

PROSTATE CANCER FOUNDATION of AUSTRALIA

CENTRAL AUSTRALIA CHAPTER

COUNCIL MEETING HELD AT THE ARKABA HOTEL 17TH MAY 2012

PRESENT: Terry Harbour (TH) Chairman, Ian Wagner (IW), Keith Williams (KW), Doris Klenke (DK), Richard Harry (RH), Malcolm Ellis (ME), Don Lockley (DL), John Shields (JS), David Merry (DM), David Gregory (DG) Chairman, National Support Group Committee.

Visitors for part of the meeting; Karyn Foster (KF), and Lauren Wood (LW) Prostate Cancer Specialist Nurse at RAH.

Observers: Beverly Ellis, Phyllis Shields, Max Klenke.

APOLOGIES: None

The meeting opened at 9.30am

1. The Chairman (TH) welcomed Councillors to the meeting, welcomed the observers, and introduced
2. David Gregory to the meeting. He advised that John Friedsam would arrive later.

3. MINUTES of 14/03/12

Item 4 (Financial Report) November Conference cost adjusted from \$12,000 to \$17,500.

Alteration signed off by Ian Wagner, Chairman 14/3/12.

4. MATTERS ARISING:

- Financial Transparency (JS) Explanation of previous comments required. JF had earlier advised that comments related to the Federal Govt grant and that he would follow up with details at a later meeting. DG advised that PCFA through JF and other paid staff proposed & submitted a funding agreement with Cancer Australia over what will happen over the next 3 years. (Refer to agenda item 6 (NSGC report). TH will approach JF to give details of funding.

- Liaison Officer (JS, ME, KW) for SG contact & support. ME reported a draft report is awaiting approval. Stated that the 2 distinct areas (SA & NT) could be covered by one person in SA & one in NT, especially as most contact is by email or phone, allowing for an occasional visit. Feels he could take it on now, and KW would do like-wise for the NT.

DG advised that Daryl Hyland looks after all QLD SG's – works full time. In NSW, Vic, & Tas, all have the same setup where one Chapter Councillor relates to a cluster of SG's. eg in NSW 5 SG's per Councillor, in Tas, 3, in Vic 3 or 4, so it doesn't mean frequent visits, a phone call 1-2x per month, & a visit say 2x/ year. KW stated system tried in Qld & didn't work. IW advised in NT they have a phone hook-up between groups every other Monday & it works well for them. TH concerned that regular contact with SG's in SA is not happening. RH speaks with Alan Manfield & Terry O'Brien 2 weeks before each CC meeting TH suggested we trial Liaison Officer activity for the next 6 months. ME will relate to Berri, & Pt Augusta. KW to continue with NT. Other Councillors for suburban SG's to nominate. CC to review progress at AGM, and SG contact notes to be a listed agenda item for each CC meeting.

- Trevor Hunt Fund. DG noted to try & follow-up and report back. Paul Redmond originally set up the arrangement.

- Karyn Foster Report.

At this point of the meeting Karyn had arrived to give input on a number of matters. Stated that she is now working 5/7 plus time for PCFA. Her original brief was to fund raise through her long term business & media contacts. She is now looking to put together a 'partnership' towards annual events so that when she retires, a template of events exists for contacts (Firms & TV companies etc). Her activities are about relationship building & she will send a list of Jan to April activities to DM to distribute to Councillors. Also attends research events & described many events she had organized. Expressed the hope that funds raised in SA would stay in SA (wants a lists from Head Office) so she can give specific feed-back to corporates. ME requested dead-line for Supporter articles to be brought forward 2 weeks. KF stated the send-out is a 5 day process, will follow up the request.

- Introduction of Lauren Wood (Newly appointed Prostate Cancer Nurse to RAH) Lauren explained her back ground, and involvement with RAH pts once diagnosed by biopsy. Her goal is to streamline pt handling process, & role includes counseling & psychology, and support of carers & partners. Hopes to move around the State & will be seeing pts whose Urologist works at RAH and also consults in other centres. She is

employed by SA Health, topped up by PCFA, and wishes to be very accessible. Has one major issue with PCFA & says they should be looking at pressing for funding for erectile rehabilitation to be funded for public pts as there is nothing available. Royal Hobart Hospital has a service & RGH Daw Park did have in the past. All present were most impressed with her comments and were pleased to meet her.

- Matters arising from the minutes continued ...

DG spoke about budgets. Accounting system at PCFA being updated (huge job as MYOB plus not up to it) CEO presenting budget to Board on 30/5/12. JS NOT now calling in budgets from SG's. SG's will be allocated a certain sized sum for expenses incurred. Claims for allowable expenses will be refundable. SG's will need to seek advice for extra costs. Questions were raised re: mechanism for monthly reports to indicate how costs are going, also procedure for travel costs. DG stated guide lines will come from PCFA for travel arrangements, own vehicle use, also with guide lines.

IW referred to the minutes item 10 stating that airfares booking responsibility was Carla's as 1st point of contact. TH to clarify with Carla re Arkaba bookings, morning tea & lunch bookings on meeting days etc.

Ambassador Program ME met with Margi Bennett & Lisa Chang. Program to be relaunched in September 2012. Emphasis will be on training and content, with a yearly revue. There was also comment made on the selection of Ambassador speakers.

5. FINANCIAL REPORT

JS presented the Financial Report and Bank Statement.

As at 6/05/12 Balance at Bank \$ 2,295.78 with Petty Cash of \$357.80

JS stated Bank is now allowing electronic transfers after sighting meeting minutes.

Report tabled, TH moved that Statement be accepted, all agreed.

6. NATIONAL SUPPORT GROUP COMMITTEE REPORT

DG reported that the Federal Govt granted PCFA \$3.9 million over 3 years 'for support services for men & families to deal with PC., to be administered by Cancer Australia. An agreement was finally signed off in September 2011 allowing the 1st payment to flow &

now payments flow every 3 months, with details of how the funds are to be spent. About the appointment of the 0.6 time position for a SA staff member, JF will meet the Cancer Council later today to discuss a site office.

DG then spoke of the need for training for SG Convenors, Chapter Councillors etc to make sure the Foundation is offering the best possible advice & support available. He stated that up to now, Dr's were not confident good advice was being offered. The standard of advice should be the same across the Nation. Secn 2 of the NSGC report deals with SG policies, provision of appropriate books, DVD's, brochures etc, and about training & provision of people to help run SG's. Role descriptions are now available to help possible volunteers at the time of selection of Councilors & office holders at an AGM. The 3rd funding area relates to Web base for giving a communication point for accurate information and up-dates. Therefore the focus is strongly on the SG's. The function of fund-raising, awareness etc is not the concern of SG's. The NSGC is currently working with professional advertisers to mount an advertising campaign.

(JOHN FRIEDSAM arrived at the meeting at this point (12.10 pm)).

TH introduced the issue of the **National Conference**, which he stated was of major concern to the Central Chapter, as it would preclude most of our members from attending. Our Chapter feels the AGM and annual Conference includes by right, all members of the Central Chapter.

IW said selection of an attending SG member could preclude a Councilor, also partners who attended in the past could be precluded.

JF then advised that the Conference would be , with Cancer Australia funding, primarily for training SG leaders. It would be a focused program on up-training skills. He believes there had been confusion about the role of this Conference. He then advised there could also be State based training in say Darwin, Alice Springs & Adelaide. Bringing regional training with

local level sessions is one of the requirements of the Ca Australia funding.

TH stated he remained confused as Anthony Lowe had given a different impression.

JF stated that it **is definitely a National Support Group Conference** of which AL is speaking & agreed that AL may have given the wrong impression. JF thinks there would be about 300 Delegates from all SG's around the country. TH asked if this Conference was then replacing our State AGM & Conference funding-wise. JF said **yes** this Conference would replace (funding-wise) the previously funded AGM/Conference, because of so much change with awareness and education programs.

DG then questioned about Chapter Conferences, commenting that other Chapters in the past had not held Conferences as we had. He felt the issue of holding a Chapter Conference for less than \$20,000 was not a problem for him and should continue. **JF AGREED.**

TH proposed contacting AL to put a case forward supporting funding for the Central Australia Chapter AGM/Conference to be held in November 2012.

JF agreed that the National Training Conference for SG delegates of which he was speaking is a different issue.

DG suggested he & **JF** should speak with **AL** and put forward the need for CACC funding for a local Conference. He suggested the **TH** proposal be put to the NSGC for placing before the **CEO**. He added that he and **JF** needed to confirm that a National Conference will happen, as it was yet to be confirmed by PCFA.

7. OTHER BUSINESS

- Discussion on Action Group events, Mt Barker & Pt Lincoln. Jeff Roberts progress report noted and his hard work recognized. All were in agreement with his costings for the Pt Lincoln event. TH requested a letter of thanks be sent to Sue Tulloch, Physiotherapist & coordinator of the Mt Barker SG for her contribution to the Mt Barker Awareness night. (DM to follow up).

- ME referred to the inaugural SG meeting Paul Smith has planned for Tuesday June 26th in Pt. Augusta. He plans to attend, with Alan Manfield & also Terry O'Brien. The Flinders Hotel is a no cost venue. ME also mentioned Coober Pedy, stating that contact would be through Pt Augusta.
- IW stated that the Alice Springs SG would attend the Tennant Creek Show & that the Ted Whitten Foundation may provide funding for a PC nurse training position.
- COUNCILLORS & PROXIES.

RH had advised that Graham Hinze had offered to cover for RH at the July meeting. (He did question whether the situation of too many proxies at a meeting may occur if too many Councilors were away). There was considerable discussion re voting rights. The general consensus was that any Chapter member may attend a meeting at any time, without voting rights, but with the capacity to offer comment through the Chair, and it was not considered necessary to have a formal proxy to cover the absence of a Councilor.

- MOVEMBER

DM requested information on the relationship with PCFA. JF & DG spoke about the positive effect of the Foundation and the massive funding they raise & their support for PC research. They are a major men's health fund raising body & PCFA has a good relationship with them.

- BARBER SHOP NOTICES

RH noted that mention of these was made some months ago in Qld. DG advised that in private places (Airports etc) there is a charge to place them. There is an issue over the use of logos : refer to Lisa Chang.

- LIBEL / DEFAMATION

KW referred to an article he wrote for the 'Supporter', 3 lines of which caused concern for David Sly. Legal advice suggested there may have been a problem. Point needs to be made re articles for a public document. TH reminded the meeting of the people involved in an action if a problem arose (eg: A. Lowe, Printer, D. Sly, TH having reviewed it. Therefore as an official PCFA publication the boundaries of legal libel need to be observed & met with. JF advised there has been past tension around other Chapter newsletters so AL has brought in changes to balance how PCFA is promoted. There could be a risk on a national basis of putting off GP's etc.

- NAME BADGES

DK asked if group name badges could be made available. Stated that they cost them \$5.00 per member. Discussion around paper computer-generated names in plastic slip –on holders considered adequate. Considered too expensive for individual classy badges to be made, possibly group badges could be considered.

- MURRAY BRIDGE SG letter tabled

Re: diet and healthy foods. DG stated PCFA was not technically equipped to provide answers. Suggested letter be submitted to the Awareness & Education Manager for a response.

- PSA TESTING

Media controversy on the subject. DG advised that PCFA has a strong opinion on the topic and this is readily available. (Men over 50 for annual testing and over 40 if with a family history). He advised there would be a National stance on testing & screening from PCFA & other Medical/Research types to soon be issued as a joint statement.

- INSURANCE FOR EVENTS

IW requested an update re cover for awareness activities etc. DG advised for the present use the current policy. A review of cover for all activities is at present in the hands of the Board Chairman & Vice-Chairman (Both are qualified Insurance officers).

- BUNNINGS BBQ FUNDS

KW stated he was still trying to obtain funds (\$800) from 2011 Bunnings BBQ, and strongly suggested to Groups they ensure they obtain a receipt from Bunnings after any event. JF advised that receipt 'codes' on Bunnings receipts are very important as some codes direct funds to the National program.

- MENS HEALTH STRATEGY UNIT

KW spoke of this Unit within NT Health Dept. which is specifically involved in a 'Pit Stop' program. This is a non-threatening activity which can alert to a 'refer-on' for men with problems. He also spoke of the 'E-Health program' in the NT due to begin in July 2012. Involvement requires GP practice to be a participant in the program.

- LIMESTONE COAST PROMOTIONS

RH spoke on the subject of Bakers Delight and 'blue' fingerbuns in view of 'pink' fingerbuns project aiding Breast Cancer. To refer to Lisa Chang for comment.

WIN TV Golf Day. TH felt that LCSG Chairman should fill out forms for Insurance cover application as the Group is not seeking funding, only operating awareness activity with no return. TH suggested WIN TV would have their own insurance.

- TREASURERS POSITION

RH has reviewed JS's system and feels confident he could work with it. Stated his concern re absence from July/August each year but JS agreed to cover RH's absence when required. RH 's offer universally accepted.

- JF advised of 2 questionnaires to come out shortly. These will come to Chapter Councillors before being sent to SG's. They have been OK'd by Sydney University Ethics Committee.

- RE: AGM/ CONFERENCE

ME suggested CC meeting be held in the morning, AGM to follow in the afternoon and the Conference to begin that evening, and continue the next full day. To consider whether a 3 day meeting would be much more expensive. To follow up.

Meeting closed at 3.05pm

NEXT CHAPTER COUNCIL MEETING THURSDAY 19TH JULY 2012 AT 9.30AM.

(Noted that RH and DL will be absent).

CHAIRMAN..... DATE.....