		386,381	440,265
Liabilities			
Current Liabilities			
Trade and Other Payables	5	935	963
Employee Provisions	7	16,006	13,693
GST Payable		2,789	-
Revenue Received in Advance	6	31,381	64,429
Total Current Liabilities		51,110	79,085
Non-Current Liabilities			
Provision for Long Service Leave	7	11,047	11,248
Total Non-Current Liabilities		11,047	11,248
Total Liabilities		62,157	90,333
Net Assets		324,224	349,932
Equity			
Retained Earnings - National		349,932	319,279
Current Year Earnings		(25,708)	30,653
Total Equity		324,224	349,932

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Notes to the Financial Statements

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2022

1. Summary of Significant Accounting Policies

These Financial Statements are a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Act 1985*. The Committee has determined that the Association is not a reporting entity.

The Financial Statements have been prepared on an accruals basis in order to recognise the transactions in the period to which they correctly relate. The statements show more than just the receipts and payments for the year and are based on historic costs, so do not take into account changing money values or, except where stated, specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these Financial Statements.

Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Property, Plant and Equipment (PPE)

Computer equipment, furniture and office equipment are carried at cost less, where applicable, less any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the Association commencing from the time the asset is held ready for use.

Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

Employee Provisions

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

Income Tax

The Association is exempt from Income Tax, under the Income Tax Assessment Act 1997.

These notes should be read in conjunction with the attached audit report.

	2022	2021
2. Cash and Cash Equivalents		
CBA National A/C #6100	175,567	201,979
CBA Term Deposit #9548	200,655	200,655
Total Cash and Cash Equivalents	376,223	402,635
	2022	2021
3. Prepayments		
Prepaid Insurance	5,201	5,022
Total Prepayments	5,201	5,022
	2022	2021
4. Electronic Equipment & Furniture		
Furniture at cost	7,300	7,300
Accum Depn Furniture	(6,858)	(6,271)
Computers and Electronic Equipment	3,915	3,915
Accum Depn - Computers and Electronics	(5,427)	(3,793)
Total Electronic Equipment & Furniture	(1,070)	1,150
	2022	2021
5. Trade and Other Payables		
Trade Creditors	935	963
Total Trade and Other Payables	935	963
	2022	2021
6. Revenue Received in Advance		
Associate Membership	2,192	5,905
Fellow Membership	-	1,206
Professional Membership	23,164	43,083
Retired Membership [21060]	119	355
Student Membership	1,791	1,927
Subscription Membership	1,089	1,737
Total Revenue Received in Advance	28,355	54,214

These notes should be read in conjunction with the attached audit report.

	2022	2021
7. Employee Provisions		
Current Entitlements		
Provision for Annual Leave	14,402	12,228
Unpaid Superannuation	1,604	1,466
Total Current Entitlements	16,006	13,693
Non-Current Entitlements		
Provision for Long Service Leave	11,047	11,248
Total Non-Current Entitlements	11,047	11,248
Total Employee Provisions	27,053	24,941
	2022	2021

8. Membership Fees

Professional Membership	(263,192)	(229,037)
Associate Membership	(31,971)	(34,192)
Fellow Membership	(6,770)	(7,494)
Student Membership	(12,491)	(6,700)
Subscription Membership	(7,967)	(7,480)
Retired Membership	(2,082)	(2,198)
Corporate Partnership	(43,078)	(37,532)
Joining Fees	(2,765)	(4,378)
Total Membership Fees	(370,314)	(329,010)
	2022	2021

9. Professional Development

PD National Income	(12,293)	(2,023)
PD NSW Income	(4,765)	(7,359)
PD VIC Income	(627)	(2,896)
PD QLD Income	(3,327)	(3,146)
PD SA Income	(1,123)	(2,250)
PD WA Income	(10,303)	(6,855)
PD ACT.NT Income	-	(682)
Total Professional Development	(32,438)	(25,211)

These notes should be read in conjunction with the attached audit report.

	2022	2021
10. Employee Expenses		
Wages & Salaries	197,213	190,392
Superannuation Expense	20,110	18,457
Annual Leave provision	2,174	2,157
Long Service Leave Provision	(201)	-
WorkCover Levy	1,476	1,256
Staff Training	1,655	1,563
Staff Employment Sundry	88	297
Total Employee Expenses	222,516	214,122
	2022	2021

11. Membership Services		
Membership Bank Fees	3,735	4,624
Members PI and PL Insurance	38,403	24,445
Membership Services Sundry	200	-
Other Subscriptions	1,414	-
Service Fee Mem. Software	12,680	15,078
Total Membership Services	56,433	44,147
	2022	2021

12. Professional Development Costs		
PD National Expenses	813	2,244
PD NSW Expenses	1,344	3,155
PD VIC Expenses	655	273
PD QLD Expenses	749	635
PD SA Expenses	1,975	609
PD WA Expenses	3,627	3,373
PD TAS Expenses	83	-
Total Professional Development Costs	9,245	10,288

13. 2022 National Conference Expenses

Unfortunately but not unexpected, the CDAA 2022 National Conference event made a loss of \$44,984. While disappointing, this result is approximately half of the cost CDAA would have incurred had the event been cancelled and contract penalty fees paid out.

Factors within CDAA control, that is the expenses for the event, were well controlled. The 3 income factors outside of CDAA control are the cause of the loss:

- Total registrations were significantly lower than original budget, and the mix of type of registrations also trended towards minimising the cost of registration, so a “double whammy”.
- Additional sponsors and exhibitors who showed good interest were reluctant to sign up until delegate numbers were known (to ensure they had a reasonable audience), however due to registrations being generally later than usual, by the time sufficient numbers were secured those organisations found it to be too late to get approvals through their internal processes and so did not attend.
- The contracted accommodation minimum room nights spend was not met as more delegates took cheaper off-site options.

As National Treasurer I undertook a close review of the conference accounts and made seven recommendations which have been adopted by NEC to better manage financial risk for the 2024 National Conference.

These notes should be read in conjunction with the attached audit report.

RECOMMENDATION NO 1: Future National Conferences - a minimum of 250 Registrations needs to be reached by the end of the 'Early Bird' registration period to trigger an automatic 'Go' for the Conference. Less than this number will require the NEC to consider carefully whether to proceed or not.

RECOMMENDATION NO 2: It is recommended that future National Conferences be held in the September to November period, and that the Early Bird registration period close at least 3 months prior to the Conference date. This will allow for greater promotion of the Conference and will allow for the Go/No Go decision (see Recommendation 1 above), to be made in a timely manner.

RECOMMENDATION No 3: Decouple the reservation of hotel accommodation for delegates from the Venue booking.

RECOMMENDATION No 4: Review the setting and timing of the announcement and awarding of Awards (including Life Membership and Fellow Memberships), with a view to integrating as part of the Conference Programme.

RECOMMENDATION No 5: Look to expand the impact and visibility of Sponsors beyond just the Conference. This might be achieved through advertising in several our Newsletters pre and post Conference, and/or, greater visibility at the Conference and in Conference documentation, especially for Gold and Silver Sponsors.

RECOMMENDATION NO 6: Where a Conference is scheduled to conclude in the middle of the day, it is Recommended that we do not provide lunch, as most Delegates are keen to commence their journey home.

RECOMMENDATION NO 7: Maintain that at least one current member of the NEC, preferably an Office Bearer, be a member of the Conference Planning Committee, and their responsibility is to undertake active and regular reporting to NEC of decisions and status / risks.

Stephen Wyatt, National Treasurer.

Statement by the National Executive Committee

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC

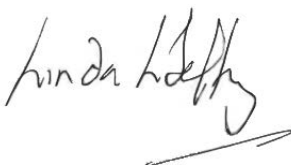
For the year ended 31 December 2022

The National Executive Committee of Career Development Association of Australia Inc, certifies that the financial report attached to this certificate give a true and fair view of the financial position and performance of Career Development Association of Australia Inc during and at the end of the financial year of the Association ending on 31 December 2022.

Having made sufficient enquiries, the National Executive Committee has reasonable grounds to believe that Career Development Association of Australia Inc will be able to meet its debts as and when they fall due.

This statement is made in accordance with a resolution of the National Executive Committee.

Signed: Linda Jeffrey, President



Dated: 15 / 04 2023

Signed: Stephen Wyatt, Treasurer



Dated: 16/04/ 2023

Report by the National Executive Committee

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2022

In accordance with Section 35(5) of the *Associations Incorporation Act 1985*, the National Executive Committee of Career Development Association of Australia Incorporated hereby states that during the year ended 31st December 2022:

- (i) no officer of the Association;
- (ii) no firm of which the officer is a member; and
- (iii) no body corporate in which an officer has a substantial financial interest,

has received or become entitled to receive a benefit as a result of a contract between the officer, firm or body corporate and the Association.

No officer of the Association has received directly or indirectly from the Association any payment or other benefit of a pecuniary value, except for the following:

Officer	Item	Amount (\$)
Michelle Braham	Honorarium – Executive Committee Member	550
Alan Davies	Honorarium – Division President	550
Kate Flaherty	Honorarium – National Vice-President	550
Narelle Hess	Honorarium – Division President	550
Linda Jeffrey	Honorarium – National President	5,500
Bev Johnson	Honorarium – Division President	550
Mariana Joseph	Honorarium – National Secretary	550
Jennifer Luke	Honorarium – Division President	550
Amanda McCue	Honorarium – Division President	550
Michelle Miller	Filled Casual Vacancy	0
Eleanor Pannall	Honorarium – Division President	550
Julie Preston	Honorarium – Division President	550
Leonie Stanfield	Honorarium – Executive Committee Member	550
Deborah Winton	Honorarium – Executive Committee Member	550
Stephen Wyatt	Honorarium - National Treasurer	550
	Total	12,650

This report is made in accordance with a resolution of the National Executive Committee.

Linda Jeffrey - President

Handwritten signature of Linda Jeffrey in black ink, written in a cursive style.

Dated: 15/04/ 2023

Stephen Wyatt - Treasurer

Handwritten signature of Stephen Wyatt in black ink, written in a cursive style.

Dated: 16/04/ 2023

Auditors' Report

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2022

Independent Auditors' Report to the members of the Association

We have audited the accompanying financial report, being a special purpose financial report, of CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC (the Association), which comprises the committee's report, the statement of financial position as at 31 December 2022, the income and expenditure statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the financial statements giving a true and fair view of the financial position and performance of the Association.

Committee's Responsibility for the Financial Report

The committee of CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the *Associations Incorporation Act 1985* and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit generally in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the Association's record keeping, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee, as well as evaluating the overall presentation of the financial report. We have obtained all of the information and explanations we have required.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

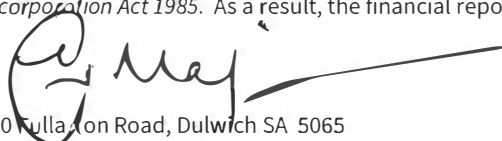
Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC as at 31 December 2022 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the *Associations Incorporation Act 1985*.

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC to meet the requirements of the *Associations Incorporation Act 1985*. As a result, the financial report may not be suitable for another purpose.

Auditors' signature:



Auditor's address: 190 Fullarton Road, Dulwich SA 5065

Dated: 14/01/2023

CDAA 2023 Budget vs 2022 and 2021 Actual

BUDGET LINE	2021	2022	2023 Budget
INCOME			
Membership Fees	293,000.00	327,236.00	331,415.00
Corporate Partnership Fees	42,000.00	43,078.00	45,745.00
Professional Development	23,390.00	32,438.00	24,600.00
2021 Real Future of Work	17,300.00	-	-
Advertising and Sponsorship	1,300.00	2,350.00	1,500.00
Web Store Sales	1,250.00	845.00	2,550.00
Bank Interest Received	800.00	453.00	500.00
Consultancy	1,000.00	-	-
TOTAL INCOME	380,040.00	406,400.00	406,310.00
EXPENSES			
Membership Services	51,000.00	63,433.00	71,580.00
Professional Development	9,640.00	9,245.00	7,400.00
2021 Real Future of Work	1,700.00	-	-
Web Store	160.00	221.00	-
Engagement & Advocacy	2,400.00	4,759.00	5,400.00
NEC & DP	10,500.00	13,245.00	14,250.00
Administration	42,850.00	44,484.00	42,110.00
Staff Employment	225,000.00	222,516.00	243,000.00
TOTAL OPERATING EXPENSES	343,250.00	358,083.00	383,740.00
Operating Surplus (Deficit)	36,790.00	48,317.00	22,570.00
Operating Surplus as % of Income	9.68%	11.9%	5.55%
Project Income	-	-	-
Project Expenses	6,138.00	29,041.00	-
Net Surplus (Deficit)	30,652.00	19,276.00	22,570.00
Abnormals			
Loss on 2022 National Conference		- 44,984.00	

End of Financial Report

Resolution:

It is resolved that the CDAA 2022 Financial Report, inclusive of 2022 Statement of Accounts, 2022 Committee Member Payment Report, Auditor's Report and 2023 Budget, be accepted.

Moved: S Wyatt

9. CDAA Proposed Constitutional Amendment - NEC

National President Linda Jeffrey

10. Alterations to Rules of the Association

10.1 *This Constitution may be repealed in part or whole, substituted in whole or part or otherwise varied, altered or amended by resolution of two-thirds of Life Members, Fellows and Professional Members present and voting or by proxy at a General Meeting of which not less than fourteen (14) days' written notice specifying the intention to propose the resolution, including notice of the proposed repeal, substitution, variation, alteration or amendment has been given to all such Members.*

Introduction

During the deliberations of the NEC Face to Face meeting on the 5th and 6th of November 2022, one of the proposed actions was to alter the structure of NEC itself. The aim of the restructure is to increase continuity and efficiency of governance and better manage the strategic demands of the Association.

Discussion

The outcome of the discussion at the NEC face-to-face was a unanimous recommendation to alter the structure of the NEC in the following ways: -

- Enlarge the size of the NEC from 8 to 9 members,
- All members of the NEC to remain volunteers, (i.e., no paid members),
- All NEC positions to be open for election to by all eligible members, (as per current rules),
- NEC member terms of office be increased from 2 to 3 years,
- Limit of the length of consecutive years as NEC member to remain at 6 years, meaning elected members can serve a minimum of 2 consecutive terms (3yrs X 2) rather than the current 3 consecutive terms (2yrs X 3),
- Re-election of all suggested 9 NEC Member positions will occur over 3 years, rather than the current 2 years,
- Current Office Bearer roles, National President, National Vice President, National Secretary and National Treasurer, to remain, but each of the other 5 NEC positions to have a portfolio role attached to them, (e.g., Marketing, Membership, Communities of Practice),
- Honorariums to remain, and
- The National Manager (now CEO) to remain as the secretariat of the NEC, (i.e., not a member of the NEC).

Constitutional Changes

As mentioned above, the suggested changes will require a minor alteration to the CDAA Constitution. Below are the current affected portions of the Constitution and proposed wording changes to reflect the structural changes above.

Current Clause

5.1 National Executive Committee

- (i) The Association shall be governed by a Committee comprising:
- (a) the Executive Office Bearers; and
 - (b) four (4) General Committee Members; and

(ii) Ex officio Members of the Committee will comprise:

- (a) The Immediate Past President for a period of two (2) years; and
- (b) The appointed Operational Manager for the term of the employment contract; and
- (c) Co-opted Members in accordance with Rule 5.1.1(iv)

(iii) From the Annual General Meeting, election of each of the Committee Members will occur on an alternative yearly basis of one half of the Executive Office Bearers and one half of the General Committee Members as follows:

- (a) One Year:
 - 1. National President;
 - 2. National Secretary;
 - 3. Two General Committee Members; and
- (b) Alternate Year (having regard to the elected offices in the immediate prior year):
 - 1. National Vice-President;
 - 2. National Treasurer;
 - 3. Two General Committee Members.
- (iv) Terms of office of each Committee Member will be a maximum of two (2) years, subject to Rule 5.1.4.

Proposed Wording change

5.1 National Executive Committee

- (i) The Association shall be governed by a Committee comprising:
 - (a) the Executive Office Bearers; and
 - (b) **five (5) General Committee Members; and**
- (ii) Ex officio Members of the Committee will comprise:
 - (a) The Immediate Past President for a period of two (2) years; and
 - (b) The appointed Operational Manager for the term of the employment contract; and
 - (c) Co-opted Members in accordance with Rule 5.1.1(iv)
- (iii) From the Annual General Meeting, election of each of the Committee Members will occur on an alternative yearly basis of **one third** of the National Executive Committee Members as follows:
 - (a) **Year One:**
 - 1. **National Secretary**
 - 2. **Two General Committee Members; and**
 - (b) **Year Two: (having regard to the elected offices in the immediate prior year):**
 - 1. **National President**
 - 2. **Two General Committee Members; and**
 - (c) **Year 3**
 - 1. **National Vice President**
 - 2. **National Treasurer**
 - 3. **One General Committee Member.**
- (iv) Terms of office of each Committee Member will be a maximum of **three (3) years**, subject to Rule 5.1.4.

The Transition

The table on the following page provides the model to adjust current terms as a way of maximising executive continuity, rotating the renewals and getting the cycle adjusted across all positions.

It requires extension of 1 year to President, Vice President and Treasurer and rolling of General Committee 4 position for 2 years.

CDAА NEC Changes to Current Terms to Facilitate Moving to Three Year Terms

Position	Current Service	Current AGM term end	Adjustment	Next AGM election	Following AGM election
President	2 years	2023	+ 1 year	2024	2027
Vice President	Casual + 1 year	2024	+ 1 year	2025	2028
Secretary	6 years on NEC	2023	-	2023	2026
Treasurer	Casual + 2 years	2024	+ 1 year	2025	2028
GC 1	Casual + 1 year	2024	-	2024	2027
GC 2	Casual + 3 years	2024	-	2024	2027
GC 3	-	2023	-	2023	2026
GC 4	Casual	2023	Keep as 2 year term	2025	2028
GC 5	Subject to approval of change to the constitution			Filled Casual after 2023 AGM	2026

Resolution:

It is resolved that the CDAА Constitution amendment to structure and terms of NEC as presented at the CDAА 2023 AGM, be adopted.

Moved: L Jeffrey

5.1 National Executive Committee

- (i) The Association shall be governed by a Committee comprising:
 - (a) the Executive Office Bearers; and
 - (b) **five (5) General Committee Members; and**
- (ii) Ex officio Members of the Committee will comprise:
 - (a) The Immediate Past President for a period of two (2) years; and
 - (b) The appointed Operational Manager for the term of the employment contract; and
 - (c) Co-opted Members in accordance with Rule 5.1.1(iv)
- (iii) From the Annual General Meeting, election of each of the Committee Members will occur on an alternative yearly basis of **one third** of the National Executive Committee Members as follows:
 - (a) **Year One:**
 - 1. **National Secretary**
 - 2. **Two General Committee Members; and**
 - (b) **Year Two: (having regard to the elected offices in the immediate prior year):**
 - 1. **National President**
 - 2. **Two General Committee Members; and**
 - (c) **Year 3**
 - 1. **National Vice President**
 - 2. **National Treasurer**
 - 3. **One General Committee Member.**
- (iv) Terms of office of each Committee Member will be a maximum of **three (3) years**, subject to Rule 5.1.4.

10. Declaration of National Executive Committee for 2023-2024

Returning Officer Peter Mansfield

Under current constitutional requirements for rotational turnover of National Executive Committee (NEC) positions on a biennial basis, positions vacated for nomination and election in conjunction with the 2023 AGM are National President, National Secretary, and two General Committee positions.

NEC nominations for the four positions opened on 13 March 2023 and closed on 17 April 2023.

All four rotational positions received one nomination each, with the incumbents volunteering to continue to serve their colleagues for another two-year term and one new nomination. According to the CDAA Election Procedures if the number of valid nominations for election as Committee members is equivalent to the number of vacancies, the Returning Officer shall declare the candidates elected at the Annual General Meeting.

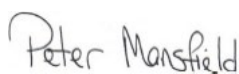
The Returning Officer therefore declares:

- National President – Linda Jeffrey
- National Secretary – Julie Street
- General Committee – Paul Armstrong and Glenda O'Brien

CDAA NEC for 2023 – 2024 at AGM

Position	Member
National President	Linda Jeffrey
National Vice President	Kate Flaherty
National Secretary	Julie Street
National Treasurer	Stephen Wyatt
General Committee Member	Leonie Stanfield
General Committee Member	Michelle Miller
General Committee Member	Paul Armstrong
General Committee Member	Glenda O'Brien

Should the proposed amendment to the structure of NEC (agenda item 9) be passed, a 5th General Committee position will be open as a casual vacancy. *The Committee may appoint such additional Members as shall be necessary to fill any vacancy in the number to be elected and any Member so appointed shall be deemed to have been elected as a Committee member at the Annual General Meeting.*



Peter Mansfield
Returning Officer