

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

Minutes of Chapter Council meeting held  
Thursday 15th September 2011 at Commodore Motel,  
Mount Gambier

The meeting opened at 10.00am

**Present:** Malcolm ELLIS, Keith WILLIAMS, Ron LEHMAN, John SHIELDS, David MERRY, and Terry HARBOUR,  
**Observers:** Bev ELLIS, Kay HEARN, Bronwyn LEHMAN, John FRIEDSAM representing PCFA, David GREGORY, Chairman of SAC, Richard HARRY, Heather HARRY, Graham HINZE, David STACPOOLE,  
**Apologies:** John BAULDERSTONE, Bryan HEARN, Jeff ROBERTS,

**1. Welcome and Apologies**

Chairman Malcolm Ellis opened the meeting and officially welcomed those present including all the guests representing the Limestone Coast group and especially John Friedsam, the newly appointed Manager of Support Group Services..

John addressed the meeting relative to his areas of responsibility within PCFA and his views as to how he would go about his job. This led to a general discussion amongst councillors and John on a range of topics including building bridges with various Cancer Councils, use of modern technology and an involvement with local practitioners.

**2. Minutes of Council meeting held 21st July and 25th August 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 Shields **Carried.**

**3. Matters Arising**

- Wind Up of previous Association. Chairman confirmed that it had been resolved to wind up the previous Association and that steps to achieve this would be taken by Ian Fisk

. - Pull up banners. John Friedsam informed that these were ready to print. A pilot selection of 20 would be prepared for groups in most need. It should be noted that these would not be customised to specific groups as previous banners were. Apparently these new banner are designed for use both indoors and outdoors. A water bag will be required to hold them down in windy conditions. Feedback about their viability will be sought in the future.

- Restructure of PCFA. David Gregory informs that will be changed. In the future it will consist of the 5 Chapter Chairmen along with the PCFA CEO, the support group services manager and a chairman.

Discussion ongoing as to how the chairman will be selected. Various committees to be formed and established. Areas of responsibility for different committees and membership of same still to be resolved.

- Ambassador program. New program to be established. Existing ambassadors to be utilised but expected to undergo further training. Up to date information to be provided to ambassadors.

**4. Financial report**

Treasurer John Shields tabled a written report that showed an opening bank balance on 22 July 2011 of \$6128.75. Various expenses and income were spoken to resulting in a closing balance on 12th September 2011 of \$4221.31 Moved John Shields seconded Terry Harbour that report be received **Carried.**

Follow up required on the payment of some group reimbursements as a result of new finance staff being appointed at PCFA office. Follow up also requested re whereabouts of Trevor Hunt funding.

Copies of chapter council budget requested by chairman. PCFA to follow up.

**5. Proposed National Guidelines**

Short discussion on this matter. David Gregory reports that this topic was ongoing but it appears that what was proposed is close to being accepted in the various Chapters. Malcolm Ellis moved, John Shields seconded that guidelines as tabled were acceptable to the Central Australia Chapter **Carried.**

## 6. Any other business

- New groups. Chairman reports that Berri hopeful of hosting launch meeting in 3 to 4 weeks whilst Port Augusta on hold till around February next year. Mount Barker have been provided with an affiliation form. Port Lincoln looking at February or March next year and are working with local Lions club. Cooper Pedy are working well with SA Health.

David Gregory spoke on the possibility of obtaining g stats from SA Health which would assist in identifying where potential exists for new groups. The western suburbs was cited as an example where a group is needed.

- Mount Barker. Attended by David Merry
- Paskeville Field Day. All organised. Schedule of rostering has been circulated to members.
- Bordertown. Will be attending in October 2011
- Mt Pleasant. To attend in February/March 2012
- Lucindale in March 2012. Booking made.
- Cleave in September 2012 too expensive.
- Council nominations. 3 vacancies will arise. Nominations received from Ian Wagner, Alice Springs, Richard Harry and Graham Hinze, Limestone Coast and Don Lockley from Katherine (unconfirmed) Discussion followed regarding potential for "over representation" of an area or group but noted that no hard and fast rules apply under our guidelines. Ron Lehmann indicated that he would be resigning at the end of year due to a lengthy travel commitment he would be undertaking in 2012.
- Fund Raising concert. John Shields provided an update report on arrangements to date. Apparently ticket sales are slow but it is hoped that expenses will be covered.
- Chapter Conference. Set for 18/19 November. Update of attendees provided. Noted that Dr Duncan McFetridge, opposition Health Minister had accepted invite to attend and open the conference. Various speakers still to be confirmed.
- Business Plan. Terry Harbour spoke to what had been achieved under our original Business Plan. He informed members that he was in the process of preparing a new plan. He anticipated reducing the original plan of 11 pages to a simple, double sided document. Secretary to e mail copy of draft to all councillors for feedback etc.
- Bunning's project. Reports received from various group members. Some money sent to PCFA whilst other income direct to group. Where funds received by group PCFA to be advised in order to maintain overall level of income derived from project.
- Reimbursements. Treasurer reported that he had a petty cash account from which groups would be reimbursed for their cash expenses immediately. Members agreed to this system but David Gregory commented that accountability must be a priority. All groups needed to submit their allowance claims to treasurer who would forward to PCFA in bulk. Payments made by PCFA direct into group accounts.

1310hrs Break for lunch

1335hrs Meeting resumed

- Group liaison. Chairman indicated that in his opinion there was a need for groups to be kept involved in Council happenings. Since it was quite expensive for council meetings to be held at group locations he proposed a system where perhaps 2 ex-officio officers (retired councillors) could be appointed in a liaison role. Matter for discussion at next council meeting.
- Insurance issue. Keith Williams spoke of damage sustained to his car windscreen whilst driving to Palmerston re Bunning's matters. John Friedsam undertook to consider insurance responsibilities of PCFA in this matter. Members to note that if travelling over 200kms then car hire is the preferred option.
- Disclaimer notice. Richard Harry raised issue of a disclaimer notice being shown prior to meetings. Chairman undertook to e mail copy of notice and discuss contents during next chapter teleconference. Richard also raised the issue of having a local "pull through" on the bottom of local TV ads. David Gregory will reply in writing at later date.
- BBQ aprons. Comment made about PCFA BBQ aprons being made from a synthetic material which were a fire risk. David Gregory to inform PCFA and advise accordingly
- Barber shop notices. David Gregory reported that these had been order and would be available for distribution soon.
- Facebook. Some discussion re use of Facebook for showing Council events such as meetings etc. Also we should consider placing a copy of the Council meeting schedule and a listing of groups with contact details in the Prostate Supporter magazine.

- national conference. Consideration is being given by PCFA to hosting a National Conference of support groups to replace individual group conferences. Apparently SA Govt. has offered \$250,000 to host conference in SA in 2013. Suggested that half a day for chapters to hold own conference and day and half for overall general conference. Also has been suggested that a National magazine be developed and "posted" electronically to reduce current costing. No time frames suggested for implementation.
- SA State Manager. Some discussion on the need to have somebody appointed to this role but in the meantime matters to be dealt with by Council where possible. Fund raising to be responsibility of Board.

Chairman thanked everybody for their participation and input and closed the meeting at 2.40pm

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*(chairman)*

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*(date)*

*Next Meeting Thursday 17th November 2011 prior to Conference at Arkaba Hotel, Adelaide.*