

PROSTATE CANCER FOUNDATION of AUSTRALIA

CENTRAL AUSTRALIA CHAPTER

COUNCIL MEETING HELD AT THE ARKABA HOTEL - 14/03/2012

PRESENT: Ian Wagner (IW), Doris Klenke (DK), Keith Williams (KW), Malcolm Ellis (ME), John Shields (JS), David Merry (DM), John Friedsam (JF) (Manager, Support Group Services, Head Office, Don Lockley (DL) (Teleconference connect).

OBSERVERS: Beverley Ellis, Max Klenke, Terry O'Brien.

APOLOGIES: Terry Harbour, Richard Harry.

The meeting opened at 9.15 am after a problem connecting with DL by telephone.

In future any Councillors joining by Teleconference must use the standard PCFA codes for connecting. eg: 1300 663 845, then 5555# and repeat 5555#

1. **IW** as Deputy Chairman, opened the meeting by welcoming all Councillors present, with a special welcome to **JF** , and also to the observers present.

IW stated that he would Chair the meeting strictly on orthodox business lines, and for his initial statement would not accept interruptions.

IW discussed the issue that some Councillors had expressed disquiet at the absence of the Chairman from several meetings and that he wished to clarify the point by taking a vote of confidence in the Chairman from all present. There was no need for a secret ballot as by a show of hands all present including **DL** expressed confidence in the Chairman and wished him to remain.

ME made the point he felt he was being 'targeted', but stated that the Chairman had his total support, even if, on occasions, he disagreed with certain issues. He was adamant he did not wish to see a divided Council.

IW added that the NSGC had endorsed **TH** as a valued and respected member of that Committee. Confirmed by **JF**.

2. **MINUTES OF THE MEETING of 19/01/2012** were referred to. **ME** moved the minutes be accepted. 2nded by **DK**. Carried.
3. **MATTERS ARISING FROM THE MINUTES**. As most matters were listed on the agenda, the meeting moved straight to the Financial Report.
4. **FINANCIAL REPORT (JS)** As attached, along with the Bank Statement. Funds held at present amount to \$2,456.

Questions of **JS**: **ME** referred to the account referred to him by the Arkaba Hotel resulting from the November Conference for \$6,000+ , where the overall budget for all Conference costs was below \$12,000. **ME** stated that we had received excellent discounts offered by the Hotel and that a Certificate of Appreciation should be forwarded. He also added that Peter Hurley would arrange an excellent deal when the Awareness Night was being held in Port Lincoln.

JF would follow up the Arkaba Hotel acknowledgement immediately, and he would also ensure the Hotel account from November was attended to at once. **KW** also added his appreciation of the Arkaba staff and the facility.

It was then noted that **ME** acknowledged his apology to Carla Demos and that he had been in error. **IW** had apologized to Carla on behalf of the Chapter Council, and it was also noted that Carla had accepted the apologies and had appreciated the call.

IW reinforced the point that all Chapter Council accounts must be passed on to **JS**, and stated his appreciation of **ME**'s relationship with the Hotel.

KW then asked **JF** if he could investigate when the Bunnings Darwin store money would be transferred to the Darwin Support Group as this had not occurred to date.

5. **DEPUTY TREASURER : JS** advised that no offers had been forthcoming.
6. **TELECONFERENCING of MEETINGS**. **KW** reminded members of the need to use the facility. Council should be reminded each year that Support Groups be advised that it is available for them to observe for Council Meetings.
7. **DISCUSSION of NSGC PAPERS**. **IW** suggested Council should wait for two more NSGC meetings because of staff & committee member changes. There are many issues the committee is considering for which decisions are yet to be made. **IW** pointed out that as Vice Chairman of our Council he had been invited to the meeting of 15/3/12 in **TH**'s absence but had been unable to change his air ticket. Normally with notice he would travel to the Sydney meeting if **TH** was unable to attend. **KW** commented that it was **TH** who persisted with the NSGC for Vice Chairmen to attend in the absence of Chapter Council Chairpersons.

8. **FINANCIAL TRANSPARENCY & PCFA DIRECTIONS:** **JS** expressed concern over the way he read **TH**'s overview of the NSGC papers re bank accounts with the CBA, and sought clarification.

JF Stated that Chapter Councils all have accounts with different banks & PCFA has no knowledge of account details. The Finance Dept (Sydney) would prefer all Chapter Councils to co-operate as PCFA needs transparency so that all volunteers are covered in the matter of financial transactions. ie: All invoices should pass to the Chapter Treasurers and then pass on to Head Office, but at present this policy is not in place. He stated this was not a 'control mechanism' of Chapter affairs but covered the problem of change in office bearers, and would allow Finance to streamline matters and put in place measures that put PCFA as liable for cover. It is hoped that by April an agreed system would be available so that Helen Falconer's team could train all treasurers to the system then common to them all.

JS then asked **JF** what was happening to the Government funds given to PCFA for Support Group use. **JF** replied that the rules have been clearly mapped out by the Federal Government and that he would in the future go through all details in a presentation.

KW then asked **JF** how often was the NSGC meeting?

JF advised that for the 1st 3 months (March, April & May) they would meet monthly. The committee needs to decide the level of funding affordable and required by the (up to) 200 Support Groups on a monthly basis in relation to income from fund raising etc. A new staff member has been appointed specifically to address fund raising. He stated that Chapter Councils are part of PCFA, however Support Groups are different, while affiliated, they are not actually part of PCFA, and therefore need financial support but PCFA needs to establish a funding base for them. ie: PCFA needs to have clear rules and strategies for Support Group funding.

ME stated that there was no clear policy in the past, and that clarification of what members claim and do not claim is needed. He added that clear answers are difficult but necessary.

IW stated that if an expense was incurred eg: mileage costs, it needed to be claimed.

JF said he looked forward to May/June by which time crystal clear guide-lines should be available, and that feed-back would be welcome.

IW stated that to date the Alice Springs Group had never made a claim but certainly would have a need in the future.

9. **DRAFT JOB DESCRIPTION (LIAISON OFFICER):** **JS, ME and KW** have considered the issue. **KW** had discussed the issue with Daryl Hyland who holds this position in Queensland. Awaiting financial support decision from NSGC. The draft has not been seen by all Councillors. This needs to be discussed at the next meeting.

10. **TRAVEL ARRANGEMENTS:** **KW** referred to **RH's** situation. Also **DL** advised that Corporate Travel would not cover his bus booking from Katherine to Darwin, involving him in expense and then having to claim for reimbursement. **JF** to speak to Carla and Corporate Travel to clarify. Corporate Travel do book regional travel with Rex Airlines. **KW** yet again stated that local people need consideration, as alternatives may be cheaper for PCFA and an easier arrangement time-wise. **IW** suggested a paper be prepared with details of alternatives for submission as specific examples, for Carla and Corporate Travel to consider.

DK questioned mileage claim arrangements. **JF** stated that if a return trip was less than 200 kms own vehicle and a claim was in order, for covering mileage and wear and tear, but for say a broken windscreen, this was not covered, but would come under comprehensive insurance by the driver. In some instances common sense should prevail ie: excessive travel to hire car depot in when claiming mileage would be more sensible.

11. **PROSTATE SUPPORTER MAGAZINE:** **KW** felt the appearance was too late for the news content, and may be it should come out earlier in the month.

ME said that technically, Anthony Lowe states that he (**ME**) is the editor. Also currently

JF stated that the Vic/Tas publication has moved to a quarterly magazine.

IW asked whether it could incorporate a directory of contact people of Support Groups etc, just phone numbers and not full details, other than a schedule of meetings. **DM** agreed to collate a list and forward to Karyn.

DK advised that the Murray Bridge Support Group sends a report to the local paper (the Murray Valley Standard) for publication each month which is free.

12. **ACTION GROUP REPORT: (DM)** The last meeting was held 12/03/12 and the Group welcomed Ian & Loretta Wagner. Helen Barnard from the Cancer Council was present and reported on a number of issues to do with screening for cancer. She is a member of a local Committee applying pressure on the Federal Government to upgrade the Bowel Cancer Screening program to every 2 years. She also spoke about a 'Decision Aid' program being trialed in certain Victorian Dr's Clinics for Prostate Cancer information. I understand a kit is Available in the Dr's waiting room which prompts the patient to ask questions of the Dr

About PC pertinent to the patient. The scheme may be introduced to SA. Also there is a new Training module on PC for GP's (they earn education credit points) being introduced by Andrology Australia.

DM reported then on Awareness Night planning and other activities.

- Western Suburbs – still hoping Dr Dick Wilson (a Director of Rotary Health) may be able to induce a Rotary Club in the area to sponsor a night.
- Pt Lincoln. Planning advanced by Jeff Roberts and the Rotary Club of Pt Lincoln for Monday June 25th.
- Mt Barker. Planning underway with Jeff Roberts booking the Golf Club as venue for Tuesday May 22nd. Dr Richard Wells to be principal speaker.
- City of Playford 'The Fit Element' all day event being attended by the Gawler PC Support Group and the Action Group on Saturday May 5th.
- Riverland Field Days booking made by the Action Group to involve the new Riverland Support Group members on Wed/Thurs September 19/20th.
- Clare. Booked for Monday November 5th with John Monten of Mid-North Health Service.
- Yorketown. Booked for Monday November 19th also with John Monten of MNHS.
- Mt Pleasant Show held on Saturday March 17th with the Action Group and the Murray Bridge PC Support Group. Great day, big crowd & an excellent response.
- Lucindale Field Days March 16/17th attended by Action Group & 12 Limestone Coast PC Support Group members also a great success. Thanks to Jeff Roberts organizer.

Kapunda Farm Fair. Action Group to support Don Piro and the Barossa Group on April 20/21st.

13. GENERAL BUSINESS:

- 1) WORK LOADS AT SYDNEY OFFICE. **KW** expressed concern re work loads of contact staff (especially Carla & JF). **JF** advised that some more staff recruiting was occurring. He mentioned appointment of Charlotte a Project Officer and also Kelly, to help drive the Cancer Australia material, and to assist with travel bookings etc. **JF** admitted that PCFA has been in 'catch-up' mode, and advised that Anthony Lowe's leadership has been impressive.
- 2) BANNERS. **IW** on behalf of **RH** advised that the banner given to the Limestone Coast PC Support Group was not suitable for vehicle transport. **JF** advised there are banner rods which break into 3 pieces making it possible. **ME** confirmed there was a 6 month trial period for the new banners to be reviewed. **IW** mentioned the Alice Springs Group had dealt with Selby's of Melbourne a firm with a large range of banner forms. **JF** advised that for affiliated Support Groups there was only one

- option of banner at present. **DM** then asked whether PCFA artwork would be available for groups to have banners/notice forms made locally. **JF** advised he was expecting currently minor changes to Corporate artwork by PCFA which would be available in about 3 months. He also stated that using the logo, as on the Supporter and the blue ribbon was perfectly acceptable.
- 3) TENNANT CREEK . **IW** is relating to David Amundsen and after discussion they have deferred on an Awareness presentation. David works with indigenous communities and the police would need to be involved for a regular men's meeting, but he thinks when all these groups can be present , a presentation could be possible in Tennant Creek.
 - 4) WIN TV GOLF DAY. **IW** or **RH** . It was discussed that PCFA needs to be involved in planning if it is to be a large event. **ME** advised that a fund-raising request form needs to be filled out & returned to PCFA for approval. **JF** stated that Insurance liability would be involved for any larger event other than say a BBQ.
 - 5) BBQ APRONS. **JF** advised that these were being replaced as they are flammable, are being ordered at present, and should be available by September for events.
 - 6) CASUAL VACANCIES ON COUNCIL **IW** stated that wording was required in the appendices to cover for casual vacancies if they occur, as this issue is not included in the National Guidelines.
 - 7) TELECONFERENCE START TIMES **ME** moved that start time be adjusted to 9.30am Central Standard Time. 2nded **DM** Carried. Discussion re face to face Council meetings start time agreed to begin at 9.30am. The Teleconference listed for 19th April was requested to be moved to April 26th as both **IW** and **DM** were unavailable on 19th.
 - 8) PC NURSES and the TREVOR HUNT and JIM WHITE monies. **ME** announced his total frustration at the lack of information from PCFA on what happened to those memorial funds set aside for PC Nurse training. He stated that enquiries to Paul Redmond, Graeme Johnston, Andrew Giles and Anthony Lowe had yielded no response. Coralie Hunt has asked questions re use and stated that if the funds (thought to be about \$7,500 in total) were not to be used for Nurse training, then she would accept the funds being used for other purposes in South Australia. **JF** advised that at **ME's** request Helan Falconer had been asked to review the situation. She has checked the software and was unable to find the funds entered in one block, and suggested may be there were a number of entries, and they were not listed under 'Trevor Hunt'. **ME** said that at the Barossa Conference Paul Redmond stated the Hunt funds amounted to \$6,200 plus (October 2010). **DM** added that the Action Group long term members stated that an amount of about \$1500 in memory of Jim White, a former Adelaide Support Group member, was sent to PCFA to add to the PC Nurses training fund. **ME then stated that he would be sending a document to everyone, including Anthony Lowe, as a personal**

comment on his current observations of the Foundation. **JF** then said he would try and trace records of donations in Trevor Hunt's name from June to November 2009.

IW then asked for comment on the current situation, and asked whether the Nurses could cross borders. **JF** replied that Julie Sykes manages the program, which is embedded in area health services. It appears at present there are 13 Nurses placed, one or two with contracts, all placed in Hospitals. Contract negotiations have been difficult but moves are continuing. There have been over 66 applications around the country. A committee has reviewed the applications. At present there is a pilot test for a 2 year period. If this is successful, PCFA may lobby the Government for funding. The program is to be evaluated and brought up to best practice standards, to be fully reviewed at the end of 2 years.

9) REQUEST FOR KARYN FOSTER TO ATTEND INITIAL SEGMENT OF COUNCIL MEETINGS.

DM spoke to the considered advantages of Karyn attending meetings. **ME** added comments about the roles of the Board and the Chapter Council. **IW** suggested we gave her 'questions on notice', and thought the Board may need to give her permission to give broad details of the Board activities. **KW** thought restricting her input to 'questions on notice' was too severe, and suggested we refer to **TH** for comment. There was general agreement it would be valuable to have her present for input and questions eg. Re PC Supporter. **JF** added that at the NSW Conference last month, two local Board members including the Chairman attended. **DM** was directed to invite Karyn to relate to the Board to give permission to circulate the CV's of the members to the Council, and it was suggested when the next Conference was being planned, an open invitation be given to the Board members to attend.

10) ELECTRONIC HEALTH RECORDS.

KW requested **ME** for a power-point presentation at the May meeting on Personally Controlled Electronic Health Records. This facility is available in the NT.

11) REQUEST FOR MERV HUGHES TO SPEAK AT THE Pt LINCOLN AWARENESS NIGHT.

JEFF ROBERTS asked for the Councils consideration whether to ask Andrology Australia for Merv Hughes to be a speaker at Pt Lincoln as an added 'draw' for the night. There were tough requirements on numbers present as affected costs etc. **ME** offered useful discussion in relation to talk content as it would affected the Urologist's information and it was decided not to recommend the approach, but perhaps consider him for a Conference position as he speaks impressively.

12) COSTS INCURRED FOR COUNTRY PATIENTS HAVING PC TREATMENT IN THE CITY.

MAX KLENKE stated that Murray Bridge patients having treatment in Adelaide could not claim for travelling costs and were not eligible to stay at the Cancer Council Lodge. Apparently claims could only be made for support if residing > 100kms from the city. **KW** commented that the SAC had made a submission to the Federal Government but it had not been followed up. It was suggested Council should approach the Cancer Council for comment, and **ME** said that from discussions in Berri, he thought the Federal scheme was now run at State level. **KW** advised that in the NT patients are allowed \$35 / day and that it cost **DL** of Katherine \$3,500 for his treatment. **IW** stated that if a patient was sent from the NT to SA, Cancer Council accommodation was free, but that in each State re-imburements differed. **JF** advised that PCFA was working for high level awareness and advocacy and for strategic partnerships with consumer groups (Cancer Voices), as they have a stronger national influence. He advised that the Chapter Council should place the issue before PCFA so the Foundation could build on it and add 'push'.

13) AMBASSADOR PROGRAM

ME mentioned that funding for the program stopped in 2010, now the program was under the A and E Committee, when will content training be offered and when are PCFA contacting the former Ambassador Speakers? **JF** responded with the news that a questionnaire was about to be sent to the Ambassadors, and that PCFA now had the resources to co-ordinate it all. **KW** feels the survey should canvass Support Groups, and there should be provision for comment on whether an Ambassador may be considered inadequate. **ME** considered the program requires a level of 'auditing' on delivery, content etc. **JF** stated that there would be PCFA engagement with Ambassadors by April, and that with no Adelaide office, he had inherited this issue.

QUESTIONS and ANSWERS.....

IW How soon before PCFA advertise the 0.6 time position for SA/NT ?

JF The position in WA was interviewed on 13/3/12. The appointee is expected to begin in a month. The SA/NT position he hoped would proceed soon, after confirmation that an office can be provided by the Cancer Council (SA).

IW tabled an application for affiliation from the Mt Barker Group. **ME** moved it be accepted. **JS** 2nded.

IW referred to criticisms from Support Groups of poor communication. **IW** and **TH** have discussed this, and while we are awaiting on NSGC to forward a range of details, it has been suggested we hold Executive Teleconferences bimonthly for the time being. **ME** moved the motion 'That the Executive Teleconferences be held bimonthly, unless otherwise required' 2nded **JS** Carried.

Bev Ellis asked how Councillors felt about Chapter Council meetings being reported in the Supporter. **ME** thought some items discussed could go in, and then added that Convenors can obtain minute details from the web site. Given to the Secretary to address.

JS stated that Support Group budgets are required by the end of April.

JF referred to budget requests. PCFA require details of funding. They want a sense of what Groups require funds for, how much they can manage from their own funds, as PCFA may not be able to fund all requests, as there are now of the order of 119 Groups.

ME moved that a small committee be formed to organize the Conference program for October/November, as in other years planning had been left to the last minute. It has been discussed between **TH** and **IW** , as **TH** will be away during October 2012.

IW thanked all for their attendance, particularly **JF**, **JF** stated that he would attend, future meetings if not in person by tele-conferencing.

Meeting closed at 1.30 pm.

CHAIRMAN to sign.

Date.....

NEXT MEETING: Thursday 17th May at 0930 hrs. Arkaba Hotel, Osmond Room.