

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

Minutes of Chapter Council meeting held
Thursday 15th July 2010 at Knotts Crossing Resort
Katherine, N.T.

The meeting opened at 10.00am

Present: Keith WILLIAMS (acting chairman), John SHIELDS, Bryan HEARN, John BAULDERSTONE, Jeff ROBERTS, Ron LEHMAN
Observers: Paul REDMAN (PCFA) Kay HEARN and Willem Westra Van HOLTHE, MLA (C.L.P. member for Katherine)
Apologies: Malcolm ELLIS, Dean WALL, Murray NECK,

1. Welcome and Apologies

Acting Chairman Keith Williams opened the meeting and officially welcomed all those present. Introduced local CLP member for Katherine, Willem Westra Van Holthe and invited him to address the meeting. Willem spoke of his admiration for volunteer services in a range of areas including prostate cancer support groups. He informed members that, in conjunction with the Katherine support group, he intended to host a BBQ during September as part of the Nationwide program. He was provided with details of Councils concerns re the delay in the appointment of a continence nurse in Alice Springs and undertook to make enquiries on Councils behalf.

2. Minutes of Council meeting held 20th May 2010

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

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

Carried.

3. Matters Arising

- (a) Loan DVD's available from PCFA. Work still underway. Should be available in about 2 weeks.. The topic of guest speaker v DVD presentation was discussed. By consensus it was agreed that having a guest speaker is far preferable to having all groups supplied with a whole range of DVD's for use at meetings.
- (b) Mt Gambier support group. Jeff Roberts provided an update during which he informed members that an Awareness event had been arranged for the evening of September 8th. This had been achieved with support of local Rotary group. Guest speakers had been organised and various travel and accommodation arrangements to be finalised in near future.
- (c) CA Chapter Business Plan – portfolios. Secretary reported that no volunteers had been received for any of the vacant portfolios within the CA Chapter Business Plan
- (d) Whyalla Support Group. Secretary provided a verbal report on the successful launch of a support group in Whyalla on Tuesday 6th July 2010. A vote of thanks was recorded for the assistance of local Mens Health Ambassador Bryan Marshall and guest speaker on the night, local surgeon Miss Rosemary Hepworth.

10.40am Local member Willem Westra Van Holthe thanks members for the opportunity to meet Council and leaves meeting.

- (e) The absence of club banners and PCFA badges and shirts etc at support groups in Murray Bridge and Katherine was noted. Paul to undertake audit of clubs needs and to supply items in the near future.
- (f) Action List. List updated and matters for further consideration included:-
 - (i) issue of registration of interest forms for upcoming CA Chapter Annual Conference.
 - (ii) nothing resolved re finalisation of previous Association
 - (iii) Katherine local member to be placed on mailing list for Prostate Supporter.
 - (iv) All members well satisfied with content of Prostate Supporter.
 - (v) Consideration to be given to recommendation that PCFA donate funds for purchase of table for use by out patients in Darwin Cancer Care Centre following visit by Councillors the previous day.

4. Financial report

Treasurer, John Shields, tabled a written report and spoke to the report. Report showed an opening balance of \$1160.36. List of income and expenses detailed. Closing balance of \$758.93

Moved that report be received John Shields/Jeff Roberts **Carried**

Treasurer noted that only some support groups were forwarding to him a copy of their monthly expense claims. All groups to note that treasurer requires copy of such claims along with copies of relevant invoices.

11.10 Tea break. 11.25 Meeting resumed

Paul informs members that to date, Chapter budgets have only been submitted, not yet approved. It appears that fundraising has not been as successful as anticipated and that some changes may be necessary prior to the acceptance of budgets. The National Conference has been a huge drain on finances resulting in the fact that this years will most likely be the last such conference. It is felt better to support Chapter Conferences.

With regard to future CA Council meetings it was felt that a program of having 3 meetings in Adelaide and 3 outside Adelaide may be adopted for the 2010/11 program. Comment was made of the success of the recent meeting held at the Arkaba Hotel and thought this was an excellent central venue for future meetings.

Paul informed members that PCFA finance software unable to provide support groups with finance reports as required however this should change by 1st January 2011. Paul also informed members of recent staff changes within PCFA. He also stated that a new 3 year contract with Movember had recently been signed under which \$6 million per year had been guaranteed a condition of which was that all funds raised were to be utilised for medical research.

5. List of GP's and DRE testing

Discussion was held as to whether or not support groups should compile a list of GP's who provide DRE testing as opposed to a list of GP's who do **not** provide DRE testing. It was suggested that information placed on whichever list (or both) is maintained, should be obtained from support group members and should only be made available to anybody requesting such information. Most important that not be seen as providing a recommendation. Paul commented that PCFA National Chairman supported the compilation of a "Name and Shame" list of GP's not supplying such a service. Comment also made that in the near future the College of GP's will be updating their mission statement to include a requirement to provide such a service thus making it part of their regular standards and failure to comply might result in some form of action being taken by the College. It is not compulsory for GP's to be members of the College which highlighted the fact that there was still a lot of work to be done in this area.

6. Understudies for Council Executive positions

Keith Williams provided an explanation of the perceived needs for this to occur. It was felt necessary to have other Council members available to undertake executive members duties as and when necessary. Paul commented on the need for succession planning in this area. John Baulderstone offered to become the alternative treasurer in the event that current treasure became unavailable for any reason.

7. SA Board meeting

The PCFA SA Board recently held its first meeting. Council Chairman Malcolm Ellis was invited to attend. However as a result of his absence from this Council meeting he was unable to provide a verbal report. Secretary tabled the minutes of the meeting along with brief profiles of all SA Board members. These are to be forwarded to all group convenors.

8. Any other business

(a) National Conference Paul provided an update during which he confirmed that attendees should by now have had their travel arrangements confirmed. Attendance vouchers will shortly be forwarded via e mail.. The Agenda can be located on the PCFA web site. 600 registrations to date. Attendees may attend whatever sessions they choose. Noted that each will be repeated thus ensuring total coverage.

(b) CA Chapter Conference Paul informed that he would soon be distributing "Expression of Interest" forms for completion and returned by those intending to attend. Group convenors and partner along with 2 other representatives from each group would be funded by PCFA making a total of 4 per group. S.A.C. reps and Councillors and their partners would also be funded by PCFA. Additional support group members may attend at a cost of \$50 per person. This covers travel, food and accommodation etc. Travel options being considered still included providing a bus from Adelaide for anybody that wanted to use it.. Council to resolve final format of Conference Agenda and for some Council members to act as MC's for various sections of the Conference.

Paul hoped to engage the services of local support group members to act as volunteers during the course of the Conference

12.30pm Meeting adjourned for lunch 1.00pm Meeting resumed.

- (c) Paul provided members with an update relative to eligibility for various PCFA awards available including Max Gardener awards and Distinguished Service awards.
- (d) Keith Williams raised the issue of ensuring that teleconference facilities be made available for all future Council meetings thus allowing members unable to attend still to participate. Paul to undertake necessary enquiries.
- (e) Jeff Roberts reported on the possibility of establishing a support group at Gawler and that Dean Wall was following up via the Action Group.
- (f) Jeff also commented that he had been contacted by Ian Fisk re his concerns of not receiving Chapter information for posting on the web site. Secretary pointed out that Ian receives copies of Council minutes along with all other group convenors and there was no reason why these could not be posted to the website.
- (g) Paul informed members that he was finalising the quotes for purchase of equipment to be purchased as a result of recent Federal Government funding grant. He hoped to be able to order the equipment by the end of July with possible delivery shortly thereafter. The sound system to be provided would include a DVD player and other facilities.
- (h) Members were referred to the recent circular regarding arrangements for the up coming Bunning's promotions during September. Members should note the procedures as listed within that report. Paul undertook to re-send the report along with a step by step explanation of the procedures to be undertaken.
- (i) Funds still being received as part of the Trevor Hunt fund. Paul unaware of the total thus far received. No funds yet expended as details for nurses scholarships not finalised.
- (j) Jeff Roberts tendered his apology for next Council meeting as it clashed with the Riverland field day at which he was participating.
- (k) John Shields raised the issue of the potential "click for Prostate Cancer" website as raised at the previous meeting. Paul reported that no progress had been made re this suggestion.
- (l) Secretary informed members of an approach that had been made re establishing a support group in Port Augusta. Action Group is totally committed with a range of events for the remainder of this year and it was felt there was no reason why this issue could not be handled by Council. It was noted that person making the approach had taken some steps locally including arranging guest speakers who were not available until October. Secretary to maintain contact and report accordingly.
- (m) Secretary tabled and read e mail received from Port Pirie support group re the provision and availability of donation envelopes. Paul commented that these were readily available by order through PCFA and would include a copy in the next edition of the Prostate Supporter.
- (n) The same e mail also requested information relative to the supply of equipment to support groups as per the most recent Federal funding grant. This item had been covered earlier in the meeting.
- (o) Venue for next meeting was raised. The meeting is to be hosted by the Payneham group who would have the option of selecting the venue however should they choose to hold the meeting at the Arkaba Hotel this would be very suitable. Paul to follow up with group convenor.

At the commencement of the meeting the Chairman had indicated that a members only session would be held at the completion of the Council meeting. At this point non council members left the meeting room.

8. Members only business

Keith William raised his concerns relative to financial control and the level of spending by PCFA on Council and support group meetings. He commented that this topic had been raised earlier by the Council chairman and the SAC chairman who wished to take his concerns to the National PCFA Board. Secretary informed members that he was aware that Council Chairman wished to have some input into this discussion and given that he and two other Councillors were absent he felt it better to defer any decisions being made on this topic. Other members present agreed and further discussion deferred until next Council meeting.

Meeting closed at 2.05pm.

Next meeting 10.00am Thursday 16th September 2010 in Adelaide at a venue to be advised.

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(chairman)

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(date)