
MINUTES OF ACSA EXECUTIVE MEETING

Held at Ostomy Association of SA, Adelaide, Wednesday 14th October, 2015

Agenda Item 1 Opening of the Meeting

The President declared the meeting open at 9.55am on Wednesday, 14th October, 2015 and welcomed members of the Executive to the meeting.

Attendees were:

Executive:

President:	Geoff Rhodes
Vice President:	David Munro
Treasurer:	Peter Lopez
Secretary:	Rosemary Quick

ACSA Administration Officer Kylie McGrory was also present.

Observers:

Robert Barsing	Wide Bay Ostomates Association Inc
Sue Hoyle	Ostomy Tasmania Inc

There were no apologies.

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

The President asked Executive members to declare any conflicts of interest. No conflicts of interest were declared.

Agenda Item 2 Minutes of previous meetings held on Gold Coast in March, 2015

The Minutes of the previous meeting held on the Gold Coast in March, 2015 have 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

a. Item 2– DoH and DHS issues

Administration Office Kylie McGrory informed that clarification of the non-residency issue has been received from DHS who provided the following information:

“An Australian citizen who has been residing outside of Australia for more than 5 years is no longer eligible for Medicare. For Medicare purposes an Australian citizen remains a resident of Australia for five years, even if they are physically residing outside Australia. The five year period does not recommence where an Australian citizen returns to Australia for a visit (that is, not to reside). Permanent resident visa (Migrants) holders or New Zealand citizens who permanently reside in Australia are able to leave Australia for periods of time (12 months or less) without having to reaffirm their residency status. If there has been an absence from Australia for more than 12 months they may lose their Medicare eligibility. To reinstate Medicare eligibility they must provide sufficient evidence to confirm residency in Australia”.

Kylie also informed that the addition of the Privacy Notice (APP 5) on forms PB049 and PB050 is in progress but should be finalised soon.

b. Item 6 ii –PNG Ostomy Association

President Geoff Rhodes informed that his colleague has not yet travelled to PNG and has therefore been unable to provide any guidance with respect to identifying a mechanism to acquire suitable premises for the PNG Ostomy Association.

c. Item 7 (v) – Youth Sponsorship

President Geoff Rhodes informed that his request for expressions of interest for the role of 20/40 Focus Group coordinator (April 2015 Ostomy Presidents Report) did not attract any interest.

d. Item 7 (xix) – Workshop

It was agreed that the planned 2015 workshop would be carried over due to conference time constraints.

e. Item – 6 (vii) SA Conference Committee Budget

It was noted that the SA Conference Organising Committee has not provided a budget to the Executive prior to the conference as required by the ACSA By Laws and Guidelines 1 (c). It was agreed that future conference organising committees should be reminded of this requirement.

There was no other business arising from the minutes of the previous meeting other than that carried over for discussion during general business.

Agenda Item 4 Correspondence

The Secretary tabled a list of correspondence received since the last Executive Meeting on the Gold Coast in March, 2015.

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 covering the period 1/7/2014 to 30/6/2015 was received and accepted. The Treasurer explained the key aspects of the reports.

The Treasurer raised that, despite repeated requests, some associations still do not provide annual financial reports. Furthermore, some other financial reports are not in an adequate format. It was agreed that this matter should be raised again at the AGM.

The Treasurer recommended that the capitation fee for 2015/2016 remain at \$1.50 plus GST per member and that Wilco Chartered Accountants be appointed as ACSA Auditor for 2016.

The Executive committee agreed to endorse the Treasurer's recommendation for the 2015/16 capitation fee but also agreed that the final decision concerning appointment of an auditor should be made following the AGM in lieu of the impending change in Treasurer.

The Treasurer presented the proposed budget for 2015/16.

The Executive acknowledged that Treasurer Peter Lopez has submitted his resignation to be effective at the conclusion of the AGM and that a nomination for the position of Treasurer has been received from Robert Barsing (Wide Bay Ostomates Association Inc). The Executive endorsed Bob's nomination for the position of Treasurer.

It was agreed that current Treasurer Peter Lopez should retain his ACSA computer for 12 months for the purpose of transition. It was also agreed that a new laptop and an external hard drive be purchased for the new Treasurer.

Business arising from Treasurer's report

It was noted that, while the decision had been made at the 2014 AGM to transfer an amount of \$10,000 to the provision for STN training, it continues to appear as \$8,640 (rather than \$18,640) in the balance sheet. Treasurer Peter Lopez confirmed that the \$10,000 had been transferred but incorrectly categorized as a provision for SAMS training.

It was agreed that the error be corrected and that \$10,000 be moved from from “Capital Acquisitions and Training Reserve” to “Current Liabilities – Provisions”.

There was no other business arising from the Treasurers report.

ii. IOA/ASPOA

A written IOA/ASPOA report was submitted by ASPOA representative Peter McQueen and received and accepted by the Executive who noted the information therein.

iii. Stoma Products Assessment Panel (SPAP)

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

iv. Appliance Officer

The Executive received the written report from the Appliance Officer Sue Hoyle and noted the information included therein.

v. Editor of Ostomy Australia

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

The Executive acknowledged the impending retirement of Ostomy Australia Editor, Kim Lyell, and expressed their thanks to Kim for his efforts over the past 5 years. The Executive also received a nomination for the position of Editor from ACTDSA’s Peter Fuller.

The Executive unanimously endorsed the appointment of Peter Fuller as the replacement Ostomy Australia Editor (effective July 16).

vi. Administration Officer

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

Kylie enquired about a professional redevelopment of the website. She informed that initial costings indicated that a professional web design service should cost no more than \$10K.

The Executive discussed the benefits of having a professionally designed website and agreed that the specification for same should include the development of a portal for the exchange of new data statistical information (if possible).

It was resolved that a recommendation be made to Council during the ACSA General Meeting that the ACSA website should be professionally redeveloped to a cost of \$10,000 (exc GST) and that the 2015/16 budget be amended accordingly.

vii. Australia Fund/Relief Coordinator

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

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

Agenda Item 6 General Business

1. Stoma Appliance Management System Progress

President Geoff Rhodes provided the Executive 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 also informed that the application is currently being evaluated by Hermione Agee (OAM) to identify those amendments which may be necessary to ensure that SAMS is compatible with SAMSON users. He confirmed that a similar evaluation will be carried out by Sue Hoyle for JANT users.

Geoff stated that, while it is taking longer than desired for the first association to go live with SAMS, the time being taken is necessary to ensure that the application is usable and workable for all associations.

2. Computer Program Management issues (Current Programs)

The President expressed his concern that ongoing long term support of the three remaining computer applications (SAMSON, Jant and WA) is unsustainable. He stated that, by the end of 2016, he hoped to see the majority of associations using the SAMS application.

3. ACSA- The Future

President Geoff Rhodes mentioned that, while the current ostomy environment is quite challenging for associations, it is imperative that associations continue to work through the challenges in a calm and collaborative manner to achieve the best results.

4. New Member Statistics

It was discussed that preparation of the new member statistical data for submission to SIG is now managed by the ACSA Administration Officer Kylie McGrory. Kylie informed that the transition from Infoview to ACSA has been fairly smooth but that there are still a couple of associations who tended to “drag the chain” with data submission.

It was agreed that associations should be reminded by Kylie during presentation of her Administration Officers report about the importance of submitting new member statistical information in a timely manner.

5. Fundraising

The prospect of association external fundraising strategies was raised. President Geoff Rhodes suggested that, given the accumulated funds held by associations and the current SAS environment, engagement in large scale active fundraising is neither necessary or recommended at this stage.

6. Stomal Therapy Service Proposal

President Geoff Rhodes informed the Executive that he has held discussions with the AASTN Education Committee concerning the widening gap in community based stomal therapy care. The response from the AASTN was mixed.

Geoff 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 Australia.

Geoff informed that WA Stomal Therapy Nurse Tanya Norman has developed a concept for a mobile STN service which, if successful, has potential to be a model for a national service. It was agreed that ACSA should provide support for the concept if it can be demonstrated that the program can form the basis for a national model and will extend equity of access to STN intervention services for all Australian ostomates regardless of geographical location.

It was agreed that a recommendation be made to Council to provide a degree of financial support to Tanya for the development of the pilot program. It was also agreed that the amount of financial support should be decided by the Executive upon review and consideration of a proposal yet to be submitted by Tanya.

Kylie informed that QSA are currently awaiting the outcome of a funding application (with QLD Health) to carry out a joint scoping project into the feasibility of the establishment of an STN service through a Queensland community based organisation. It was agreed that, should the application be successful, the findings of the scoping project will be made available to ACSA for the purpose of assessing Tanya's proposal.

Post script: The funding application for a joint scoping project between QSA and QLD Health was approved.

7. ACNC Update

Administration Officer Kylie McGrory informed that it was business as usual with respect to the ACNC. Kylie stated that there has been no further move to progress the ACNC Repeal Bill.

8. 2016 ACSA Conference update

President Geoff Rhodes as liaison for ACTDSA provided the Executive with an update of 2016 conference preparations. Geoff informed that the dates for the 2016 conference are 21st and 22nd October, 2016 with the executive meeting to be held on Wednesday 19th October, 2016. The conference venue is the "Canberra Rex".

9. Conference sponsorship

The Executive discussed that sponsorship for the 2015 conference had been negotiated directly with industry by the SA Conference Organising Committee.

It was agreed that the President will contact SIG representatives to seek their preference for sponsorship, ie: to liaise with the ACSA Executive Committee or with the conference organising committee.

10. 2015 ACSA Awards

The Executive noted the recommendations of the ACSA Awards Committee and endorsed that the 2015 ACSA Award recipients be:

ACSA Distinguished Service Award 2015 Recipient – Warren Rayment (GCOA)
ACSA Merit Award 2015 Recipients – Bruce Harvey (OASA), Jess Whitehouse (WA) and Kathleen Allen (CAV).

The Executive also discussed the recommendation of the ACSA Awards committee that the Merit Award be eliminated from the ACSA awards system, the rationale for the recommendation 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 at the 2015 ACSA General Meeting.

The Executive thanked the ACSA Awards Committee for their efforts over the past 12 months.

The Executive received the resignation of Peter Fuller as ACSA Awards Committee Member and agreed that nominations for a replacement committee member should be sought from the floor at the 2015 ACSA General Meeting.

11. Great Comebacks update, Convatec sponsored advocacy program

ACSA Representative for the Great Comebacks Committee Kylie McGrory provided the Executive with an update of the advocacy program. She informed that the Great Comebacks Australia and New Zealand Awards program was officially launched at the AASTN annual conference in October 2015, and that nominations can now be submitted through the Great Comebacks Australia and New Zealand website www.greatcomebacks.com.au. She confirmed that the first awards dinner will be held in conjunction with the 2017 AASTN meeting in March 2017. Kylie informed that other participants in the program at this stage are the AASTN and The Federation of NZ Ostomy Societies (FNZOS). Bowel Cancer Australia, the Australian Crohns and Colitis Association and the NZ Stomal Therapy Association have also been invited to participate.

The Executive endorsed the inclusion of a link to the Great Comebacks Australia and New Zealand website within the ACSA website.

Kylie raised that an international Great Comebacks event is to be held in Capetown, South Africa between 12-16 March 2016 in conjunction with the WECT annual meeting and that members of the Australian and NZ panel have been invited to attend with all costs to be met by program sponsor, ConvaTec. The Executive discussed the importance of the Australian and NZ panel being involved in such an event and agreed to recommend to Council that Kylies travel (in her capacity as ACSA representative on the Great Comebacks panel) be endorsed "in principal" with final approval to be subject to Executive satisfaction once further details of the event are available.

12. ACSA's annual contribution to the Australia Fund

It was discussed that monies paid by SIG to ACSA for the provision of new member data have historically been applied towards the cost of funding the Australia Fund activities and that SIG revenue has now increased to \$12,000. It was acknowledged however that this sum is no longer adequate to cover the activities of the Fund. The Treasurer recommended that an amount of \$15,000 be transferred from the accounts of ACSA to the accounts of the Australia Fund.

The Executive agreed to endorse the Treasurers recommendation to Council.

13. Administration Officer's Remuneration

Administration Officer Kylie McGrory was asked to leave the meeting temporarily to allow the Executive to discuss her remuneration.

The Executive agreed to increase the Administration Officer's remuneration to \$15,000 per annum subject to Council approval during General Meeting budget discussions.

Kylie re-joined the meeting thereafter.

14. Electronic signature for President – meeting minutes

It was agreed that the President will provide an electronic signature to the Secretary for the purposes of ACSA minutes and other ACSA related correspondence

15. Secretary's PO Box

Secretary Rosemary Quick raised that her use of the ACSA Post Office Box is minimal and suggested that it may be more appropriate to have ACSA mail sent to her home address.

The Executive discussed that, for privacy reasons, it is essential that ACSA Executive members maintain a post office box for carrying on the business of ACSA.

16. Format for Association Reports

It was discussed that association reporting for the purposes of the annual meeting tends to be received in an ad hoc format. It was suggested by the Secretary that a standard format for association reporting be incorporated into ACSA Bylaw 11 which specifies the timetable for information and notices for the Annual General Meeting.

It was agreed that a recommendation be made to Council for the previously suggested format to be endorsed and for Bylaw 11 to be updated accordingly.

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:		
Dual Stoma members		

Number of employees/volunteers:

Paid employees - Full time Part time Volunteers:

Opening times:

Distribution

Report of Special Events/Achievements during the preceding year:

It was agreed that a reminder be delivered to Council that association reports be submitted electronically.

17. Archive records

Secretary Rosemary Quick informed that she is now in possession of past ACSA records and is in the process of scanning all records for electronic storage.

It was agreed that 3 x external hard drives be purchased for record keeping purposes and that the hard drives be held by the President, the Secretary and the Administration Officer.

18. World Ostomy Day

The Executive acknowledged that, although World Ostomy Day 2015 was fairly low key, some associations had independently organised WOD events to mark the occasion.

19. Welcome Function dispute

ACSA Liaison to the South Australian Conference Committee Rosemary Quick informed that one association have registered 5 x attendants at the conference welcome function but have not yet paid due to a dispute about the legitimacy of the attendance fee within the context of the ACSA Conference Organising Guidelines

It was discussed that the ACSA Conference Guidelines specified that it is an *expectation* that the conference welcome function will be at no extra cost to full conference registrants and their partners, not a compulsory requirement. It was agreed that the President will take the matter up with the association concerned.

It was also agreed that future conference organising committees should be reminded of the expectation that the conference registration fee be inclusive of welcome function attendance for all full registrants and their partners, and that financial assistance was available from ACSA if necessary.

Agenda Item 7. Other Business

A) Group 9 review and Group 1-3 tender

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

being reviewed by Government.

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

B) Editors Award 2015

The Editors Award Committee's recommendation for the 2015 Editors Award recipient was considered. The Executive endorsed the committee's recommendation to confer the award upon Luke Escombe.

Agenda Item 8. Date and Place of Next Meeting

It was confirmed that the next Executive Meeting would be held **in Canberra, ACT on Friday 4th March, 2016** at a venue to be confirmed.

There being no further business, the President declared the meeting closed at 2.40 pm.

Confirmed by:



Geoff Rhodes
President