

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

Minutes of Chapter Council meeting held  
Thursday 16<sup>th</sup> July 2009 at The Quest Apartments, Alice Springs

The meeting opened at 1.00pm

**Present:** Malcolm ELLIS (chairman), John BAULDERSTONE, Ian FISK, Terry HARBOUR, Bryan HEARN, Murray NECK, Jeff ROBERTS, John SHIELDS, Dean WALL, Keith WILLIAMS.  
**Observers:** Paul REDMAN (PCFA), Di BAULDERSTONE, Pam FISK and Kay HEARN

**1. Welcome and Apologies**

The Chairman declared the meeting open and welcomed all those present including Paul Redman representing the PCFA and the other observers as listed. No apologies received.

**2. Minutes of Council meeting held 14<sup>th</sup> May 2009**

The minutes of this meeting had previously been distributed to Councillors.

Moved they be accepted as a true and correct record of the meeting. John Shields/Dean Wall **Carried**

**3. Matters Arising**

- (a) list of loan DVD's - not yet available but should be by 31<sup>st</sup> July 2009
- (b) Bright Sky contact details - should be available by 22<sup>nd</sup> July 2009 along with contact details for Independence Australia group.
- (c) new style PCFA name badges - content discussed and resolved by consensus. Badge to display "Council Member." Anticipated that badges ready by September meeting.
- (d) CA Chapter logo - Chapter logo yet to be resolved. Paul to provide options for selection.
- (e) Proposed new PCFA guidelines - have been completed but not yet ready for distribution. Some confusion as to whether or not this topic referred to proposed new S.A.C. guidelines as recently distributed for comment etc. Members unhappy with format in which previously circulated. Require base document compared with proposed changes etc. Keith Williams to resolve with SAC and provide required documents to secretary for distribution to members.
- (f) template for group reports - Paul still to provide template for distribution
- (g) Paskeville arrangements - Jeff reported that 20 volunteers nominated for participation but will be happy for more if forthcoming. Paul expressed his pleasure with such an excellent outcome. Resolved that a powered site should be booked. Site to be shared with Independence Australia. Jeff and secretary to liaise re all volunteer details and resolve allocation of duties. Some discussion held re advertising sources.
- (h) MOU between PCFA and Prostate SA - no report. Paul to follow up.
- (i) supply of logos for printing - Paul to provide booklet containing sample logos from which members to select logo as required and to notify Paul of choice. Once the Chapter logo had been finalised it will remain the property of the CA Chapter who would control its use.

During the discussion under this agenda item Paul informed members that his assistant was still yet to be appointed but when finalised it would be a full time appointment.

**4. Financial report**

Paul provided a brief verbal report covering the processing of members expense claims. Noted that approved claims are paid every Wednesdays thus delays of no longer than 6 days should occur between receipt and payment. Groups will be notified of payment of claims but if no notification received then Paul should be contacted. Any claim for an individual expense in excess of \$75 should be accompanied by the receipt or an appropriate tax invoice. Telephone/internet allowances should be claimed as per the prescribed amount, not the actual cost incurred. However if bills exceed the prescribed amount the actual bill should be submitted for payment with the PCFA matters highlighted for identification. Such allowances will not be paid automatically, they must be claimed. Expense claims should be made direct to PCFA via Paul with a copy being forwarded to Chapter treasurer to allow him to maintain account record against the budget. From 1<sup>st</sup> July 2009 PCFA will supply monthly income and expense reports should they be requested.

Jeff Roberts noted that part of Action Group budget covered anticipated expenses involved with Paskeville field day and as these expenses now being met by PCFA he queried what effect this would have on their budget. Paul responded by stating that these funds would still be available for any other projects undertaken by the Action group.

Chapter treasurer John Shields reported that Chapter account has now been opened with deposit of \$1000 received from PCFA for this purpose. Expenses to date - \$5 for cheque book purchase. Income 0.05 cents interest Balance \$995.05 Chairman then presented Paul with cheque on behalf of the CA Chapter for \$100 towards Trevor Hunt scholarship leaving funds available of \$895.05

Moved that treasurers report be received John Shields/Bryan Hearn **Carried**

## **5. Potential New Support Groups**

Chairman commented on the need for Chapter to take steps to establish new groups in both the North and North East areas of Adelaide. Both Dean and Jeff commented on past work undertaken in these geographical areas by the Action Group as well as in Mount Gambier where a poor response had been received. Both felt that it would be inappropriate for the Action Group to be isolated in the role of establishing new support groups, it should be the role of all Council members. All members agreed with this statement. In general discussion which followed, Terry undertook to make enquiries in the Mount Gambier area with contacts he had in the locality. Chairman also agreed to undertake similar enquires in Whyalla area with recently appointed Ambassador for the region.

During this discussion it was made clear by members that they considered there were some inadequacies with the current Ambassadors presentation particularly relative to the emphasis on topics covered other than prostate cancer. It was resolved that all groups should be requested to comment on this perceived problem with their responses being forwarded to the secretary for collation and then forwarding to PCFA for their information. Chairman pointed out that program cannot be varied as is financed by Federal Dept of Health and Aging and they controlled its content thus giving rise to the problems discussed.

Paul produced paper work resulting from an earlier workshop which listed a number of topics seen as being essential for Growth & Development of support groups. He then provided a brief verbal presentation on the success of the process undertaken to form a new group in an area of NSW. This revolved around the co-ordination and co-operation of a number of service clubs, other organisations and individuals in the area. It was agreed that this, along with input from the Action Group, would provide a good base on which to develop some strategies for planning awareness days prior to the establishment of new groups. All members were requested to consider this matter with a view to developing such a strategy at next meeting in Darwin in two months time. As part of this planning, members should consider where they would envisage the CA Chapter being by June 2010.

## **6. CA Chapter 2009 Annual Conference.**

Paul confirmed that the conference will be held at Mount Lofty House in the Adelaide Hills. PCFA will cover the costs involved re travel, accommodation, conference costs and meals for all CA Chapter Councillors and their wives or partners and up to four representatives from each support group. Arrangements will be made for those requiring accommodation to be brought in on 15<sup>th</sup> October 2009. It was anticipated that most of Friday 16<sup>th</sup> would be taken up with the Chapter AGM and other business matters and Saturday 17<sup>th</sup> would be covered by training and education. This would encompass presentations from notable speakers and it was agreed that Paul should make every effort to invite Dr Carole Pinnock to be a participant. Beyond Blue have already agreed to deliver a 2 hour presentation on depression and Independence Australia have made approaches to also be included.

It was agreed that the PCFA National Chair Graham Johnson, should be invited to open the conference along with various federal ministers who have expressed interest in Prostate Cancer matters.

Paul will develop conference agenda along with input from Chapter Council.

It was important that details of conference agenda items should be provided to all support group members in order that those attending were readily informed on any issues requiring a vote.

## **7. Any other business**

(a) Council/Chapter teleconferences - secretary tabled a paper identifying dates of all proposed teleconferences and other matters from current date until June 2010. Contents accepted by members.

It was agreed that participants should be Council members plus one representative from all support groups not represented on Council. Keith Williams to act as Chair.

(b) prescribed roles of Council members - all members and groups to consider and provide feedback to secretary who will collate results prior to consideration by executive on 1<sup>st</sup> August 2009.

Some specific roles that need to be identified should include a support group co-ordinator to work with state board chairman once appointed and conference co-ordinator to work with Paul.

Paul will provide specific role statements to assist with this program.

(c) Bunnings store promotion - Paul spoke to the documents which had recently been circulated to all groups relative to this project. It was pointed out that this is a Bunnings promotion and support groups are there to assist. Groups not getting full assistance from any particular store should report this lack of co-operation to Paul. It was incumbent upon groups to work with Bunnings stores as all funds raised at individual stores would be channelled direct to PCFA who will refund to particular groups allocated to working with that store.

Groups will receive a "pull up" banner showing their group name for display in their allocated store. It was hoped that this promotion would take place in September just prior to Father's Day.

Allocation of stores - Kent Town – Action Group, Marion – Mitcham, Mile End – Adelaide, Modbury – Alice Springs, Noarlunga – Onkaparinga, Parafield – Port Pirie, Windsor Gdns – Payneham, Munno Para – Barossa, Mt Gambier – Katherine, Mt Barker – Murray Bridge, Woodville – McLaren Vale, Darwin – Darwin.

Relevant group convenor to contact individual store events co-ordinator through whom all arrangements should be made. Should any store not wish to work with a support group then PCFA will allocate funds raised by the store to the group in question.

(d) Trevor Hunt scholarship. Paul provided members with details of the program and stated that PCFA had agreed to provide dollar for dollar against donations received, this applicable for first year of scholarship. Envelopes distributed to enable support group members to make a donation.

(e) Business Plan. Terry undertook to prepare and provide a draft business plan for the Chapter to enable it to take steps to provide for a sustainable future. All members accepted this offer.

(f) Chairman spoke about the upcoming Fleurieu Folk Festival to be held at Willunga on 23/24/25 October. He had received approval from the organisers to make arrangements for CA Chapter to host an awareness stall at the event.

(g) Veterans Expo. Jeff provided details of arrangements made for Action group to attend the Veterans Health Expo being held from 10.00am to 3.00pm on 26<sup>th</sup> August at Torrens Parade Ground. Chairman to provide input re Ambassador presentation on day.

(h) Paul mentioned briefly the possibility of groups becoming aware of a business project entitled "Host a BBQ for Prostate Cancer" This may occur in September. He also noted that ads would soon appear on TV in which Max Cullen would provide the voice over.

(i) Chairman reported on efforts being made to illuminate a number of buildings in Adelaide with blue lighting commencing on 7<sup>th</sup> September. The Premier has agreed to switch on the first set of lights.

(j) Darwin meeting. Paul checked on attendees. Informed that venue already booked.

(k) Keith commented on how privileged we were that as a Council we were able to meet face to face for our meetings thanks to the efforts of Paul and PCFA. He had concerns that we had arranged Alice Springs and Darwin as consecutive venues but given Paul's earlier report that it was probably too late to change. Agreed that all Council meetings to commence at 10.00am.

(l) Web site. Ian requested any feedback on web site content. He pointed out that he needed information from support groups re their future speakers. Secretary to circulate memo to groups re this request.

(m) Keith reported that he had recently viewed a web site concerning diagnostic imaging and radiology. He was concerned that no mention made of prostate cancer whilst breast cancer received much comment. He reported that he had contacted the site presenters who informed him that it was a "question of priorities" as to content. Keith undertook to bring this matter to the attention of the National Board via SAC.

## **8. Council members only**

No matters for discussion under this topic.

Chairman thanked everybody for their participation and input and closed the meeting at 5.25pm

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(Chairman)

**Signed 17 Sept 09...**  
(date)

**Next meeting**

**10.00am Thursday 17<sup>th</sup> September 2009 in Darwin**