

PROSTATE CANCER FOUNDATION OF AUSTRALIA

THE CENTRAL AUSTRALIA CHAPTER

Minutes of Chapter Council meeting held

Thursday 20 January 2011 at

Arkaba Hotel,

150 Glen Osmond Road, Fullarton

Present: Malcolm ELLIS, Keith WILLIAMS, John BAULDERSTONE, Ron LEHMAN, Jeff ROBERTS, John SHIELDS, Terry HARBOUR, David MERRY.

Observers: Beverley ELLIS, Dean WALL, Phyllis SHIELDS.

Apologies: Bryan HEARN.

Welcome and Apologies

Chairman Malcolm Ellis opened the meeting and officially welcomed all those present including the observers. He expressed a special welcome to Dean Wall who had retired as a councilor. On behalf of the council Dean was thanked for his commitment to the Chapter and all the work he has put in with the Action Group. The Chairman presented him with a PCFA Certificate of Appreciation.

Minutes of Council meeting held 18 November 2010.

The minutes of the last Council meeting held at Murray Bridge were presented for approval. Moved they be accepted as a true and correct record. John Baulderstone 2nd Keith Williams.

Carried.

Matters Arising

Working party re local health issues

??PCFA - Due to resignation of CEO and no Support Services Manager – no answers yet.

Keith happy to form sub-committee in NT re Local Health issues -- ongoing.

- Councillors to bring back ideas on policy to be followed.
- Malcolm to speak to other Chapters.

Wind up of previous Association – need to contact Ian Fisk to call a Special General Meeting – 50 6 people needed for a quorum – the Action Group has no vote.

- Malcolm to contact Ian.

Pull up banners, etc for Murray Bridge and Katherine not yet received. Also needed for Whyalla and Limestone Coast groups.

- Malcolm to contact Carla Demos

All groups to lodge lists of gear needed.

Darwin and Mitcham have printers which are not needed and are available to be passed on to new groups.

Funds held in trust for Darwin (\$1500) and Limestone Coast (\$700) has been passed on to groups.

- Bunnings money? Contact stores.
- Malcolm to contact Peter Hledik.

Fundraising and Public Events – communication? General business.

Seed money – Mount Gambier \$700 received.

- Malcolm to contact Richard Harry.
- \$500 advanced to Mount Gambier by Central Chapter has been reimbursed by PCFA.

Payneham Group – cheque sent and received by Bryan Hearn.

Darwin Oncology Unit – Bench, donated by Alice Springs, has been acquired, installed and used.

Pocket cards/Barber Shop cards – shelve for the present.

Prostate Cancer Information cards for Doctors – feed back from doctors is excellent.

Chapter Guidelines – Chairs to meet at Arkaba Hotel on 17 February 2011 before the SAC Conference. Everyone to go through Guidelines – groups to have input.

Lions Prostate cancer website – ongoing.

SA Board – No meeting date set – Villis Marshall is in London.

- Malcolm to contact Karyn Foster.

Prostate Supporter Newsletter – Karyn Foster to send supply to Limestone Coast.

Financial report

The Treasurer's Report , read and received, showed an opening balance of \$11.56. List of income and expenses detailed. Closing balance of \$1701.65.

Group Re-imbursments At present groups are dealing directly with the PCFA office regarding reimbursement, etc. John Shields asked that everything financial should come directly from Support Groups to the Chapter Treasurer, and, to expedite the claims, not to the Chapter Secretary, as would be the normal procedure, so that only the Chapter and the PCFA have financial dealings with each other and Support Groups only work with/through the Chapter. This was agreed to. Malcolm said that Conveners would be notified of these changes, and that he had more to add to this later on.

Malcolm suggested that an external hard drive be purchased for both the Secretary and Treasurer to back up their data. Moved Malcolm 2nd Terry. Carried.

- Malcolm to source.

SAC Meeting Reports and Updates

Minutes are being forwarded but were not always clear. It was suggested that any abbreviations/anachronisms used should be clearly identified.

Are observers welcome at the SAC Conference to be held in February? If possible, Malcolm would like some Council members to attend. To be advised.

Chapter Guidelines – re Closure of Support Groups.

Procedures need to be added to guidelines in the event that any group closes.

Make sure that new Support Groups do not become incorporated, as volunteers are covered by PCFA Insurance once Group is affiliated.

Payneham Group was an incorporated body. Funds have been forwarded to Bryan Hearn; assets and equipment will be transferred to the new Gawler group.

Restructure of PCFA.

Educate Support Groups to work through Chapter (finances to Treasurer).
Moved Malcolm 2nd John B Carried.

Malcolm spoke about the restructure down from PCFA to Chapter Council/SAC, to Support Groups. There is a chain of command and we need to use it, to get a system up and running with an Assistant Secretary and Assistant Treasurer.

Keith Williams expressed concern about the extra workload for officers and suggested some part time office help . Malcolm said that a paid employee, employed by the PCFA, working with the officers would be best. Terry said that the Councillors are putting in enough hours to argue for a part time person and should draw up a position profile.

Malcolm spoke about the need to draw up a document to send to all conveners. He will meet with Bryan to arrange this. Suggestions to be sent to Malcolm or Bryan.

A Special meeting of Chapter Council to be held in the Boardroom at the Arkaba on 17 February 2011 at 10.00 am to finalise details. Teleconference facilities to be arranged as this time will coincide with the monthly Chapter teleconference.

Terry Harbour to investigate storage facilities for pamphlets, stationery, equipment, etc. Keys to be held by Chair, Secretary, Action Group. A supply of paperwork, etc needed for Information evenings, field days, etc instead of having everything sent from Sydney for each event.

Envelopes available at funerals, for donations to PCFA to be stored here and Funeral Directors to be advised of their availability, so that donations do not go to the wrong organisations. Keith Williams suggested a stock of 500 should be held.

- Malcolm to suggest to SAC that funeral directors Australia-wide be advised.

Ron Lehman suggested that an item advertising the availability of these envelopes should be printed regularly in the Prostate Supporter.

Voice Recorder. Proposed Malcolm 2nd John B – that a Voice Recorder be purchased for use at meetings. The information then to be saved onto DVD. Carried.

General Business

Prostate Cancer News ? Ron Lehman.

Guest Speakers: David Merry to prepare a list of available speakers.

Paskeville Field Day: September – is a vehicle being hired to take volunteers up each day? It is cheaper to hire a vehicle than to claim mileage for your own car.

Port Lincoln: Jeff to arrange Awareness meeting.

- Malcolm to send contact details.

Western Suburbs: Awareness night to be arranged. Dr Kym Horsell (Urologist) a possible speaker.

Gawler Group: First meeting to be held 9 February.

Murray Bridge Group: Have booked site at Karoonda Field Day.

Chapter Council meetings: will all be held at the Arkaba for this year.

- Malcolm to confirm bookings.

Berri: Jeff waiting to hear from contact.

Kangaroo Island: Malcolm waiting to hear from contact. (Jeff's son's in-laws on KI involved in Lions Club).

Next meeting to be held at 10.00 am on 17 February 2011

Meeting closed at 12.50 pm.