

MINUTES OF ACSA EXECUTIVE MEETING

Held in Hobart, Thursday 17 October, 2013

Agenda Item 1 Opening of the Meeting

The President declared the meeting open at 9.00 am on Thursday, 17th October, 2013 and welcomed members of the Executive to the meeting. All members were present and there were no apologies. Administration Officer, Kylie McGrory was also present as was observer Sue Hoyle from Ostomy Tasmania Inc.

The meeting agenda was confirmed. The President advised that the standard Meeting Rules of Order would apply.

Agenda Item 2 Minutes of previous meetings held in Canberra in May, 2013

The Minutes of the previous meetings held in Canberra on 3rd and 4th May, 2013 had been previously circulated and it was agreed that they would be accepted as a true record of the Executive meeting held.

Agenda Item 3 Business Arising from the minutes of the previous meeting

Item 5.2 Payment of ASPOA affiliation fees for Uzbekistan

Treasurer, Peter Lopez, confirmed that the ASPOA affiliation fee for 2013 had been paid by ACSA on behalf of Uzbekistan.

Item 5.7 AUSAID

Vice President, Geoff Rhodes, confirmed that he had contacted AUSAID to enquire about assistance with Australia Fund parcel deliveries to areas in need but that they had advised that they were unable to provide assistance with projects outside of their own activities.

Item 6.9 ACSA Newsletter

Secretary Rosemary Quick confirmed that circulation of the newsletter to associations had commenced and that feedback had been very positive.

Item 6.19 Risk Management

Administration Officer Kylie McGrory confirmed that a sample Risk Management Policy had been developed for use by associations and was now available for download from the ACSA website. Kylie informed the executive that a number of other policies had now also been developed and would be introduced to associations at the 2013 Conference.

Agenda Item 4 Correspondence

The Secretary tabled a list of correspondence received since the last Executive Meeting in Canberra in May, 2013 together with copies of the correspondence items. The correspondence was received and accepted.

There was no business arising from correspondence other than that carried over for discussion during general business.

Agenda Item 5 Reports

i. Treasurer's Report

The Treasurers Report was received and accepted.

The Treasurer explained the key aspects of the reports. It was noted that revenue for 2012/2013 had decreased, mainly due to a reduction in advertising revenue and interest income.

The Treasurer recommended that the capitation fee for 2013/2014 remain at \$1.50 plus GST per member and that Wilco Chartered Accountants be appointed as ACSA Auditor for 2014.

The Treasurer presented the proposed budget for 2013/2014.

Business arising from Treasurer's report

There was no business arising from the Treasurers report.

ii. IOA/ASPOA

The IOA/ASPOA report was submitted by President Peter McQueen and received and accepted by the Executive who noted the information therein.

Peter informed the Executive that the Australia Fund had recently agreed to sponsor a number of disadvantaged African nurses (up to a value of \$5,000) to attend an Enterostomal Nurse Education Program to be delivered in Nairobi, Kenya during October, 2013 by members of the AASTN.

Peter confirmed that the next meeting of the ASPOA will be held in Ho Chi Minh City, Vietnam on 25th and 26th October, 2014. It was agreed that a recommendation be made to delegates at the General Meeting to endorse Peter McQueen and Geoff Rhodes as ACSA representatives to the ASPOA meeting in Ho Chi Minh City.

iii. SPAP

The SPAP report was submitted by ACSA SPAP Representative Geoff Rhodes and received and accepted by the Executive who noted the information therein.

In his report, Geoff confirmed that communication between SPAP and stakeholders had improved and that application outcomes were now being published within an appropriate timeframe. Geoff also confirmed that, while he (as ACSA representative to the SPAP) still did not have voting rights, he was now able to participate in discussions about proposed product listings.

Geoff also reiterated that the Department of Health and Ageing continues to be very supportive of the current stoma appliance scheme distribution framework and the SAS listing process.

iv. Appliance Officer

The Executive received the reports from the Appliance Officer and noted the information included therein.

v. Editor of Ostomy Australia

The Executive received the report from the Editor of Ostomy Australia and noted the information included therein.

In his report, Editor Kim Lyell confirmed that current printing quantities were in the vicinity of 37,000 journals per volume and it was noted that this total fell short of scheme registrant numbers of approximately 40,500. It was discussed that the likely reason for this difference was that some associations were not distributing the journal to all members. It was also noted that scheme numbers fluctuated during the year and may be different to numbers recorded by DHS.

Kim informed that advertising revenue had reduced from previous years, potentially because of the recent reduction in some Stoma Appliance Scheme pricing and therefore recommended that advertising charges remain static for the 2013/2014 financial year. The Executive ratified the advertising rates recommended by the Editor, ie: a base rate of \$2,674 excluding GST.

vi. Administration Officer (including Webmaster and Australia Post Contract Coordinator)

The Executive received the report from the Administration Officer and noted the information included therein.

Administration Officer, Kylie McGrory, confirmed that a "Policy Bank" had been developed to assist associations to meet their Governance obligations in terms of the ACNC Act and that associations could now access the bank through the ACSA website.

Kylie also confirmed that the Australia Post contract had been successfully renegotiated effective 1 June, 2013 and that price increases had been limited to 3.8%

vii. Resources Centre Coordinator

The Executive received the report from the Resources Centre Coordinator and noted the information included therein.

It was discussed by the Executive that over recent years, the activities of the Resources Centre Coordinator had been significantly reduced to arranging the ordering and printing of ABNAE only.

It was agreed that the Executive will approach the editor in respect to the future printing/ordering of ABNAE and that the role of Resource of Coordinator be abolished.

viii. Australia Fund Chairperson

The Executive received the reports from the Chairperson of the Australia Fund and noted the information included therein.

In his report, Chairperson Gerry Barry provided a brief overview of the activities of the fund over the past 12 months including limited details of distribution problems experienced and mitigation action taken.

viii. Relief Co-ordinator

The Executive received the report from National Relief Coordinator, Bruce Harvey, and noted the information included therein.

The Executive also noted that Bruce had tendered his resignation from the position of National Relief Coordinator and thanked him for his efforts and commitment to the Australia Fund over the past 8 years.

The Executive discussed the necessity of replacing Bruce as National Coordinator given that each association were now coordinating their own welfare efforts through the fund, generally through liaison with Australia Fund Chairperson, Gerry Barry. It was agreed that a second person was required to assist with Australia Fund activities but that the scope of the role had evolved to essentially support of the chair. It was agreed that, pending further discussion with Gerry, the title of the National Coordinators role should be changed to "Deputy Chairperson of the Australia Fund".

It was also agreed by the Executive that only one Australia Fund representative should be funded to attend the annual conference and that the funded representative would be responsible for the presenting the funds report and chairing the meeting.

The President thanked all coordinators for their reports and for their assistance in carrying out ACSA business.

Agenda Item 6 General Business

1. ACNC Update

Administration Officer, Kylie McGrory, provided the Executive with a brief update of the activities of the Australian Charities and Not for Profit Commission including a summary of the Governance Standards which had become effective on 1 July, 2013 and were required to be met by all registered charities thereafter.

The Executive discussed the impending introduction of the Statutory Definition of Charity on 1 January, 2014 and the implications that introduction may have on associations.

Kylie informed the Executive that the first Activity Information Statements were due to be submitted by 31 December 2013 (with the exception of Bendigo and Nth QLD) and that approximately 6 associations had submitted to date.

2. Funding and management of future ACSA Conferences

President Peter McQueen informed the Executive that the issue of funding and management of future ACSA conferences had again been raised as an agenda item by one association despite being discussed at length at the 2012 Fremantle conference during which *"by a show of hands, delegates overwhelmingly supported a continuation of existing conference organisational arrangements"*.

It was discussed that, given the very limited resources of the four voluntary ACSA Executive members, the only feasible alternative to current conference planning arrangements was to outsource the annual conference to a third party with the risk that subsequent conference registration and on costs would be a deterrent to association attendance.

3. Computer Management Systems

Vice President Geoff Rhodes informed the Executive that feedback received through the Strategic Questionnaire had indicated overwhelming support for the introduction of a single ostomy management system incorporating SAS activities.

The Executive considered the viability and the logistics of having one centrally managed ostomy management system to replace the existing four systems (JANT, Samson, WA and Tomas) and agreed that there was merit from a DHS, DoH, association and ACSA perspective. It was also agreed that the move to a single ostomy management system should be funded by ACSA and that the development of the program should be outsourced to a third party under the instruction of an ACSA Management Board comprising three representatives with the authority to engage consultants as appropriate.

It was discussed that a Business Case should be presented to government to support a request for grant funding to be applied towards the cost of program development and to justify an increase in the administrative commission to fund the additional cost in ongoing support of the program.

The Executive agreed that a recommendation should be made to council at the ACSA General meeting to further investigate the viability of a single ostomy management system and that an amount of up to \$50,000 be allocated in the ACSA budget to fund a feasibility study and the preparation of a Business Case.

4. Travel and Association Insurance needs

The Executive discussed that the acquisition of travel insurance was becoming increasingly difficult for ostomates and that a number of insurance companies which had previously covered travelling ostomates no longer did so.

It was agreed that, as a Professional working within the insurance industry, ONL Board member and conference delegate, Stephen Grange, should be asked to speak to delegates about obtaining travel insurance during the ACSA General Meeting.

5. Executive Questionnaire

Vice President Geoff Rhodes provided the Executive with a summary assessment of association responses to the strategic questionnaire circulated in July, 2013. It was noted by the Executive that the general response to the questionnaire was very poor with an association response rate of less than 30%.

It was agreed that some important issues highlighted by respondents such as STN financial support, the role of ACSA, and ACSA's strategic direction as a national body should be discussed in an open forum at the conference.

6. Stomal Therapy training Scholarship \$10,000

It was discussed that the \$10,000 Stomal Therapy training scholarship approved at the 2012 Fremantle conference had not been expended as no viable opportunities had yet arisen. President McQueen informed the Executive that an opportunity for stomal therapy nurse training may arise in Fiji in the near future. The Treasurer confirmed that the \$10,000 had been carried forward as a provision in the balance sheet.

There was further discussion about the Enterostomal Nurse Education Program (ETNEP) in Kenya and it was agreed that there may be an opportunity for ACSA to be further involved in assisting with funding of the Kenya program.

7. Transfer of Members

Ileostomy Association of Vic asked that associations be reminded about the procedures to be followed when transferring members between associations ie: that a fax or email should be sent from the association receiving the request to the other association to advise them of the transfer.

It was agreed that the Administration Officer should develop a standard form to be used for transferring members and to make the form available on the ACSA website.

8. Visiting Members

Ileostomy Association of Vic asked that associations be reminded about the procedures to be followed when providing product to visiting members ie: that a fax or email should be sent from the association receiving the request to the other association to advise them of the supply.

It was agreed that the Administration Officer should develop a standard form to be used for visiting members and to make the form available on the ACSA website.

9. Request for advertising of Ostomy Products in Members parcels

It was discussed that there had been some confusion amongst associations concerning the Executives lack of objection to a request by Coloplast to include a competition entry for the chance to attend the Crown Prince Couples Awards event in Sydney on 28 October, 2013 in members parcels. President Peter McQueen reiterated that the reason for the lack of objection was that the competition entry form did not breach Commonwealth Government Procurement guidelines in terms of advertising content and that the conditions surrounding the request by Coloplast were extraordinary.

It was agreed by the Executive that the guidelines for the inclusion of supplier correspondence in member parcels should be reviewed within the context of the current SAS environment which may generate a need for suppliers to request feedback (through associations) from product users to acquire local clinical trial data to support listing applications.

It was also discussed by the Executive that suppliers should be reminded that ownership of product passes to the association upon delivery/invoicing and that associations therefore can determine parcel inclusion as per By law 4 as amended.

10. Update of ACSA By Law 4

In light of agenda item 6.9, the executive suggested that By Law 4 be amended from:

ADVERTISING AND SAMPLES

Member associations should not put advertising material, samples or pamphlets in parcels or in "Ostomy Australia".

to:

ADVERTISING, SAMPLES AND OTHER SUPPLIER CORRESPONDENCE

Member associations should not put product advertising material, samples or other supplier correspondence in parcels or in "Ostomy Australia" with the exception of:

- i. A supplier invitation to participate in a product trial where*
 - a. the recipient of the invitation is a current user of an existing product offered by the same supplier, and*
 - b. the product trial is for evaluation purposes of a new improved product of a similar nature to that already used by the recipient, and*
 - c. the purpose of the evaluation is to collect data to support the new and improved product's application for listing on the Stoma Appliance Scheme schedule, and*
 - d. the product to be trialed has received ethical approval and is subject to independent medical control and evaluation to establish clinical and /or statistical validity, and*
 - e. the invitation does not include advertising content.*

- ii. A supplier invitation to participate in a product survey where:*
 - a. the recipient of the invitation is a current user of the product being surveyed, and*
 - b. the purpose of the survey is to collect local product evaluation data requested by the Department of Health and Ageing or the Stoma Products Assessment Panel to support the products continued listing on the Stoma Appliance Scheme schedule, and*
 - c. the invitation to participate does not include advertising content, and*
 - d. participants have the opportunity to opt out of receiving future correspondence from the supplier.*

- iii. A supplier invitation to participate in a competition where:*
 - a. the prize is not supplier specific, and*
 - b. the prize is substantial in value and unique in nature, and*
 - c. usual supplier competition invitation opportunities (such as through advertisement in Ostomy Australia) are not available due to a limited timeframe beyond the control of the supplier, and*
 - d. the invitation does not include any advertising content, and*
 - e. competition participants have the opportunity to opt out of receiving future correspondence from the supplier.*

11. Charter of responsible Use

Administration Officer, Kylie McGrory, confirmed that the Charter for Responsible Use had been uploaded to the ACSA website and that the Charter had been introduced to the AASTN QLD with excellent feedback.

Vice President Geoff Rhodes confirmed that the Charter had been acknowledged and endorsed by DHA. It was agreed that associations should be encouraged to display the Charter in association rooms and to include the Charter in new member parcels.

12. SAS Review progress

President, Peter McQueen, confirmed that the review of the SAS was continuing and that the next stage of the review (products in groups 8 and 9 and allowances) had been forecast to commence in 2014.

13. Advocacy

President, Peter McQueen, confirmed that Chris Kommatas was scheduled to attend the ACSA general meeting to present his proposal for an Advocacy Program.

15. Great Comebacks

President Peter McQueen informed the Executive that, despite the recent upheaval in management staffing, Convatec were continuing with their plans to bring the Great Comebacks Programme to the Australian Market. Peter confirmed that Queensland STN, Louise Walker, who had visited Seattle in June to attend the Great Comebacks awards ceremony at the annual WOCN Conference, would be presenting a recount of her experiences to delegates at the general meeting.

16. Claim Payments

The Administration Officer, Kylie McGrory, informed the Executive that it was her understanding that claim payments were now consistently being made within 20 days to all associations. Geoff Rhodes reiterated that, despite the favourable payment terms currently being enjoyed, formal payment terms under Finance Regulations remained at 30 calendar days from date of claim receipt.

17. Stock Management (guidelines 6.5.6)

President Peter McQueen informed the Executive that he had received feedback on multiple occasions from suppliers that some associations were not carrying sufficient stockholdings and were instead relying on emergency direct deliveries to fill a members order (particularly new members) at the suppliers expense. Furthermore, some associations were relying on supplier representatives to personally deliver sample stock at nil cost to carry them over until such times as an order is placed and received from the supplier.

It was discussed that, although association stockholding levels were a matter for each association to monitor in terms of internal policy, all associations should be reminded of the requirements of 6.5.6 of the Operational Guidelines for Stoma Associations which stated that:

“Individual associations should have a system in place so that they are fully aware of the stock they need to replace and methods to predict when stock is required. It is important that all associations are aware of the different supplier's ordering system and how long it will take to get new stock after ordering”.

18. ACSA Projects for 2013/2014

The Executive discussed that the focus of ACSA activities for 2013/2014 should include:

- Continuing liaison with applicable government departments concerning SAS related matters
- The support of ostomates in Fiji
- Outcomes of strategic planning questionnaire

- Continuing support of Australia Fund activities

Agenda Item 7. Other Business

1. New member statistical data

Secretary Rosemary Quick informed the Executive that lodgement of new member capture data by associations had been slow over recent months.

It was agreed that associations should be reminded at the General Meeting that the ACSA contract with SIG was for the provision of data by 15th monthly and that data should be submitted, preferably through the portal, by the 10th monthly where practicable.

2. SAS Access Fee

President, Peter McQueen advised the Executive that some associations had asked that consideration be given to an increase in the SAS Access fee as it had remained at \$45 for seven years. It was discussed that the large surplus held by some associations did not justify an increase in the access fee however it was also noted that some associations were now charging an additional non compulsory membership fee on top of the SAS Access fee to help cover operating costs and that this was creating inequity in payment based on geographical location. It was also noted that concerns about inequity based on geographical location had been the primary reason that a uniform fee had been introduced in the first place.

It was suggested that an application should be made to the Department of Health to increase the SAS Access fee to a proposed sum of \$60 for full members and \$45 for concession card holders and that the proposal will be discussed with council at the ACSA General Meeting.

Agenda Item 8. Date and Place of Next Meeting

It was confirmed that the next Executive Meeting would be held in Canberra on 28th and 29th March, 2014.

There being no further business the President declared the meeting closed at 2pm.

Peter McQueen
President.