

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

Minutes of Chapter Council meeting held  
Thursday 19<sup>th</sup> November 2009 at The John Pirie Motel,  
Port Pirie

The meeting opened at 10.00am

**Present:** Malcolm ELLIS (chairman), John BAULDERSTONE, Terry HARBOUR, Bryan HEARN, Murray NECK, John SHIELDS, Jeff ROBERTS, Keith WILLIAMS  
**Observers:** Paul REDMAN (PCFA), Phyllis SHIELDS, Bev ELLIS, Kay HEARN, 13 Port Pirie members being Allan & Joan MANFIELD, Barry & Jenny SCARMAN, Ray & Jan MORICK, Colin & Lorraine LANG, Fred & Vic PISANI, Tony AMATO, Mario VALENTE and Bob MAY  
**Apologies:** Ian FISK, Dean WALL

**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 from the Port Pirie Support Group as listed. Apologies received from Ian FISK and Dean WALL. All in attendance introduced themselves to the meeting.

**2. Minutes of Council meeting held 15<sup>th</sup> October 2009**

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

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

**3. Matters Arising**

- (a) list of loan DVD's - remains an ongoing issue.
- (b) new style PCFA name badges - still outstanding.
- (c) CA Chapter logo - still outstanding.
- (d) Proposed new PCFA guidelines - remains an ongoing issue.
- (e) Mt Gambier progress - Terry Harbour and Jeff Roberts report on progress to date.
- (f) Country/metro visit scheme - to be included in Roles & Responsibilities portfolio

**4. Financial report**

Chapter treasurer John Shields tabled his report showing opening balance of \$487.75. Since then expenses totalling \$115.60 had been incurred leaving a current balance of \$372.15. Moved John Shields/Terry Harbour that report be received **Carried**

**5. Conference feedback**

Paul commented that many Federal politicians are well aware of PCFA and their activities. He considered the conference to have been an outstanding success. He spoke highly of all presentations made and commended the venue. Others present agreed with Paul's comments.

Paul also informed those in attendance at today's meeting that PCFA intend to host their next national conference on the Gold Coast on 6/7 & 8<sup>th</sup> August 2010. The attendance of all Councillors and wives along with group convenors will be funded and a subsidy provided for any group member wishing to attend. The Conference format will be different from last year. It is hoped that a special train conveying all attendees from SA will be arranged.

**6. Councillors Roles & Responsibility discussion paper.**

Secretary informed the meeting that many amendments had been made to the original paper at the last Council meeting and that the resulting, updated paper had been circulated to all Councillors for further comment etc.

During discussion it was agreed that responsibility for the Country/Metro visitors scheme should be included as part of the duties undertaken by the Health Liaison Officer. With that inclusion it was moved John Shields/Terry Harbour that the paper as circulated by adopted **Carried**

**7. Business Plan discussion paper**

Terry harbour spoke to the paper as previously circulated. He noted that some Councillors had nominated for specific roles etc but that more nominations were required. Paul commented that paper was an excellent publication and one which would contribute greatly to the future stability of the group. Terry commented that the paper was subject to an annual review at which time any changes could be discussed and resolved. Following discussion moved by Terry Harbour/John Baulderstone that the paper be adopted. **Carried**  
Paul undertook to resolve the apparent conflict between “goals” of PCFA as stated in this paper and on website and “goals” as stated on a card which he distributed to members for use on Christmas trees. Chairman undertook to circulate the document as adopted in an effort to keep members informed and to seek nominations for some of the roles as identified by the paper.

**8. New Support Group discussion paper**

Document had previously been discussed and amended prior to to-days meeting. Moved Terry Harbour/ Jeff Roberts that the paper as tabled be adopted. **Carried**  
Paul suggested that the paper be tabled at the next SAC meeting for inclusion in their Support Group Hand Book. He thanked those who had contributed to the contents of the paper and in particular Jeff Roberts.

**9. Leadership Training discussion paper**

Chairman considered that this topic covered two areas - succession planning and leadership training. John Shields tabled a document covering these topics and spoke to its contents. Chairman undertook to ensure that all support groups were provided with a copy of this document and requested feedback by February 2010 for discussion at March Council meeting.

**10. 2010 Program including Council meeting venues**

Secretary had previously circulated all Councillors with a proposed program up to and including next AGM and Conference in October 2010. Paul commented that his role and responsibilities within PCFA were being varied and it was anticipated that a National program of Council meeting dates might be adopted in an attempt to reduce Paul’s travelling and to make it easier for him to attend all such Council meetings. Paul will table the proposed CA Chapter program with a view to having all other Chapters schedule their meetings accordingly to avoid any “overlap.”

The program as tabled was adopted in principal but subject to any changes that may be required by the National body.

Chairman commented that some interstate Chapters have their Chapter teleconferences open to anybody who wishes to participate and that this system was not really working. Keith Williams expressed the view that ours should be restricted to the involvement of one person per support group. Other members agreed with this sentiment. Paul commented that a pro forma exist on which support groups can document their concerns for raising at either a Council meeting or a Chapter teleconference. He will provide a copy of this pro forma for use by CA Chapter members should we choose to do so.

**11. Any other business**

*Logo design.* Chairman displayed two versions of proposed logo which he undertook to circulate to all groups for comment and feedback. Invitation extended to all groups to make alternate suggestions for Chapter logo with feedback deadline set for end of February 2010.

*PCFA staff changes.* Paul informed members of proposed staff changes within PCFA

*Councillors Tenure of Service.* Secretary spoke to proposed schedule that had previously been distributed to all Councillors. Proposal explained to all those present. Proposal adopted with Council to resolve which 3 current Council members to resign at AGM 2010.

*Action Group.* Jeff Roberts spoke of upcoming events being planned by the Action Group. Work being undertaken to hold Awareness evenings in Mount Gambier and Whyalla. Information provided re field day to be held in Lucindale during 2010 with a deadline for participation of 11<sup>th</sup> December 2009. Paul confirmed that PCFA would have budget for the event and after discussion it was proposed by Jeff Roberts/John Baulderstone that CA Chapter participate in the event. **Carried**

Similar discussion held re participation in field day at Cleve however based on proposed workload it was resolved that this be deferred to 2012.

*NSW Chapter conference.* Chairman had attended this event and provided a brief verbal report. Also tabled some “Z” cards for consideration. Paul reported that PCFA were looking at a National production of these with some changes, enabling them to be used by all support groups. Other documents received at the conference were also tabled including a laminated card that can be attached to a mirror in a barbers shop thus enabling the customer to read the notice whilst seated in the chair.

*Study.* Terry Harbour reported on his attendance at Flinders Uni as part of a prostate cancer study. Tabled a questionnaire which the secretary undertook to distribute to all support groups for completion by members.

*Council roles.* Secretary informed meeting that under CA Chapter guidelines it was necessary that all Council roles be ratified at the first Council meeting following the AGM. Moved Terry Harbour/John Baulderstone that all office holders be ratified in their current positions along with Chairman as SAC representative. **Carried**

**12 Council members only** (Paul and all observers requested to vacate meeting room.)

Keith Williams expressed his concerns on how he considered PCFA staff were attempting to take over the role of support groups. He was also concerned that Paul's new job title of SAC Group Manager contained the word "manager" given that it had previously been agreed by PCFA that no further job titles would include the word "manager." Chairman concerned that Paul still had no assistant.

Chairman reported that he had informed Paul that CA Chapter would be setting the agenda and administering their next Conference. Some concern had been expressed that too much input from PCFA this year but this had been accepted on basis that our first conference and all help was welcome.

Keith wanted "Council Members only" item to appear on all Agendas as a standing item and not just as and when required.

Secretary tabled e mail received from Ian Fisk re alcohol related event to be held at Adelaide Uni at which Chapter assistance had been requested. Chairman will contact sender to obtain more information as some concern expressed re possible impact on Chapter reputation on being involved with such an event.

All members invited back to meeting

*Next Council meeting.* Venue to be identified and arranged by Mitcham group in conjunction with Paul. Members from Adelaide, Mitchham, Payneham, Action Group and Onkaparinga to be invited as observers.

Allan Manfield from Port Pirie raised fact that Chapter guidelines contained no reference to the awarding of Life Membership or any other form of recognition to support group members. Matter to be discussed at next Council meeting. Paul commented that PCFA award Max Gardener awards.

John Baulderstone requested information re Trevor Hunt scholarship. Paul responded by stating that a Prostate Cancer nurses training course would cost about \$2200 which means that scholarship now able to fund 2.5 nurses but more information is still to be obtained.

Chairman thanked everybody for their participation and input and closed the meeting at 1.20pm

**Next meeting 10.00am Thursday 21<sup>st</sup> January 2010 at a venue to be advised.**

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(chairman)

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(date)