

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

Minutes of Chapter Council meeting held  
Thursday 21st July 2011 at Arkaba Hotel,  
Adelaide

The meeting opened at 10.05am

**Present:** Malcolm ELLIS, Keith WILLIAMS, John BAULDERSTONE, Ron LEHMAN, Jeff ROBERTS, John SHIELDS and Bryan HEARN,  
**Observers:** Bev ELLIS, Phyllis SHIELDS, Kay HEARN. Di BAULDERSTONE, Bronwyn LEHMAN, Ian FISK, Graeme HIGGS representing PCFA, David GREGORY, Chairman of SAC,  
**Apologies:** Terry HARBOUR, David MERRY

**1. Welcome and Apologies**

Chairman Malcolm Ellis opened the meeting and officially welcomed all those present including all the guests.

**2. Minutes of Council meeting held 19<sup>th</sup> May 2011**

The minutes of the last Council meeting had previously been circulated..

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

**3. Matters Arising**

- Wind Up of previous Association. Chairman reported that he had anticipated this would have been resolved earlier today however requisite notice had not been forwarded to members.. Meeting now convened for 9.30am 25th August 2011 at Arkaba Hotel. Association secretary Ian Fisk required to forward appropriate notice to members. This meeting will be followed by a special Council meeting to discuss and resolve matters relating to annual conference.

- Pull up banners. Apparently a break down in communications had occurred re this issue. Members were assured that matter now resolved and banners will soon be available. Replacements banners should not be a problem either. David Gregory reported that a more stronger model was being considered for use outdoors.

- Prostate Supporter content. Problems re current issue explained by Chairman. Hopeful that will not be repeated.

David Gregory comments that new CEO considering the amalgamation of all newsletter into one National. . newsletter with each Chapter having its own insert. Similar approach being made re web sites and maintaining a link to Lions Prostate cancer website.

- Restructure of PCFA. David Gregory informs that National Board meeting convened for 4th August at which a report will be received re this matter. Staff restructure has almost been completed with all new staff members now resident in Sydney. Some changes being made as to how State Managers will be expected to perform in their role. Mention was also made of the restructure of SAC. A considerable amount of input has been received and all will be considered before final decision made. Chairman commented on how work load impacted on his ability to attend SA Board meetings. Moved John Shields seconded Keith Williams that Jeff Roberts attend future SA Board meetings as representative of CA Chapter

**Carried**

**4. Financial report**

Chairman presented a list of Chapter expenses incurred for past 12 months. In an attempt to reduce mileage reimbursements it has been decreed that for any travel over 100kms a hire car should be utilised. Hire to be arranged through Carla at PCFA office and Corporate Travel. Mention made also that PCFA does not provide insurance for private vehicle when travelling on PCFA business. Members using their vehicles for this purpose should advise their insurance company of the fact.

Total expenses for year amounted to \$119,108.19. It was noted on the list of expenses that \$11,926.81 had been allocated to newsletter and \$2,954.55 to rent. Members queried both these amounts Chairman to seek explanation from PC FA.

11.00am Short break taken.

11.20am Agenda resumed

The treasurer tabled a written report which showed a current balance of \$6,345.75  
Problems have been experienced re electronic transfer of some funds but hope to be resolved now.  
Moved that treasurers report be received Malcolm Ellis, 2nd John Baulderstone. **Carried.**

David Gregory commented that he was now vetting all expense claims. Noted that some claims being made on very old claim forms and very incomplete in details provided.

**5. Proposed National guidelines**

Lengthy discussion on this matter. Chairman requested that any further input or comment on input thus far received and tabled at this meeting be *forwarded to either him or secretary by 5th August 2011*. This will enable him to present a consolidated CA view to meeting of Council chairman later that month.

**6. SAC report**

SAC Chairman David Gregory presented a breakdown on how it was proposed to allocate over the next 3 years, the \$4 million recently received from Federal Government. It should be noted that these funds will be allocated by Cancer Australia.

12.35pm lunch taken. Meeting resumed at 13.05pm

**6. Any other business**

- Bunning's project. Differences highlighted about how different stores operate in different ways. Best advice is to work with the store in whatever way they see best. All groups are encouraged to submit orders for equipment etc as soon as possible.
- Fund Raising concert. Jeff Roberts provided up date on this project. Event to take place on 9th October 2011. Concordia College hall booked at cost of \$500. Choir requires \$1,000 payment and musicians and soloist to costs \$1,000. These expenses to be met by Chapter and reimbursed from event profits. Surplus profit to Chapter. Issue of who to organise raffle and catering to be resolved by organising committee. Karyn working on advertising via various data bases and radio. Ticket sales to be arranged by outside body but all groups urged to support event b y promoting to members. Some volunteers will be required to act as ushers and door staff on the night.
- Paskeville Field Day. All organised but names of volunteers who are prepared to attend and assist required. Event will take place on 27/28 and 29 September 2011.
- Chapter Conference. Set for 18/19 November. Will be Council meeting on 17th. Numbers required of those attending. PCFA will fund all councillors plus 3 delegates from each support group. Sponsorship or subsidy of non members to be considered at later date. Resolved to book 50 rooms at Arkaba with final number to be resolved 4 weeks prior to event.
- Venue for next full council meeting. Resolved to hold in Mt Gambier on 15th September. Attendees to travel on 14th September and meet with Limestone group that evening, hold Council meeting 15th and return home on 16th
- Council nominations. Anybody interested in filling one of the three council vacancies should get their nomination in to the secretary as soon as possible. It is vital to the ongoing success of the Chapter that these vacancies be filled.

Due to time constraints it was resolved that those matters listed on the agenda and not completed will be finalised at the *special meeting of Council arranged for 25th August 2011*.

Chairman thanked everybody for their participation and input and closed the meeting at 2.00pm

**Next meeting 10.00am Thursday 25th August 2011 at the Arkaba Hotel.**

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(chairman)

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(date)