

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

Minutes of Chapter Council meeting held
Thursday 21st January 2010 at Edinburgh Hotel,
Mitcham

The meeting opened at 10.00am

Present: Malcolm ELLIS (chairman), John BAULDERSTONE, Terry HARBOUR, Murray NECK, John SHIELDS, Jeff ROBERTS, Dean WALL, Keith WILLIAMS
Observers: Paul REDMAN (PCFA) and 26 observers from Adelaide, City of Onkaparinga, Mitcham and Payneham support groups.
Apologies: Bryan and Kay HEARN

1. Welcome and Apologies

Chairman of Mitcham Prostate Cancer Support Group officially welcomed attendees to the meeting and Mitcham. Observers were invited to stay for lunch after the meeting. The meeting was then opened by the chairman who also welcomed all present

2. Minutes of Council meeting held 19th November 2009

The minutes of the last Council meeting held at Port Pirie were presented for approval.

Moved they be accepted as a true and correct record. John Baulderstone/ Keith Williams

Carried.

3. Matters Arising

- (a) Loan DVD's available from PCFA. The listing is still to be completed. A volunteer resource has been found to undertake this in February 2010. As soon as this is done the four DVD libraries will be set up across Australia.
- (b) New name badges from PCFA. Funding has been agreed for supply of name badges and business cards for all SAC members and Chapter councillors – this process will commence and end in February 2010.
- (c) Central Australia Chapter logo. One new design has been submitted. Process remains ongoing.
- (d) New PCFA Guidelines for expenses and budgets. The new guidelines have been approved and will be distributed by email this week to all SAC members and Chapters. Preliminary copies were supplied to Councillors at the meeting.
- (e) Mt Gambier new support group. Delays in communication have occurred and the matter will be taken up by Jeff Roberts in the future with the local Rotary clubs.
- (f) Kalangadoo new support group. The interested family will be joined to the Mt Gambier working group.
- (g) National schedule of PCFA and Council meetings. This calendar has been distributed and will be kept up to date as dates change.
- (h) Template for support groups reports. This pro-forma document will be distributed to all Councils this week.
- (i) Life membership or other recognition of members. Discussion was held on how to recognise long and valuable service of individual members. The title of the recognition needs to be agreed and the form of the recognition determined. Paul noted that a similar discussion is currently occurring in Queensland Chapter.
- (j) Country members visiting city assistance scheme. After discussion and general agreement on the value of the scheme, the chairman will call for support group members in Adelaide to register to provide assistance to people coming in to the city for treatment. Support group members should forward their details to the working party consisting of Malcolm Ellis, John Shields and Jeff Roberts for recording.
- (k) Bunning's event monies. Paul advised that the money had been received without the 'allocation details' from Bunning's Head Office. This matter is being pursued by PCFA now. (NB. Sheets arrived 22/1/2010 and allocation will happen by 31/1/2010)

4. Financial report

The treasurer recorded the latest transactions. The bank account needs a top up from PCFA and Paul agreed to arrange same next week. The treasurer noted that copies of expenses were being received by him from

most groups and encouraged all submissions to PCFA for payment be copied to him for recording purposes. Moved John Baulderstone/Dean Wall that the treasurer's report be accepted. **Carried.** It was mentioned that confirmation of a direct credit payment is not issued by PCFA and with Banks issuing statements less frequently, members have no quick way of knowing when reimbursements have arrived.

5. Chapter Business Plan

The plan has been approved by the Council. Action and portfolios now need to be populated with working groups to start the actions required to activate the plan completely. Terry Harbour highlighted those areas still needing more volunteers. There is also a need to link Council roles to Portfolios.

Terry Harbour then tendered his resignation from the Council as he and Patricia are going to holiday in Great Britain from 11th February until 2nd October 2010. The Chairmen accepted Terry's resignation and thanked him for his contributions to the Council and hoped he would consider joining the Council on his return when a vacancy occurs.

The chairman has declared a one year casual vacancy following the resignation of Terry. Nominations to fill the vacancy should be submitted to Malcolm Ellis or Bryan Hearn before 18th March 2010.

The Chairman also recorded the resignation of Dean Wall as a Support and Advocacy Committee member for South Australia for the past 2 years. Dean was thanked for his contribution to this Committee on behalf of the Chapter. After receiving three nominations for this vacancy, Terry Harbour withdrew and John Shields decided to withdraw in favour of Bryan Hearn who was then elected unanimously on the motion of John Shields and seconded by Keith Williams.

Goals of PCFA:

The two conflicting statements as highlighted by John Shields will be changed to state only the words in the new donations card. Andrew Giles sent his thanks to John for picking up on this inconsistency so quickly.

6. New Support Group paper

This paper has been approved by the Support and Advocacy Committee for circulation across Australia. Paul will undertake this in January 2010.

7. Leadership discussion paper

The chairman reminded all councillors to have their feedback and changes in to him by 19th February 2010. The finalised document will be up for approval at the next Council meeting on 18th March.

8. Council members tenure of service to be completed at AGM 2010

The process to commence a rotation of tenure of Council members so that only 3 members are up for election each year is required to be finalised by Conference in October 2010. The chairman asked if any Councillors wanted to stand down at the end of 2010 to start the rotation process. The following three members volunteered:

Dean Wall, Murray Neck and Terry Harbour and the Casual vacancy.

Councillors were asked to consider if any would like to step down at the end of 2011 when 3 more Councillors should retire by rotation. The Council has until next meeting to consider and advise the chairman.

9. Any other business

(a) Membership of Cancer Council SA cancer support group committee

The current members are Jeff Roberts and Ian Fisk. It is useful to have two Prostate Cancer representatives on this committee. Jeff Roberts is resigning and a replacement is required. Malcolm Ellis has volunteered to join and Ian Fisk indicated his willingness to stay on this committee.

(b) Field Days and awareness events. On behalf of the Action group Jeff reported that a deposit had been paid for a stall at Paskeville in September 2011 to hold the same site as 2009.

Lucindale field days on 19th and 20th March 2010. Bookings for site, accommodation, stand equipment are completed. No advertisement in the catalogue was made as agreed with Paul. Jeff Roberts and John Baulderstone will attend on 18th March to set up the stand. They now apologise for the Council meeting on the same day in Murray Bridge. Buses or vans need to be booked for up to eight people and all the equipment and materials. Malcolm Ellis will assist in this.

Whyalla Awareness evening on 22nd February is all booked and planned with assistance of local Lions Club and the hospital. The local Ambassador is the local contact for the Action Group in Whyalla. Publicity is about to commence.

(c) Protocol for distribution of information within the Chapter or to the Chapter. It is agreed that all communication in or across the Chapter is channelled through the Secretary to ensure all receive the correct messages and to avoid duplications. Paul advised that communication to and from PCFA is always via SAC and the Council to keep the lines simple. Submission of expenses direct to him being the one major exception in this process.

(d) Chapter Guidelines. The chairman wants the guidelines reviewed to make them read simply and reflect their purpose better. Also a new title is required. The working party now consists of Paul Redman, Bryan Hearn and John Baulderstone. Part of the change is to insert a version control mechanism to ensure the latest version is in use.

(e) Jim White and Trevor Hunt funds. Ian Fisk asked about how the two funds will operate and what to do with money held by Adelaide group from Jim White's funeral and family. Paul Redman will provide the process and the next steps to Adelaide Group and Mrs White. Coralie Hunt approves of the process completely.

(f) Bogus collectors for Prostate SA in Adelaide. This matter has been referred to the SA Police by Andrew Giles

(g) Keith Williams asked if all resignations are submitted in writing or email. The Council agreed that this is necessary.

(h) The possibility of a change of the word "Chapter" has been proposed by Qld Council and Max Shub as Deputy Chair of SAC. The National Board also wants to define Chapter and Support group in the constitution more clearly. Documents for reading are being circulated to SAC members this week.

(i) The Council need to produce a report for their SAC members to present at the Annual SAC conference on 7th February. The chairman will complete this with the secretary.

(j) The issue of communication between the PCFA Ambassador program and Support Groups was raised again by Keith Williams. On the return from leave by Jo Fairbairn the current issue will be discussed with her by Paul on Keith's behalf.

(k) Some groups seem to not have received the minutes and attachments from the Chapter Conference at Mt Lofty House. The secretary will re-distribute to all convenors by end of January 2010.

10. Council Members only

Chairman thanked everybody for their participation and input and closed the meeting at 12.45pm

Next Council meeting. The next meeting is at Murray Bridge. Councillors will meet the support group on evening of 17th for dinner and their group's regular meeting. The Council will stay and conduct the Chapter Council meeting on morning of 18th March 2010.

Meeting closed at 12.45pm.

Next meeting 10.00am Thursday 18th March 2010 at a venue to be advised.

.....
(*chairman*)

.....
(*date*)