

PROSTATE CANCER FOUNDATION of AUSTRALIA

CENTRAL AUSTRALIA CHAPTER COUNCIL

MEETING HELD AT 144 SOUTH Tce, ADELAIDE

on WEDNESDAY FEBRUARY 20th 2013

Present: Ian Wagner (Chairman)(IW), Richard Harry (Vice-Chairman)(RH), John Shields (Treasurer)(JS), David Merry (Secretary)(DM), Joan Manfield(JM), Alan Dand(AD), Kay Hearn(KH)

Guests: David Sandoe (National Board Chairman & Acting NSGC Chairman)(DS), John Friedsam (Support Group Manager)(JF), Karyn Foster (State Manager)(KF).

Observers: Allan Manfield, Bryan Hearn, Phyllis Shields.

The meeting opened at 9.35am

INTRODUCTION: IW commented on housekeeping and explained the layout of the building.

He advised that DS and JF were observers but their input was welcome.

He then moved to formalise the appointment of KH and AD . Moved RH & 2nded by JM that KH be appointed to the 1 year vacancy, and AD to the 3 year appointment. Approved by all present.

IW stated he was most happy with gender mix of ladies & men for the Council. He pointed out that Malcolm Ellis was invited to the meeting but elected to resign beforehand. The Chairman acknowledged the work of past Councillors in establishing CACC, especially Terry Harbour and Malcolm Ellis in their role as Chapter Chairman.

IW acknowledged the effort and commitment that Malcolm Ellis had delivered as Foundation Chapter Chairman and laying a strong foundation for those who follow to build on. Currently Malcolm is not in good health and extended best wishes for a quick recovery on behalf of Chapter Council.

Past Councillors acknowledged were Dean Wall, Jeff Roberts, John Baulderstone, Ron Lehman, Keith Williams, Murray Neck, Ian Fisk and Bryan Hearn.

IW mentioned the need to now be more accountable for budgets where in the past there were fewer restrictions. Since November he has attended two NSGC meetings and thinks we can streamline our meetings by introducing 'action sheets' along the lines of the NSGC meetings. An updated form will be sent to everyone to speed up meetings. Agenda items will be discussed as listed & agendas and lists will be provided 7 days in advance. New items on agenda, where possible, will require a written summary from the mover. This will be sent with the papers so that all Councillors will have information prior to meeting. Questions on Notice will be received but

need to be with the Secretary 14 days prior to the meeting to allow answers to be provided by respective staff/volunteer and distributed prior to meeting.

Misconceptions re PCFA Head Office. We have a National Office (N.O.) in Sydney, with 5 State Offices and Karyn Foster is the SA/NT State Manager. IW stated he wants to work hard as Chairman, and is always available for phone contact.

At this point KF was invited to give a brief report. She indicated furniture was arriving for the rooms soon. SA Board minutes are always available through DM and then enlarged on an impressive list of sponsors she has attracted. DS then thanked KF for all she was doing and had done towards securing the new premises.

APOLOGIES: Doris Klenke (DK), Don Lockley (DL).

1. WELCOME:

IW welcomed all to the meeting, especially DS and JF and expressed the hope they could attend regularly. He proposed CACC offer an open invitation to DS to attend whenever he could. He then welcomed the observers.

He asked that all respect the National Office staff & that paid staff and volunteers be treated equally. It was pointed out that N.O. staff was working under pressure in cramped conditions and needed our respect, as did KF and the soon to be appointed SGO. KF reports to Lisa Cheng at N.O. while we (CACC) come under JF.

DS confirmed the importance of these issues stating that all were part of the one team. Any past issues have been addressed, and he (DS) would return email answers the same day.

2. MINUTES of the meeting of 15/11/12.

There were NO amendments or additions. JS moved and RH 2nded the minutes be accepted. Carried.

3. BUSINESS ARISING:

3.1 Pt Pirie. DS to be present, also RH & DM to represent the Chapter.

3.2 JF advised that the Role Summary confidentiality word changes were accepted. CAC Councillors to respond.

3.3 Meeting dates logged and confirmed. Next meeting (14/5/13) in Melbourne will be short as many will be flying home that afternoon. Other meetings, all to be held at 144 South Tce, will be 5/6/13, 4/9/13, 21/11/13, 19/2/14, 28/5/14 (the 2014 meeting dates to be confirmed) Commencement time to be advised.

3.4 Charter...ongoing Questions re membership clause to be resolved 21/3/13 at NSGC . Wording to be possibly amended. IW, DS, JF to check.

4. FINANCIAL REPORT:

4.1 Presented by JS (Copy attached). Current Balance \$1725.85 with Petty Cash of \$182.40 A claim of \$1350.00 from the previous meetings report covering end of

November, December and January yet to be received. This would bring balance back to \$3075.85. Moved JS report be accepted, 2nded AD. Report accepted.

4.2 Budget: Final sign-off for budgets for 2013/2014 is the May National Board meeting. JS thanked IW & KF for help in preparing CACC figures. He is very satisfied with the outcome & help from National Office. Unsure for next year with reimbursement claims going direct and not through CACC Treasurer. JF advised that activities of CACC not pre-approved need to be known by National Office to be sure there are funds available to cover the need. Support Group activities of 'outreach' type functions need special funding requests to go through CACC for approval before being submitted to N.O. DS thanked CACC for assistance & goodwill on this occasion over the short time frame in preparing budgets etc.

IW advised that information on financial support for groups will all be included in the SG Handbook. Groups running Awareness nights, stalls at Shows etc will require Chapter Chair and SG Outreach Officer approval prior to submitting to NO for funding by PCFA. (Costs of brochures & books etc to be included).

JF explained cost details & need for forecasts & budgets to cover major events (Field Days) etc.

IW thanked JS for his work on the budget.

JF also explained allowable expenses for the 146 SG's were up to \$190/month per Group. (\$40/month phone, internet, local travel, \$60 to \$100 for venue hire depending on size of Group). Most Groups don't claim that much. Receipts are NOT required for phone etc costs. Receipts required for venue hire. Claims go direct to National Office addressed to Carla Demos.

5. NSGC REPORT:

Most items covered. Reports sent through to all. IW stated he hoped to adopt 'Summary Action' sheets as used by NSGC for our meetings.

6. OTHER BUSINESS:

6.1 FINANCIAL YEAR PROPOSAL: IW stated at the CACC Executive meeting 31/1/13 as every other Chapter Council runs on the Financial Year, with budget needs etc we should also go to a July to June year.

DS proposed we make the change. IW remains adamant the CACC still hold an AGM/Conference, but it would need to be moved to May from November.

JS moved, 2nded RH that we move to a proposed AGM/Conference in May 2014 Agreed. It was agreed that the 'term of office' for Councillors be extended by 6 months to coincide with Financial Year calendar.

IW spoke to the advantages and possible sponsorship \$'s to help fund a mini Conference.

6.2 SG HANDBOOK: JF showed a mock-up. Cancer Australia set the bench-marks. All comments were made by the Advisory Committee. The objective of the handbook is to grow and improve Support Groups. Final approval by the expert

Committee was set for 1st March. A print run of 300 will then begin. The two big issues of insurance and fund-raising are included. Any questions on these topics not covered need to be brought up with National Office. There is an appendices section at the back of the book. Should be distributed during March.

6.3 MAX GARDNER AWARD:

DS spoke of Max and his great contribution and stated the award is specifically for outstanding service by an SG member. JF advised that the Award embodies a commitment to PCFA, and a component on personal approach etc. A high standard embodying a range of criteria has been set.

6.4 SA BOARD & DATA STEERING COMMITTEE REPRESENTATION:

Jeff Roberts has served both positions with distinction. Jeff had informed DM he was happy to continue with both roles unless another CACC member wished to take over the roles. The Council endorsed Jeff Roberts to continue in these positions. DS then questioned whether the Board needed to change its title to include NT representation. Decided that the Board needs to sort it out.

6.5 SGO POSITION:

There were 51 applicants and 6 were interviewed by phone. Last Monday 3 applicants were interviewed by JF, IW, KF and M. Bennett (phone). There was unanimous agreement on the applicant chosen, who indicated an April start in the position.

6.6 TREVOR HUNT FUND: DS spoke of PC Nurses adding National strength to the organisation. Stated that Julie Sykes of the National Office is the Manager of the 13 Nurses appointed to the pilot program. She has many connections including links to Lions Australia. DM then outlined contact he had made with Elizabeth Watt, Director of the School of Nursing at Latrobe University and the 3 month external course run in March and July. Cost was \$3,000.00 and it seemed an ideal way to perhaps offer Scholarships in Trevor's name to suitable applicants. Elizabeth Watt has contacts in SA through the Urological Nurses Chapter which DM also had contacted. He also had spoken with the Oncology Nurse Supervisor/Educator at Ashford Hospital who had indicated some of her staff would be interested in the Latrobe course. DS strongly suggested DM speak with Julie Sykes, to follow the next course of suggestions.

6.7 COUNCILLORS ALLOWANCES: JF advised that \$30 for phone etc and \$30 for IT needs per month as a maximum. NO receipts needed. Travel expenses associated with Chapter Council business are allowable – receipts required. Accommodation, air travel and hire car to be arranged through Carla Demos. If Chapter Councillor running a SG, the \$60 may cover both activities. PCFA requires a monthly claim; it is easier for the Finance Controller to see funds go through a straight budget line. Claims go direct to Carla. Any additional claims (Group activity etc) need to go for CACC approval.

- 6.8 STORAGE UNIT: JS advised it was still in action. Needs sorting as brochures out of date. All brochure needs ex National Office on demand, NO need to hold them. Check with KF re placing other items at 144 South Tce. JF advised that PCFA intended to review all documents every 2 years as done by the Cancer Council. Anything older than Oct 2010 would be out of date. 'Be A Man' revised noc:\pcfa 13\pcfa_cac council minutes-20february13.docxc:\pcfa 13\pcfa_cac council minutes-20february13.docxw available.
- 6.9 LADIES CONTACT: JS introduced the issue of a resource contact for women whose husbands had been diagnosed. It was suggested that JM and DK could be contacts for country women, and Kay Hearn for metropolitan enquiries. JS to write an article for the next issue of the Supporter on the subject.
- 6.10 MERCHANDISE: RH asked about a fleece-lined logo jacket. DS replied that the Board was reviewing the topic. Suggested CACC make a submission to NSGC to forward to the Board for a marketing assessment.
- 6.11 SUPPORT GROUP TARGET: DM commented on efforts at Minlaton and Clare which are on-going. Mentioned that the Action Group would attend the Mt Pleasant Show on March 16th and Jamestown in October, and the YP Field Days. IW requested that Joan Manfield continue to make enquiries regarding Pt Augusta and the possibility of establishing a Support Group there. This follows 2 well attended Awareness evenings.
- 6.12 MAIL BAG RIDE: Pt Augusta-Adelaide-Mt Gambier.DS suggested RH liaise with KF and Kendra re details. DS advised that it begins in Perth and finishes in Melbourne and was a great opportunity to take advantage of.
- 6.13 CLICK for PC: JS introduced this in line with what is available for Breast Cancer & for PC in USA. JS to check with Lisa Cheng.
- 6.14 IW then commented on Loretta's health problems & reiterated that self and family come first for all on Chapter Council – Duty of Care should be our first priority He then suggested 10:00am as start time for future Chapter Council meetings. Asked for comment. Thanked everyone and the observers for their attendance.

NEXT MEETING: 14 May 2013. After the lectures etc at the Melbourne meeting on Monday afternoon after the Conference closes. Meeting to be short.

The meeting closed at 12.55pm.

PCFA Central Australia Chapter Council Meeting

DATE: 20 February 2013

LOCATION: PCFA State Office, 144 South Tce, Adelaide.

SUMMARY OF ACTIONS

MINUTE ITEM	ACTION ITEM	WHO	WHEN	STATUS
3.2	JF to provide revised wording for Role Summary clause.	JF & IW	30 March 2013	
3.4	Chapter Council Charter – amendments to be approved.	NSGC	21 March 2013	
6.2	SG Handbook	JF	Mid March 2013	
6.4	SA Board & Data Base Steering Committee. DM to speak with Jeff Roberts.	DM		complete
6.6	DM to follow up with Julie Sykes regarding Prostate Cancer Nurse training course at LaTrobe University	DM	30 March 2013	
6.8	Storage Unit – cancellation of lease	JS		
6.9	Ladies Contact	JS, KH, JM, DK.	Ongoing	
6.10	Merchandise – Apparel	IW, NSGC	21 March 2013	
6.11	New Support Groups – South Yorke Peninsular & Clare	DM	31 March 2013	
6.12	Mail Bag Ride. RH to liaise with KF. Event PCFA endorsed.	RH	30 April 2013	
6.13	Click for PCa. JS to check with Lisa Cheng.	JS	30 April 2013	