

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

Minutes of Chapter Council meeting held
Thursday 16th September 2010 at Arkaba Hotel
Adelaide

The meeting opened at 10.00am

Present: Malcolm ELLIS, Keith WILLIAMS, John BAULDERSTONE, Ron LEHMAN, Murray NECK, Jeff ROBERTS, John SHIELDS, Dean WALL, Bryan HEARN,
Observers: Paul REDMAN & Carla DEMOS (both PCFA), Bev ELLIS, Di BAULDERSTONE, Phyllis SHIELDS, Kay HEARN and David MERRY (Action Group)
Apologies: Phil DAVIS (Payneham group)

1. Welcome and Apologies

Chairman Malcolm Ellis opened the meeting and officially welcomed all those present including the observers. He expressed a special welcome to Carla Demos from PCFA and to David Merry as the newly appointed Chairman of the Action group, both here for their first CA Chapter Council meeting.

2. Minutes of Council meeting held 15th July 2010

The minutes of the last Council meeting held in Katherine NT were presented for approval. Moved they be accepted as a true and correct record. Keith Williams/John Shields

Carried.

3. Matters Arising

(a) Loan DVD's available from PCFA. Work still underway but Paul informed members that he hoped the items would all be available in a few days time. Work is being undertaken to set up a "loan" process and to determine any loan fees.

(b) Mt Gambier support group. Jeff Roberts provided a verbal report on the very successful Awareness evening held in Mount Gambier on September 8th 2010. The meeting had been convened by 3 local Rotary Clubs and was held in the Tenison Woods College. Approximately 160 members of the community were in attendance. From the 74 completed evaluation reports 11 indicated a willingness to help set up a local support group and 22 indicated that "may be" they would be involved.

No contact has, as yet, been made with any of these individuals with regard to setting a date for a support group launch. Following discussion it was suggested that this meeting be convened at the Commodore Motel on Thursday 7th October with Jeff Roberts to make the arrangements.

Paul commented on how well the CA Chapter organised these Awareness evenings and the follow up process re establishing a new support group.

(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 however during a recent Executive teleconference a number of additional roles had been undertaken by executive members. Secretary to distribute a final copy of the document to all groups

(d) Action List. Chairman worked through the list with the following results.

12 - Chairman to contact Ian Fisk to wind up the Association prior to the CA Chapter Conference. Noted that some funds were available for transfer at the same time.

13 – completed. 14 – Carla to undertake in near future. 15 – completed 16 – completed

17 – Arkaba OK. Appears suitable for all Adelaide based meetings. 18 - completed. Order was placed at least 2 weeks ago. Suppliers have experienced some delays but hopefully all will be delivered within the next month or so. In the meantime Paul to check all delivery addresses. 19 – completed. 20 – completed

21 – 2 types of envelope are available. Supplies of each are with PCFA 22 – completed

23 – completed 24 – completed.

(e) Fund raising. General discussion held on outcomes of fundraising by groups and/or individuals. If a donor specifically requires funds be utilised for research they should specify this at the time of forwarding their donation to PCFA however in the absence of such a direction then funding will be placed in PCFA general revenue. There are no objections to funds being donated direct to local support groups however when this occurs it is appropriate for PCFA to be notified as this will effect group budgets. Similarly if any group undertakes its own fundraising activities then PCFA should be notified of the outcomes.

Funds raised via the Bunning's program will be returned to local groups who worked with a particular Bunning's store. For those groups with no store then some funding will also be forthcoming.

(f) Banners and badges for Murray Bridge and Katherine groups. Paul informed that these had not yet been completed but tabled a quantity of business cards and brochures for use by the Murray Bridge group members. He anticipated that banners would be available within the month. The provision of items of this nature was now one of the responsibilities to be undertaken by Carla. It was noted that in the near future all support group members will be supplied with a PCFA lapel pin.

11.23 Tea break. 11.35 Meeting resumed

Chairman informed the meeting that during the tea break David Merry had expressed a willingness to nominate for one of the Council positions to be filled at the Chapter AGM in October. Chairman also informed members that he was dealing with a request for a support group to be established in Port Augusta. Originally an Awareness evening was to be held on September 21st but the proposed venue was not available and a new date had yet to be resolved. It was noted that both local Rotary and Lions club members were working together to establish this new group.

4. Financial report

Treasurer, John Shields, tabled a written report and spoke to the report. Report showed an opening balance of \$758.93. List of income and expenses detailed. Closing balance of \$1259.01

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

Paul informs members that some funds were currently being held in trust by PCFA for payment to CA Chapter in the near future.

5. Conference update

Paul provided a verbal update of arrangements made to date. He requested Jeff Roberts make contact with Professor Villis Marshall with a view to inviting him to speak at the conference. Most other speakers had been contacted and agreed to deliver their presentations however contact with others still to be made. Chairman to arrange for chapter councillors to introduce specific speakers during the conference. Paul to provide current running sheet when completed.

Paul informs that 3 delegates per support group can now attend free of charge and any additional members attending will be charged at the rate of \$50 per person per day. Regardless of how many members attend from each support group, it should be noted that each group only has one vote on any issue.

6. Chapter AGM

Secretary tabled proposed program of Chapter meetings and teleconferences for period November 2010 to October 2011 inclusive. After some discussion this was approved by consensus of the meeting. Secretary also tabled proposed Agenda for Chapter AGM. Members felt that a review of the Bunning's program should be dealt with as a separate item. Paul suggested that all support groups should be encouraged to tender a written report but not speak to it at the AGM. Felt this best left to Support Group forums to be held as part of the conference. Chairman noted that SAC appointments were made by Council.

7. Any other business

(a) Keith Williams spoke to a notice which he tabled and which was available for placement in mirrors at barber shops. Paul commented that these were available from PCFA and could be supplied with a photo included if members so wished. Space was also available at the foot of the notice for inclusion of local support group contact details.

(b) Secretary queried with Paul re acceptance of affiliation application of Whyalla group. Application has been accepted as required.

(c) Keith Williams commented on a recent survey forwarded to all members by Jeff Roberts. Members should note that all such surveys should be authorised by PCFA National Research Committee prior to distribution to affiliated members.

(d) Keith Williams noted that SAC Chairman David Gregory was seeking a report from each chapter for his annual report. Secretary to complete and forward by 2nd October 2010

(e) Dean Wall informed members of the interest to form a support group being shown by members of the community in Gawler. He informed that he was having difficulties in getting replies to e mails sent. Jeff Roberts volunteered to assist with future arrangements.

(g) Paul informed members of correspondence recently received from Murray Neck, Alice Springs support group re their anticipated receipt of funding from Central Australia Tourism. It is hoped that about \$12,500 to \$15,000 will be received. It is expected that expenditure of these funds will all remain within the Central Australia region with most of it being spent in the setting up of two additional support groups in the

region – namely at Tennant Creek and Ulara. Murray also spoke to this project and commented on adverse feelings expressed locally re the use of other funds raised in the area and how they had all been spent outside the Central Australia region.

(h) Murray Neck spoke about a recent very successful Awareness evening held in Alice Springs. About 61 members of the community attended which resulted in 14 new members joining their support group.

(i) Dean Wall informed members that on 10th October 2010 he would be attending at Goolwa to accept a cheque from a local bowls clubs. Paul suggested this be made payable to PCFA for their use as best seen fit.

(j) Jeff Roberts spoke of the success being experienced at the Riverland field day. He informed members that on day 1 (15 Sept) about 1100 to 1200 brochures had been distributed. Chairman suggested that based on this success some thought be given to arranging an Awareness evening somewhere in the Riverland.

(k) Secretary tabled e mail received from convenor of Payneham group, Phil Davis, informing of his intended resignation at the forthcoming AGM along with resignation of other long standing members. Concern expressed that unless new members were attracted there was a possibility that group could fold.

(l) Secretary informed members of letter sent to PCFA CEO and National Board Chairman re CA Council concerns at greatly reduced budget and how notification had been provided to Chapter. Noted neither party had responded to date.

(m) Paul commented on hopes that PCFA will soon be able to provide all Chapters with update financial reports in a format showing actual expenditure compared to proposed budget expenditure.

Chairman invited any comments from meeting observers.

David Merry offered to compose a list of speakers from which support group convenors could identify appropriate speakers for group meetings.

Paul then introduced Sonia Mackay to all members. Sonia is the recently appointed Community Sales Consultant for Bright Sky products in South Australia. She informed members that she will soon make contact with all group convenors and has offered either to speak or to provide speakers for all or any groups wishing to make contact. She will be in attendance at the Chapter conference.

Meeting closed at 1.00pm.

Next meeting AGM at conference on Saturday 16th October 2010.

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(*chairman*)

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(*date*)