

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

Minutes of Chapter Council meeting held
Thursday 17th September 2009 at Mirambeena Travelodge, Darwin

The meeting opened at 10.00am

Present: Malcolm ELLIS (chairman), John BAULDERSTONE, Ian FISK, Terry HARBOUR, Bryan HEARN, Jeff ROBERTS, John SHIELDS, Dean WALL, Keith WILLIAMS.

Observers: Paul REDMAN (PCFA), Peter & Beth HARVEY, Annette WEIR and Alan WYATT all from the Darwin Support group 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. Apology received from Murray NECK.

2. Minutes of Council meeting held 16th July 2009

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

Moved they be accepted as a true and correct record. Terry Harbour/Keith Williams **Carried**

3. Matters Arising

- (a) list of loan DVD's - all copied but still not yet available.
- (b) Bright Sky contact details - should be available by end of September.
- (c) new style PCFA name badges - anticipated that badges ready by October.
- (d) CA Chapter logo - anticipated that will be available by October.
- (e) Proposed new PCFA guidelines - remains an ongoing issue but hopeful that will be finalised by 22nd September 2009.
- (f) MOU between PCFA and Prostate SA - Paul reports that project now complete. P.S.A. have agreed to become a part of PCFA with a consequent transfer of funds held. P.S.A. chairman Ray Bright to be PCFA CA Chapter Board Chairman with other Board members still to be recruited. Need exists then to recruit 4 employees plus acquire appropriate accommodation. Once CA Chapter Board established the organisational chart will show that on funding and some other matters, Support groups will report to Chapter Council, who, through their Chairman will report to the State Board whose Chairman is a member of the National Board. Chapter Council also appoints 3 SAC reps who can take administrative matters to the SAC Board and then on to the National Board in a similar manner.
- (g) 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.
- (h) Terry Harbour re potential new group in Mt Gambier. Has made contact with local Rotarian Steve Hill but no feed back received to date.
- (i) Jeff Roberts commented that he had contact from somebody in Kalangadoo and will follow up.

These last two items resulted in a general discussion re various areas of the State that require enquiries being made locally with a view to establishing support groups. All Councillors were encouraged to seek relevant contacts in areas where no support groups currently exist.

4. Financial report

Chapter treasurer John Shields reports that no change to financial position since last Council meeting. Paul was unable to provide a detailed report re income from the Trevor Hunt scholarship fund but was aware that the response had been tremendous. He was hopeful of being able to provide a more complete report in a future edition of The Supporter. Paul also reported that funds raised via the recent Bunning's promotion will, once tallied, be paid into the Chapter bank account for allocation to groups as appropriate.

5. Potential New Support Groups

Applications for affiliation to PCFA were tabled from the newly formed Murray Bridge and Katherine Support Groups. Following brief discussion it was moved that both applications be received and that both be recommended to SAC for endorsement and affiliation to PCFA Bryan Hearn/Terry Harbour **Carried.**

Comment was made re potential for delay between receipt of any application and its recommendation by Council. It was subsequently moved that where considered appropriate, Council Executive be given authority to recommend applications received between Council meetings.

John Shields/ Dean Wall

Carried.

A discussion paper relative to the establishment of new support groups was tabled. This had been circulated to all Councillors prior to the meeting. Paul suggested one small addition and Terry Harbour commented on how this paper related to his proposed Business Plan.

It was moved that the paper, as tabled, together with Pauls suggestion, be adopted.

John Shields/Keith Williams.

Carried

Paul was authorised to distribute this paper Nationally for use by any other Chapter should they wish to do so.

6. CA Chapter 2009 Annual Conference.

Chairman confirmed that Dr Carole Pinnock had agreed to be a guest speaker at the conference. Requested Paul to follow up with Grant Buchanan of the Hanson Institute for a similar role. Paul informed members that National Chairman Graham Johnson unable to attend but deputy Chair David Sando and his wife Pam would be attending instead. Suggestion made that local member Isabel Redmond be invited to speak at opening of the Conference – Dean Wall to follow up. Paul to make enquiries re having a pathologist speak at Conference re recent changes to Medicare benefits etc. Chairman suggested Paul also approach Dr Al Poulos as a speaker. Paul informed members that it was his intention to distribute agenda and registration forms in very near future

7. Any other business

(a) prescribed roles of Council members - a discussion paper re this matter had been circulated to all Councillors prior to the meeting. Terry Harbour commented on the impact this document would have on his proposed Business Plan. After discussion it was agreed that members should forward any comments and/or proposed changes to secretary within 14 days. He will then consolidate paper for discussion by Executive who will then circulate final version to members with a view to adoption at a Council meeting to be held immediately prior to the Conference. Paul mentioned a Victorian scoping paper covering a similar topic and agreed to forward a copy to secretary for consideration.

(b) Bunning's store promotion - Councillors provided brief reports on events which took place at the various stores. Generally everybody was well pleased with how things eventuated. Paul reported that 65 groups around Australia took part in the promotion. A wide variety of fundraising events were entered into each resulting in some very good publicity for both Bunning's and PCFA. Feedback will be sought from Bunning's stores with a view to improving on admin matters next year planning for which, it is hoped, will commence in March 2010.

(c) Business Plan. Terry Harbour had circulated his draft Business Plan for comment by Councillors. Terry spoke to the paper and its contents. Paul commented that PCFA did not want support groups to become involved in fund raising and that this section of the plan would need to be worded appropriately. Some other minor changes were suggested and noted. Terry requested that all Councillors now use the Roles and Responsibilities paper to fill in the "Accountabilities" section of the paper and to give consideration to any other strategies and KPI's which should be achievable and realistic. All feedback to be directed to Terry.

(d) John Shields had circulated a proposed "Leadership Training" document for discussion by Councillors. He requested that all now read and consider content with a view to further discussion at November Council meeting. Paul commented that other Leadership Training documents had been developed in other Chapters and PCFA and will seek to obtain copies for consideration at CA Chapter.

During this discussion Jeff Roberts requested information from Paul about plans to complete the PCFA Support Groups Handbook. Paul informs that the working party responsible for this project are still working on it and was unable to provide an estimated completion date.

(e) SAC report. Dean Wall provided a verbal report on the recent SAC meeting. He spoke highly of the various speakers who presented to the meeting. Paul informed Councillors that support groups would soon be provided with minutes of the meeting along with copies of the various presentations made. Work continues on the new SAC charter.

(f) Keith Williams spoke to the efficacy of what he described as “Z” cards advertising PCFA. He circulated two for member’s information. Paul informed that these cards, with changes, were currently being reproduced and would soon be available for use by support groups and others on Awareness Days etc. Keith was authorised to pursue this project via SAC.

(g) Keith mentioned that it had recently come to his attention that the Breast Cancer group in Darwin were attempting to establish a Men’s Health Group in N.T. He had no particular details available at this stage but was concerned re duplication or a break down in communication. He will follow up this issue and report back later.

(h) Asset register. Terry volunteered to design an appropriate asset register that could be utilised by both the Chapter and member support groups. Approval given to proceed.

(i) Paul informed Councillors that applications for Federal Government Grants were now due in 2 weeks time. He will send a list of suggestions to groups for comment and feedback in the near future.

(j) Paul informed Councillors of a “google map” that had been designed by Ross Anderson at PCFA. This allowed anybody to put in an address and then be provided with a resulting map not only showing where the location is but providing some instructions on how to get there. Such enquiries also provided contact details of support groups in the areas under consideration.

(k) Chairman suggested that the Chapter purchase a portable printer for use at Council meetings. After discussion it was resolved that such a purchase be made. Paul will include this under the Federal Government Grant application.

8. Council members only

Paul left the meeting for this topic.

Chairman spoke on how much Paul had contributed to the establishment of the CA Chapter and of his close working relationship with many of its member support groups. All acknowledged Paul’s tremendous commitment to PCFA in general and the CA Chapter in particular. Given that Paul had recently announced his retirement from his current role with PCFA, the Chairman felt it appropriate that some form of recognition should be presented to Paul at the upcoming Conference. Various suggestions were made and discussed resulting in Jeff and Terry being tasked to make enquiries re the purchase of some form of glass trophy. Dean was also to make enquires re the costing involved in the purchase of a brass type trophy that he had been presented with. Consideration would also be given to presenting some wine along with the trophy dependant on costs involved.

Chairman thanked everybody for their participation and input and closed the meeting at 12.40pm

Next meeting

10.00am Thursday 19th November 2009 in Port Pirie