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# **AUSTRALIAN COUNCIL OF STOMA ASSOCIATIONS INC**

## **46th GENERAL MEETING**

***Held in Adelaide, SA on Saturday, 17th October, 2015***

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### **Agenda Item 1 Welcome, roll call, proxies. Confirm agenda and accept rules of debate**

The President opened the meeting at 8.30am and welcomed all delegates and observers.

Executive Members Present were:

<b>President</b>	Geoff Rhodes
<b>Vice President</b>	David Munro
<b>Secretary</b>	Rosemary Quick
<b>Treasurer</b>	Peter Lopez

ACSA Administration Officer, Kylie McGrory, was also present.

Associations represented were:

<b>ACT &amp; District Stoma Associations</b>	Rosel Robertson	Dave Ramsay
<b>Colostomy Association of NSW</b>	Eugene Tomczyk	Peter De Luca
<b>Ostomy NSW Ltd</b>	Tom Flood	Bob Newman
<b>Ostomy Tasmania</b>	Sue Hoyle	Maree Mills
<b>Bendigo and District Ostomy Association</b>	David McCauley	
<b>Colostomy Association of Victoria</b>	Barry Morgan	Brendan Smith
<b>Ileostomy Association of Victoria</b>	Janice Anderson	Wendy Taylor
<b>Ostomy Association of Melbourne</b>	Ian Samuel OAM	Sue Reid
<b>Peninsula Ostomy Association</b>	Chris Terdich	
<b>Warrnambool Ostomy Association</b>	Ray Hoy	
<b>Ostomy Association of South Australia</b>	Bruce Harvey	Ruth Horne
<b>Ileostomy Association of South Australia</b>	Ian Draper	Jean Norton
<b>Gold Coast Ostomy Association</b>	Warren Rayment	Norm Kelly
<b>North Queensland Ostomy Association</b>	Gwenda Williams	
<b>Queensland Ostomy Association</b>	Bernie Preuss	Jocelyn Stocker
<b>Queensland Stoma Association</b>	Gerry Barry	Geoff Melton
<b>Toowoomba &amp; SW Ostomy Association</b>	Bob Schull	Rebecca Jenkins
<b>Wide Bay Ostomy Association</b>	Trina McRae	Heather James
<b>Western Australian Ostomy Association</b>	Jess Whitehouse	Craig Walton

Association Voting Entitlements were:

<b>ASSOCIATION</b>	<b>Medicare 2015</b>	<b>VOTES</b>
<i>ACT &amp; Districts</i>	837	2
<i>Colostomy Association of NSW</i>	5558	12
<i>Ostomy NSW Ltd</i>	6175	13
<i>Ostomy Tasmania</i>	1544	4
<i>Cancer Council of Northern Territory</i>	245	1
<i>Bendigo and District Ostomy Association</i>	944	2
<i>Colostomy Association of Victoria</i>	1404	3
<i>Geelong Ostomy Association</i>	925	2
<i>Ileostomy Association of Victoria</i>	885	2
<i>Ostomy Association of Melbourne</i>	5357	11
<i>Peninsula Ostomy Association</i>	1863	4
<i>Victorian Children's Association</i>	282	1
<i>Warrnambool Ostomy Association</i>	187	1
<i>Ostomy Association of SA</i>	2230	5
<i>Ileostomy Association of SA</i>	1949	4
<i>Gold Coast Ostomy Association</i>	1256	3
<i>North Queensland Ostomy Association</i>	1036	3
<i>Queensland Ostomy Association</i>	2026	5
<i>Queensland Stoma Association</i>	2806	6
<i>Toowoomba &amp; SW Ostomy Association</i>	454	1
<i>Wide Bay Ostomy Association</i>	603	2
<i>Western Australian Ostomy Association</i>	<u>3632</u>	<u>8</u>
<b>Total</b>	<b>41866</b>	<b>95</b>

The meeting began with a roll call of all members present and a call for apologies. Apologies were received from Cancer Council NT, Victorian Children's Association, Peninsula Ostomy Association and Val Macey (IASA). It was noted that Bendigo Ostomy Association Inc held the proxy for Peninsula Ostomy Association Inc.

President Geoff Rhodes asked delegates to keep IASA AGM delegate Val Macey in their thoughts as she recovers from an injury sustained on Friday evening.

It was agreed that the Agenda as set out by the Secretary be confirmed, and that the Rules of Debate as circulated be adopted.

### **Agenda Item 2      Minutes of the Previous Meeting**

The Minutes of the previous meeting held on the Gold Coast in October, 2014 and previously circulated were received.

*A resolution to accept the minutes was approved and carried.*

### **Agenda Item 3      Business Arising from the Minutes of the Previous Meeting**

There was no business arising from the minutes of the previous meeting other than that carried over to General Business.

### **Agenda Item 4      Correspondence**

Correspondence as per the list circulated by the Secretary was received and adopted.

*A resolution to accept the correspondence was approved and carried.*

### **Agenda Item 5      Acceptance of Association Reports**

The association reports as circulated were received and adopted.

Barry Morgan expanded on his report to inform that a co-payment has been introduced with respect to the Colostomy Association if Victoria Inc Stomal Therapy Nursing service.

*A resolution to accept the association reports was approved and carried*

## **Agenda Item 6      Guest Speaker - Janelle Soloman, Mitrofanoff Association of Aust**

Janelle Soloman, CEO of Mitrofanoff Australia, delivered a presentation which educated delegates and observers about the work of her organisation. She informed that Mitrofanoff Australia supports children and adults following mitrofanoff surgery as treatment for various urological conditions and shared her own experiences as the mother of a mitrofanoff patient.

## **Agenda Item 7      Motions for Council**

There were no motions for Council.

## **Agenda Item 8      General Business**

### **1. Proposed Computer Management System (SAMS)**

President Geoff Rhodes provided Council with an update of the implementation of SAMS. He informed that formal ownership of the SAMS IP was acquired in May 2015 and that the training program has commenced with the installation of a version of SAMS into Ostomy Association of Melbourne (OAM). He confirmed that the application has been evaluated by Hermione Agee (OAM) to identify those amendments which may be necessary to ensure that SAMS is compatible with other users. He stated that a list of suggested amendments has been compiled by Hermione and changes to the application will be made subject to the approval of the Strategic Directions Committee. Geoff acknowledged that development of the application will be a work in progress.

Geoff informed that negotiations are currently underway with application developers, Innovent, for the provision of a live training environment with limited database capability. Geoff also clarified that the two year period for ACSA funded association migration to SAMS (as ratified at the 2014 ACSA General Meeting) will commence when the Computer Committee is satisfied that the SAMS application is effective and appropriately designed. The projected date for this is early 2016.

Geoff informed that the Department of Health are keen to see a national application from which aggregated data can be extracted to help define scheme usage trends.

### **2. ACSA- The Future**

President Geoff Rhodes cautioned that, while members associations may be concerned about the potential threats challenging the current ostomy environment, it is essential that all associations continue to work with ACSA in a calm and collaborative manner to achieve the best outcomes.

### **3. Youth sponsorship**

President Geoff Rhodes reminded that a donation made by ConvaTec for the purpose of funding a youth activity is still held within the accounts of ACSA. Geoff also reminded that applications to access the funds for an eligible youth focused project should be submitted to the Executive who will consider the request in consultation with ConvaTec.

#### **4. Great Comebacks**

ACSA Representative for the Great Comebacks Committee Kylie McGrory provided Council with an update of the advocacy program. She informed that the Australian and NZ program had been officially launched at the AASTN annual conference in October 2015, and that nominations can now be made through the Great Comebacks Australia and NZ website [www.greatcomebacks.com.au](http://www.greatcomebacks.com.au). Other participants in the program at this stage are the AASTN and the Federation of NZ Ostomy Societies and that informal acceptance had been received Bowel Cancer Australia. The Australian Crohns and Colitis Association and the NZ Stomal Therapy organisation have also been invited to participate.

Kylie informed that, in due course, associations will be provided with banners, posters and flyers about the program for display in association rooms and for dissemination to members. Kylie encouraged all associations to get behind the program as it has proven to be a fantastic opportunity to advocate for ostomy awareness in other countries in which the program is active.

Kylie informed that the structure of the awards will be:

- Closing date for submissions for the inaugural award will be September 2016.
- 4 finalists will be chosen from submission by judging panel by end November 2016
- Finalists will be notified and invited to attend the awards dinner which will be held in conjunction with the 2017 AASTN meeting in March 2017 (QLD).
- Winner of the award will be announced at the dinner

Sue Hoyle (Ostomy Tas) raised a concern about the privacy aspect of third party nominations. Kylie McGrory agreed to refer the concern to program sponsors ConvaTec for clarification.

*Post script: Rachael Tiberi (ConvaTec) has referred the matter to the Great Comebacks USA team for clarification. The ConvaTec response will be circulated through the hub once received.*

The President informed Council that there was potential for Kylie to be invited to the WECT conference in Capetown, South Africa in March 2016 to attend an international Great Comebacks event with other Great Comebacks Australia and New Zealand Judging Panel members. Geoff clarified that all costs will be met by program sponsor ConvaTec and Kylie.

Geoff recommended that Council provide an "in principal endorsement" of Kylie's attendance at this event in her capacity as the ACSA representative on the Great Comebacks Committee, with final approval to be given by the Executive Committee once more details of the event are to hand.

Council endorsed the President's recommendation unanimously.

#### **5. Conference structure and Sponsorship**

The Executive informed Council that sponsorship for the Adelaide conference had been negotiated directly between the conference organising committee and industry and that the outcome was satisfactory. On behalf of the SA Conference Organising Committee, Ruth informed that "one on one" sponsorship discussions with local supplier representatives had resulted in increased

sponsorship revenue and greater flexibility for their event.

Peter McQueen provided Council with background information to the decision by Council in 2012 to move to ACSA/Industry sponsorship negotiations.

It was agreed that there should be a degree of flexibility when negotiating conference sponsorship with some organising committees having greater capability and resources to assist with sponsorship negotiations. It was also agreed that President Geoff Rhodes should refer to members of the Stoma Industry Group to seek their input into continuing sponsorship structure negotiations.

## **6. Stomal Therapy Training**

President Geoff raised that expenditure of the funds held in provision by ACSA for STN training in the ASPOA region (~\$18K) has been minimal. It was noted that, during the Australia Fund Meeting held on 16<sup>th</sup> October, 2015, Australia Fund Chairperson Gerry Berry had asked that Council consider expanding the purpose of funds held in provision for STN Training in the ASPOA region to include funding assistance for the development of ostomy associations in ASPOA countries. The President asked for Council feedback about this request.

Ian Samuel (OAM) enquired whether the objects of the ACSA Constitution provided for the extension of support activities outside of Australia and the President clarified that Objects 2 and Objects 7 of the constitution were not limited to Australian activities.

Norm Kelly (GCOA) and Janice Ferguson (IAVIC) suggested that a better approach may be to extend the purpose of the funding to “stoma care” training.

Gerry Barry suggested that the funding should not be limited to the ASPOA region as ACSA (through the Australia Fund) is also active within other developing countries.

It was moved by Gerry Barry that

*“ the purpose of funds held in provision for STN Training in the ASPOA region be expanded to include funding assistance for STN training, stoma care training and the development of ostomy associations in ASPOA and other developing countries”.*

The motion was seconded by Bob Newman (ONL).

The motion was carried.

It was agreed that the funds should remain in the accounts of ACSA but that any overseas activities should be administered by the Australia Fund.

It was stated that some associations may choose to independently engage in international welfare activities. President Geoff Rhodes reminded that, prior to engaging in international welfare activities, governing committees should ensure that such activities fall within the associations rules.

## **7. ACNC Update**

Administration Officer Kylie McGrory informed that, as there has been no further move to progress the ACNC Repeal Bill, it is business as usual with respect to the ACNC. All associations should therefore continue to comply with their ACNC obligations. Kylie reminded that the due date for

lodgement of the 2015 ACNC return is 31/12/2015 for those associations with a June 30 financial year cut off.

## **8. ACSA's annual contribution to the Australia Fund**

It was agreed that this agenda item would be carried over to budget discussions.

## **9. ACSA Awards**

Council received the resignation of ACSA Award committee member Peter Fuller.

On behalf of the ACSA Awards Committee, Warren Rayment provided a brief summary of the role of an ACSA Awards Committee Member.

The President informed that nominations for a replacement committee member will be sought from the floor prior to the cessation of the meeting.

On behalf of the ACSA Awards Committee, Warren Rayment presented a recommendation that the ACSA Awards format be changed to remove the ACSA Merit Award from 2016, the rationale for the change being:

*"The Award Committee's role is twofold. Firstly to adjudicate on nominations received, secondly and particularly in the formative years of the Award system, to regularly review to ensure the efficacy and fairness of the system,*

*This process led to the creation and addition of the Professional Achievement Award to the system in 2014. This year's nominations have similarly exposed some contentious aspects of the Merit Award which was installed as a secondary recognition for nominees whose credentials although meritorious, fell short of the lofty Distinguished Service Award criteria.*

*The ACSA Awards Committee now believes that the Merit Award overlaps to a certain extent the DSA qualifications. In addition, it allows nominations for personnel who, as a result of lengthy, indeed any period of service in various categories at association level, to satisfy the Merit Award criteria.*

*This was never the intent of the award as we believe that service of this nature (interacting with members, serving on the counter, packing parcels, being on association committees, working in the Rooms for a protracted period, talking to support groups etc) warrants recognition and reward at Association level (management's discretion) and not by the national body unless it can be identified as DSA suitable.*

*Removal of the Merit Award will serve to enhance the prestige and value of ACSA awards with only nominations for exceptional / outstanding contributions in line with the DSA criteria and those applicable to the Professional Achievement Award, being submitted and appraised.*

*ACSA members may like to adopt the Merit Award criteria for application at association level".*

The Executive agreed to endorse the recommendation of the ACSA Awards Committee.

It was moved by Warren Rayment that:

*“the ACSA Merit Award be removed from the ACSA Awards system effective from 2016 nominations”*

The motion was seconded by Ruth Horne (OASA).

The motion was carried.

#### **10. Editors Award Committee**

Council received the resignation of Editors Award committee member Peter Fuller.

On behalf of the Editor Awards Committee, Wendy Taylor provided a brief summary of the role of an Editors Awards Committee Member.

The President informed that nominations for a replacement committee member will be sought from the floor prior to the cessation of the meeting.

#### **11. Review of Group 9 (accessories)**

President Geoff Rhodes informed Council that the Group 9 report which has been prepared by SPAP following submission and evaluation of stakeholder feedback is currently being reviewed by Government.

#### **12. Group 1–3 tender**

Geoff informed that the Group 1-3 tender document is being prepared and will be released in due course.

Vice President David Munro addressed Council and informed that a presentation delivered by members of the Stoma Industry Group during the 2015 Appliance Officers meeting was inappropriate and had not been approved by the ACSA Council. President Geoff Rhodes informed that the ACSA Executive committee are working with the Department of Health during the development phase of the tender document as a point of reference but that any discussions are subject to confidentiality. Geoff cautioned that to agitate against a cabinet decision before disclosure of the tender documentation is counterproductive and may jeopardise ACSA's continuing excellent relationship with the Department of Health.

Pierre Binette (ConvaTec) responded on behalf of the Stoma Industry Group. Pierre apologised to the ACSA Executive and to Council for the timing of the presentation. President Geoff Rhodes acknowledged the apology.

#### **13. Association reporting Format**

The Executive recommended that, for the purposes of standardising associations reports, Guideline 1(c) of the ACSA Bylaws and Guidelines be amended to reflect a reporting format to be

used by associations when submitting annual reports to ACSA and that the reporting format be that previously developed and provided to associations, being:

Association Report for ACSA General Meeting

Statistics for the period 1/7/06 – 30/6/07

<u>Number of Members</u>	Last Year	This Year
Full Members		
Concession Members		
DVA Members		
TOTAL:		
Multiple Stoma members		
<u>Number of employees/volunteers:</u>		
Paid employees - Full time		Part time (FTE Equiv)
Volunteers:		
<u>Opening times:</u>		
Distribution		
<i>Report of Special Events/Achievements during the preceding year:</i>		

It was moved by Ruth Horne (OASA) that:

*“The ACSA Bylaws and Guidelines be updated to incorporate a standard reporting format”.*

The motion was seconded by Warren Rayment (GCOA)

The motion was carried unanimously.

It was agreed that the reporting format should be that as described but that the format will be reviewed at the 2016 ACSA General Meeting.

#### **14. ACSA Archives**

President Geoff Rhodes raised that ACSA historical and archival documentation is likely kept on an ad hoc basis in several locations. Geoff asked that delegates check to see what resources (if any) are held by their association and to advise him accordingly of their findings in due course.

Wendy Taylor suggested that considerable benefit may be obtained by engaging a professional archiving facility. Wendy agreed to assist in the identification of a suitable organisation.

Geoff asked for in principal support to engage a professional archiving facility upon further investigation by Wendy Taylor in consultation with the ACSA Executive.

Council provided unanimous “in principal” support.

## 15. Stomal Therapy Service

President Geoff Rhodes raised the issue of the widening gap in community based stomal therapy care and suggested that ACSA should investigate ways in which this gap can be filled. He informed that, to help identify best practice in active clinical support modelling, he has contacted The McGrath Foundation and intends to contact The Australian Crohns and Colitis association and Cancer Council.

Geoff informed that WA Stomal Therapy Nurse Tanya Norman has developed a concept for a mobile STN service which has the capacity to be a model for a national service and which, if expanded, can provide equity of access to STN services for all Australian ostomates.

The President moved that:

*“ACSA provide financial support to Stomal Therapy Nurse Tanya Norman for the development of a pilot program to establish a mobile Stomal Therapy Service within Western Australia and that the amount of financial support be decided by the Executive upon receipt and consideration of a formal proposal yet to be submitted by Tanya Norman”.*

The motion was seconded by Sue Hoyle.

A robust discussion followed during which concerns were raised that there may be other schemes already in place which may fulfil ostomate clinical support needs.

The motion lapsed.

It was agreed that a subcommittee should be formed to further investigate the development of a Stomal Therapy initiative and that the subcommittee should report to the Executive in due course. Nominations for the position of committee members were called from the floor and accepted from Ruth Horne (OASA), Warren Rayment (GCOA) and Craig Walton (WA Ostomy). It was agreed that David Munro should be the ACSA representative on the subcommittee.

The nominations were accepted unanimously.

*Post script: Craig Walton (WA Ostomy) requested that he be replaced by Erin Goodwin (WA Ostomy) as Stomal Therapy Initiative Subcommittee member.*

Gerry Barry moved that:

*“The Stomal Therapy Initiative subcommittee urgently seek the details of existing STN schemes in place and assess the viability of those schemes as a model for a national program. Further, that the executive is authorised to support the recommendations of the subcommittee”.*

The motion was seconded by Sue Hoyle

The motion was carried by the majority.

**General Business temporarily postponed.**

**Agenda Item 9                      Guest Speaker, Kim Chil-man Blair – Medicine X**

Kim Chil-man Blair introduced her company Medicine X which produces fun, digitally available resources for explaining medical procedures and conditions to patients and health care worker use in “non doctor speak”. Kim explained that she is in the process of developing an ostomy specific information suite and invited delegates to contact her directly to provide input during the development phase.

Kim informed that she can be contacted on 0411 876 621.

**Agenda Item 10                      Guest Speaker: Kimberley Douglas – Corporate Orphanages**

Kimberley Douglas of Corporate Orphanages, a voluntary organisation, presented a summary of the work of her organisation assisting 39 orphanages located in developing countries.

Kim informed that the CHIA orphanage in Vietnam who primarily care for those children born with an imperforate anus as a result of third generation agent orange exposure, have benefited from the welfare activities of the Ostomy Association of South Australia who have assisted with the supply of paediatric appliances for CHIA kids.

Delegates and observers were informed that more information about the work of Corporate Orphanages can be found on their website [www.corporateorphanages.com.au](http://www.corporateorphanages.com.au)

**General Business (Continued)**

**16. Other General Business**

**I. Responsible Consumption**

Rebecca Jenkins (Toowoomba and West Districts Ostomy Association) suggested that one of the key sources of appliance wastage appears to be the practice of some Stomal Therapy Nurses to recommend that members continue to order their maximum scheme allowances of product without regard to actual need.

Geoff Rhodes responded that the problem is not likely to be the fault of STN's but rather the member continuing to order the same quantities as first issued without a mechanism for further STN review.

It was agreed that, while education is the key factor in promoting responsible consumption, an absence of trained STN's within the community environment is a barrier.

**II. ACSA Award Committee member nomination**

Nominations for the position of ACSA Award Committee member were called from the floor. A nomination was received from Paul Delany (Gold Coast Ostomy Association Inc)

The nomination was accepted unanimously.

### **III. Editors Award Committee Nomination**

Nominations for the position of Editors Award Committee member were called from the floor.

A nomination was received from Rosemary Quick (OASA)

The nomination was accepted unanimously.

### **Agenda Item 11                      Other General Business**

#### **1. Matters arising from the AGM requiring Council Resolution**

There were no matters arising from the AGM requiring Council resolution.

#### **2. Matters arising from the Executive meeting requiring Council resolution**

As a result of discussions held during the Executive Meeting, the Executive recommended that the ACSA website be professionally redeveloped and that a budget item of \$10,000 for the redevelopment be included in the 2015/16 ACSA Budget.

President Geoff Rhodes moved that:

*“The ACSA website ([www.australianstoma.com.au](http://www.australianstoma.com.au)) be redesigned by an external organisation to the value of \$10,000 plus GST”*

The motion was seconded by Ian Draper (IASA).

The motion was carried unanimously.

#### **3. Matters arising from Committee/Coordinators Reports requiring Council resolution**

There were no matters arising from Committee/Coordinators reports requiring Council resolution

#### **4. Approve Budget and Capitation Fee for 2015/16**

As a result of the decisions made during the 2015 Executive Meeting, and the 2015 General Meeting the Treasurer informed that following amendments will be made to the 2015/16 budget.

- An increase to \$18,000 in “Other (including AF donation)” representing a donation of \$15,000 to the Australia Fund and \$3,000 for other expenses
- The inclusion of a budget expense of \$10,000 for the redevelopment of the ACSA website
- An increase of \$3,000 in Administration Officer remuneration to \$15,000

The Treasurer moved that the amended budget (as attached) be accepted.

Sue Hoyle seconded the motion.

The amended budget was approved and carried.

Treasurer Peter Lopez also moved that:

*“The capitation fee for 2015/16 be set at \$1.50 plus gst”*

The motion was seconded by Norm Kelly

The motion was carried by the majority.

#### **Agenda Item 12      Presentation by the ACT Association for 2016 Conference**

On behalf of the ACT Conference Organising Committee, David Ramsey invited all delegates to participate in the 2016 Conference to be held at the Canberra Rex Hotel between Wednesday 19<sup>th</sup> October and Saturday 22<sup>nd</sup> October, 2016.

#### **Agenda Item 13      Conclusion of Conference**

In his closing remarks, President Geoff Rhodes thanked the South Australian Conference organising committee for hosting the conference and the Annual Meeting. The President also thanked all delegates and observers for their contribution to the conference and encouraged all to attend the 2016 ACT Conference.

The President declared the meeting closed at 4.15pm

Confirmed by:



Geoff Rhodes  
**President**