

AUSTRALIAN COUNCIL OF STOMA ASSOCIATIONS INCORPORATED

Minutes of the 13th ANNUAL GENERAL MEETING

Held in Hobart, Tasmania on 18 October, 2013

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

The meeting opened at 8.40am with a welcome by the President to all meeting delegates and observers.

Executive Members Present were:

President	Peter McQueen
Secretary	Rosemary Quick
Treasurer	Peter Lopez

ACSA Administration Officer, Kylie McGrory, was also present. An apology was received from ACSA Vice President Geoff Rhodes.

Associations Represented were:

ACT & District Stoma Association

*Peter Fuller
Tanya Harber*

Colostomy Association of NSW

*Norma Toohey
Michael O'Connell*

Ostomy NSW Ltd

*Tom Flood
Stephen Grange*

Ostomy Tasmania

*Sue Hoyle
Maree Mills*

Cancer Council of Northern Territory

apology

Bendigo and District Ostomy Association

David McCauley

Colostomy Association of Victoria

*Barry Morgan
Brendon Smith*

Geelong Ostomy Association

Stewart Masters

Ileostomy Association of Victoria

*Janice Anderson
Wendy Taylor*

Ostomy Association of Melbourne

*Sue Read
John Matthews*

Peninsula Ostomy Association

Chris Terdich

Victorian Childrens Association	<i>Amanda Bradley</i>	-
Warrnambool Ostomy Association	<i>apology</i>	
Colostomy Association of South Australia	<i>Michael Pacillo</i> <i>Alison Luscombe</i>	
Ileostomy Association of South Australia	<i>Jean Norton</i> <i>Val Macey</i>	
Gold Coast Ostomy Association	<i>Warren Rayment</i> <i>Norm Kelly</i>	
North Queensland Ostomy Association	<i>Gwenda Williams</i>	
Queensland Colostomy Association	<i>Bernie Preuss</i> <i>Jocelyn Stocker</i>	
Queensland Stoma Association	<i>David Munro</i> <i>Joan Carruthers</i>	
Toowoomba & SW Ostomy Association	<i>Robert Schull</i> <i>Rebecca Jenkins</i>	
Wide Bay Ostomy Association	<i>Amy Wilson</i> <i>Trina McRae</i>	
Western Australian Ostomy Association	<i>Craig Walton</i> <i>David Tennant</i>	

Association Voting Entitlements were:

ASSOCIATION	2013	VOTES
<i>ACT & Districts</i>	824	2
<i>Colostomy Association of NSW</i>	4994	10
<i>Ostomy NSW Ltd</i>	6354	13
<i>Ostomy Tasmania</i>	1553	4
<i>Cancer Council of Northern Territory</i>	245	1
<i>Bendigo and District Ostomy Association</i>	800	2
<i>Colostomy Association of Victoria</i>	1538	4
<i>Geelong Ostomy Association</i>	913	2
<i>Ileostomy Association of Victoria</i>	1087	3
<i>Ostomy Association of Melbourne</i>	4741	10

<i>Peninsula Ostomy Association</i>	1864	4
<i>Victorian Childrens Association</i>	252	1
<i>Warrnambool Ostomy Association</i>	183	1
<i>Colostomy Association of SA</i>	2139	5
<i>Ileostomy Association of SA</i>	1932	4
<i>Gold Coast Ostomy Association</i>	1244	3
<i>North Queensland Ostomy Association</i>	1036	3
<i>Queensland Colostomy Association</i>	1963	4
<i>Queensland Stoma Association</i>	2395	5
<i>Toowoomba & SW Ostomy Association</i>	435	1
<i>Wide Bay Ostomy Association</i>	525	2
<i>Western Australian Ostomy Association</i>	<u>3480</u>	<u>7</u>
	40497	91

The meeting began with a roll call of all members present and a call for apologies. Apologies were received from Cancer Council NT, Warrnambool Ostomy Association, Life Member Ed Webster, Ian Draper from Ileostomy Association of South Australia, Ruth Horne from Colostomy Association of South Australia, Terry Carver from Ileostomy Association of Vic and Jess Whitehouse from WA Ostomy Association.

President Peter McQueen congratulated Sue Hoyle who had recently been awarded an Order of Australia medal in recognition of her service to the ostomy community. Peter also asked delegates to remember former delegates, Barbara Callcott and Ivy Munck, who had passed away during the year.

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 Confirmation of Minutes

The minutes of the 12th AGM held in Fremantle in September, 2012 and previously circulated were confirmed.

A resolution to accept the minutes as a true record was approved and carried

Agenda Item 3 Business arising from the Minutes

There was no business arising from the minutes of the 2012 meeting.

Agenda Item 4 **Executive Report on Activities of Council**

President Peter McQueen complemented his written report on the activities of Council and the Executive with a brief summary of key activities.

Peter thanked all ACSA coordinators for their continuing commitment to the work of ACSA and thanked the Tasmanian Conference Organising Committee of 2013 for their efforts in organising a successful conference this year.

A resolution to accept the Presidents report on behalf of the Executive was approved and carried

Agenda Item 5 **Consider and Receive Statement of Accounts**

The accounts of ACSA for 2012/13 were presented by the Treasurer, Peter Lopez. Peter explained the important aspects of the accounts.

A resolution to accept the Treasurers report including the financial accounts was approved and carried.

The Treasurer recommended that Wilco Accountants be reappointed as Auditor for the 2012/13 accounts.

A resolution to reappoint Wilco Accountants as Auditor was approved and carried.

Agenda Item 5A: **Business arising from the Treasurers Report**

Ileostomy Association of Victoria enquired about the provision for Youth Sponsorship appearing in the balance sheet. It was clarified that the amount had been donated by Convatec some years ago and that, as yet, a viable Youth Sponsorship option had not been presented for consideration by Council.

Agenda Item 6 **Introduction of Budget and Capitation Fees**

The Executive recommended that the capitation fee for 2013/2014 remain unchanged at \$1.50 plus GST.

A resolution to accept the Executives recommendation to leave the capitation at \$1.50 plus GST was approved and carried.

The Treasurer introduced the budget for 2012/13.

A resolution to accept the budget for 2012/13 was approved and carried

Meeting suspended at 9.30 am

Official Conference Opening

The Conference was officially opened by Alderman Leo Foley on behalf of Hobart Lord Mayor, the Honourable Damon Thomas. Alderman Foley welcomed delegates to Hobart and thanked council for their commitment to the support of ostomates.

Meeting resumed 10.30 am

Agenda Item 7 Amendments to the ACSA Constitution

Motion 1: For the purposes of meeting Australian Charities and Not for Profit Commission requirements that the rules of an NFP organisation must demonstrate the not for profit nature of the organisation, the Executive moved that the ACSA constitution be amended with the addition of the following statement to become clause 9 of the "Objects":

"(9) To apply the assets and income of the Council solely in furtherance of the above-mentioned objects and to ensure that no portion shall be distributed directly or indirectly to the members of the Council except as bona fide compensation for services rendered or expenses incurred on behalf of the Council."

Seconded by Peter Fuller on behalf of ACT and Districts Stoma Association.

The motion was carried.

Motion 2: For the purposes of removing repetition in clauses 14.2 and 14.3 of the ACSA Constitution, the Executive moved that clause 14.3 be deleted from the constitution and that clause 14.2 be amended to read:

*"14.2 All four officers of the Council shall be signatories for all accounts held in the name of the Council. Where payment is made by cheque or other negotiable instrument that cheque or negotiable instrument must be signed by two officers of the **Council and agreed by resolution at a meeting of the Executive**. No officer may sign or countersign any cheque or negotiable instrument made in that officer's favour. Alternatively, payment may be made electronically or by telephone banking ; all transactions must be secure and duly authorised by two officers of the Council other than by an officer in whose favour any payments is to be made."*

Seconded by Norm Kelly on behalf of Gold Coast Ostomy Association

The motion was carried.

Agenda Item 8 Reports from Committees and Coordinators

The reports of the Committees and Co-ordinators were presented by:

i IOA and ASPOA:

President Peter McQueen submitted a written report and complemented his report with a verbal update on current IOA and ASPOA matters. Peter informed delegates that international World Ostomy Day celebrations held in October 2012 had again been very successful with developing countries playing a key role in celebrations to highlight the plight of persons with a stoma living in their countries.

Peter informed delegates that the next meeting of the Asia South Pacific Ostomy Associations (ASPOA) would be held in Ho Chi Minh City, Vietnam on 25th and 26th October, 2014.

There was no other business arising from the IOA and ASPOA report.

ii Stoma Product Assessment Panel (SPAP)

ACSA SPAP Representative Geoff Rhodes submitted a written update on the activities of the Stoma Products Assessment Panel. SPAP Consumer representative, Sue Hoyle, expanded on the information contained within Geoff's report and explained to delegates that a new panel had been formed earlier this year with a new chair, Professor Lloyd Sansom AO. Sue informed delegates that Professor Sansom was committed to working with all stakeholders to promote the continued viability and future sustainability of the Stoma Appliance Scheme. Sue confirmed that the next meeting of SPAP would be held in November, 2013 and that the next stage of the SAS review would concentrate on a revision of those products in groups 8 and 9 and allowances.

There was no other business arising from the Stoma Products Assessment Panel report.

iii Appliance Officer

Appliance Officer, Sue Hoyle, submitted a written report.

There was no business arising from the Appliance Officer Report.

iv Resource Centre Report

Resources Centre Co-ordinator Sharleen Armstrong submitted a written report. It was noted from Sharleens report that the failure of one association to submit an order for ABNAE within usual parameters had resulted in the necessity for an extraordinary order to be placed at an additional expense of approximately \$700.

There was some discussion about the need to recopy the ABNAE DVD and it was agreed that no further copies would be printed.

v Ostomy Australia

Ostomy Australia Editor, Kim Lyell, presented a comprehensive written report and complemented his written report by explaining some of the key aspects of his report to delegates.

Kim summarised some of the challenges faced by him as Editor of ostomy and explained that submissions to some of the regular features of the journal such as Ask Carmen and Ask Kylie were slowing down. Kim confirmed that Nutritionist Margaret Allen has agreed to again become a regular contributor to the magazine.

Kim informed delegates that the print post number for Ostomy Australia had recently changed and, while existing reserves of envelopes displaying the old PP number could continue to be used until exhausted, the new print post number should be quoted on lodgement forms effective immediately.

vi Administration Officer/Webmaster/Australia Post Coordinator

Administration Officer, Kylie McGrory, submitted a written report.

Kylie provided delegates with a brief update of key ACNC events which has occurred since the 2012 Fremantle conference and gave each a handout on those ACNC requirements affecting associations. Kylie asked that delegates peruse the handout in preparation for an ACNC Q&A session to be held during the general meeting.

Kylie informed delegates that a number of sample governance documents had been developed for use by associations and could now be found in a “policy bank” on the ACSA website. Kylie demonstrated to delegates how the documents could be retrieved.

There was no further business arising from the Administration Officers/Webmasters/Australia Post Coordinators report.

vii Australia Fund

A written report was submitted by the Australia Fund National Coordinator, Bruce Harvey, and Australia Fund Chairperson, Gerry Barry.

It was noted from both reports that Bruce Harvey had submitted his resignation as National Coordinator. Australia Fund chairperson, Gerry Barry, acknowledged Bruce for his commitment to the work of the Australia Fund over the past 8 years.

A resolution to accept all coordinator reports was approved and carried.

The President expressed appreciation on behalf of Council and the Executive for the work undertaken by the Committee Chairs and Co-ordinators and stated that the good work of ACSA could not continue without their support and assistance.

Agenda Item 9 Dates & place for next meeting

It was agreed that the next AGM of Council will be held on the Gold Coast on Friday 10th October, 2014.

President Peter McQueen in his closing remarks thanked the organising committee from Ostomy Tasmania Inc for hosting the conference and the Annual Meeting.

The President also thanked all Delegates and Observers for their contribution to the conference.

The President declared the meeting closed at 11.00 am on 18th October, 2013.

Confirmed by:

Peter McQueen

President.

Department of Health/Department of Human Services presentation

Following the Annual General Meeting, ~~Director of the Department of Health Product Schemes Section, Lynda Hurley,~~ delivered a presentation to delegates ~~on behalf of the Department of Health and the Department of Human Services. Frances Reid, also from the Department of Health, and Jenny Thompson and Tamara Reuter from the Department of Human Services were also present.~~

~~Lynda provided delegates with an update of current Stoma Appliance Scheme activities. Lynda informed delegates that during the 2012/2013 financial year, \$83m was paid for the provision of over 800,000 individual items claimed through the Stoma Appliance Scheme.~~

~~Lynda acknowledged the work of ACSA and associations and confirmed that the government continued to be satisfied with the current scheme distribution framework. Lynda took the opportunity to remind delegates that the official terms for payment of claims lodged for product issued through the Stoma Appliance Scheme is 30 days and asked that associations limit claim frequency to once per month to assist with Department of Human Services workloads.~~

~~Lynda confirmed that plans for the SAS during 2013/2014 included the review of those products in groups 8 and 9, the second stage of the price premium review, the publication of SAS usage data on the Department of Health website and the introduction of new SAS forms including a new combined form for registering members to the stoma appliance scheme to replace the current SAS registration form and Certificate of Eligibility. DHS confirmed that it was preferable for associations to commence using the new forms once available and that the new forms should be retrievable from a link on the DHS website from 1 November, 2013. Delegates were also informed that DHS were considering a revision of entitlement cards from separate cards for ostomates with more than one stoma to one entitlement card covering all stomas.~~

~~Lynda informed delegates that the maximum quantity review was expected to commence during 2014/2015.~~

~~Warren Nalty(ONL) asked DHS about electronic lodgement of monthly claims and received the response from Jenny Thompson that while lodgement through email was not possible for security reasons, DHS did have arrangements in place with some providers for secure electronic lodgement which may be a possibility for consideration in the future.~~

~~Peter McQueen on behalf of the ACSA Council thanked Lynda, Frances, Tamara and Jenny for their attendance and for their continued support of ACSA and associations.~~