

**PROSTATE CANCER FOUNDATION OF AUSTRALIA
CENTRAL AUSTRALIA CHAPTER**

Minutes of Chapter Council Meeting held
Wednesday 14th January 2009 at Chifley Hotel, South Terrace, Adelaide

The Meeting opened at 10.00am

Present: Malcolm ELLIS, Keith WILLIAMS, John BAULDERSTONE, Ian FISK,
Bryan HEARN, Murray NECK, Jeff ROBERTS, Dean WALL.

Observer: Paul REDMAN

Apologies: Terry HARBOUR

1 Murray NECK nomination to Council

Murray confirmed that he was prepared to nominate as a Council member. Moved Malcolm, seconded Keith that nomination be accepted. **CARRIED**

2 Secretary/Treasurer positions

Keith spoke to the matter. He confirmed that he had held previous discussion with current secretary Ian Fisk and others. Ian confirmed that he was prepared to step down from the position. Bryan had previously indicated that he was prepared to accept the role provided a replacement treasurer could be found. All members present approved Bryan in the role of secretary and to make every effort to find a replacement treasurer.

Keith moved to express his thanks for work done by Ian to date. **CARRIED**

During the course of this discussion Paul informed members that the Federal Government had recently approved a grant of \$136,000 to PCFA for purchase of a lap top and digital projector for all support groups in Australia along with other electrical equipment as required.

Paul also explained briefly the role of Chapter treasurer. He also commented that appropriate for all groups and chapter to have their own bank accounts through which the reimbursement of appropriate expenses could be made direct by PCFA.

3 Alice Springs Support Group status

Murray confirmed that Alice Springs Support Group were seeking affiliation to PCFA through the CA Chapter.

Moved Dean, seconded Jeff that Alice Sprigs affiliation be accepted. **CARRIED**

4 Draft Guidelines

All members had previously been provided with a copy of the proposed guidelines. The Chairman worked through the entire document and members approved its contents as presented with the following amendments:-

Name of the group to be "The Central Australia Chapter"

4.1 ADD after "Northern Territory" the words "or other groups as appropriate"

5.5 REPLACE "State" with "Regional" on two occasions and INSERT "In exceptional circumstances" in front of "The Regional Board Chairperson....."

6.3(b) DELETE "audited"

10.50am Karyn FOSTER joins meeting. Agenda suspended to discuss matters in which Karyn had an involvement

Karyn agreed that OK for Chapter Council to have own section in each edition of The Prostate Supporter. Resolved that as a lack of available space not to include Bio's of individual Council members.

Alice Springs and Darwin to share half a page. Karyn then joined with Jeff in informing members re publicity etc for upcoming meeting in Murray Bridge at which it was hoped to establish another support group. Meeting to be held at 10.30am on Friday 6th February at 108 Swanport Rd, Murray Bridge. Format of meeting to be resolved by Jeff. Ian to advertise on Action Group webpage

Paul thanked Karyn for her ongoing support of all groups in South Australia.

11.20am Agenda resumed

7.2 REPLACE "half" with "a third" and ADD "or 2 years as appropriate" after "1 year"

7.2 INSERT new sub section as proposed by Keith

"Elected members must stand down at the completion of their 3 year term. They can re nominate after a period of 12 months. Notwithstanding the above, the Council may recommend to the forthcoming AGM, a 12 month extension to a members term should they believe that exceptional circumstances warrant such action. Any such recommendation must then be ratified by the Chapters' voting members at that AGM"

11.2 DELETE "National" in first line

Malcolm expressed his thanks for the work done by Keith, Terry and Bryan in preparing the draft guidelines. This was supported by all members present. **CARRIED**

5 Budgets – both Chapter and groups

Bryan informed members that on 20th December 2008 he had forwarded to all groups an email informing them of the need to formulate a group budget. To assist he had included a completed example budget for a group along with a blank spreadsheet for completion and return. To date reply received only from Mitcham support group.

Paul noted that groups should identify any income they received in order that this could be recorded as a credit against that particular group's budget.

Paul commented that PCFA were prepared to pay all groups \$20 per month for phone expenses and a further \$20 per month for e mail expenses - no need for proof of individual expenses incurred for these matters unless greater costs incurred and claimed. He added that all Council members were entitled to claim \$30 per month for each of these expenses. Paul spoke about other financial matters being adopted by PCFA and how they were now utilising modern phone technologies to greatly reduce costs.

Paul commented that PCFA would be prepared to reimburse expenses incurred outside any tabled budget provided expenses could be ratified and appeared necessary.

There was a need for the Chapter Council to consider the contents of its own budget for which one of the major components would be the hosting of Chapter Council meetings. To assist with this budget item Paul undertook to provide details of costs incurred for to-days meeting as a guide.

6 Broken Hill Support group

Paul reports that although the Broken Hill group has not yet finalised its decision as to affiliate with either NSW or Central Australia, it was his belief that they would ultimately join NSW. Keith reported that although he had attempted to contact representatives of Broken Hill he had, as yet, been unable to make contact.

7 New Murray Bridge Support Group

This matter had been covered in the discussion with Karyn as above.

8 2009 Regional Conference location/date

Discussion held during which it was agreed that Alice Springs could be the venue but no decision made re date. This to be resolved at later meeting. Costs and arrangements to be responsibility of PCFA in conjunction with Chapter Council
Content of Annual Conference could include training as well as presentations and meetings.

9 Future Chapter Council meetings

Discussion was held on the basic format for Chapter Council meetings and it was agreed that wherever possible arrangements should be made for personal attendance at meetings rather than via teleconference.

It was agreed that Chapter Council meetings should be held every 2 months with the next meeting to held on Thursday 19th March 2009 commencing at 10.30am at an appropriate location in the Barossa Valley.

It was further agreed that wherever future Council meetings were held the local Support Group should be informed and to be invited to attend as observers

10 Problems re contact with PCFA at holiday times etc.

Keith informed members of problems he had experienced in making contact with PCFA members during recent Christmas holiday period. Paul commented that problems revolved around an inefficient phone system. This had now been addressed and replaced along with a new e mailing facility covering the same topic.

11 Standing Agenda item - "Members only"

Keith explained that he would like to see a standing agenda item included at all meetings whereby matters could be discussed in the absence of any PCFA staff member present. All members agreed to this proposition. Item to be included in all future agendas.

12 Any other business

Dean - had been contacted by Jane Tillet, lecturer at Flinders University, seeking services of male person aged between 40 and 65 years with a normal prostate gland. Person would be paid \$75 an hour for 2 to 3 hour session during which medical students could conduct DRE's. Dean has contact details if anybody interested.

Keith - Spoke of his concerns re the health of Trevor HUNT. Several members spoke of their admiration for the work that Trevor had undertaken over many years. Following this discussion it was suggested that Jeff make enquiries re obtaining a Volunteers Certificate from Volunteers SA. Malcolm will do the same on behalf of the recently formed Chapter Council. Enquiries also to be made re possible nomination for awards. Jeff - spoke of forthcoming Action Group stall at Port Elliot on 27/28 March. Seeking help to staff stall. Waiting for information to finalise arrangements for Awareness evening at Karoonda on 3/4 April 2009.

Ian - Commented on Chapter having a website. All agreed this would be a good thing and Ian to make necessary arrangements.

Meeting concluded at 12.30pm

Next Meeting 10.30am Thursday 19th March 2009. Venue to be advised.

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(*chairman*)

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(*date*)