

MINUTES OF ACSA EXECUTIVE MEETING
Held in Fremantle, Wednesday 19th Sept 2012

Agenda Item 1 Opening of the Meeting

The President declared the meeting opened at 8.35 am on Wednesday, 19th September 2012 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 were observers Sue Hoyle from Tasmanian Ostomy Association Inc and Joan Carruthers from QLD Stoma Association 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 Darwin in March 2012

The Minutes of the previous meetings held in Darwin on the 30th March, 2012 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 6.14 Update on ACSA History

Peter McQueen confirmed that Noel Dillon was continuing work on the ACSA history project.

Item 6.3 Risk Management –follow up

It was noted that Ian Samuel (OAM) had approached the ACSA insurer to enquire about Risk Management advice in November 2011 but that no further information had been received to date.

Item 2.4 Follow up of Conference Book and NSW Conference Report

Kylie McGrory advised that both the conference book and the Sydney report had been received and the information consolidated into a summary spreadsheet. Kylie reported that an electronic template for budgeting and reporting has also been developed for use by future conference committees.

Item 5.8 Request for update of Travelsecure Website

Kylie McGrory confirmed that a letter had been sent to Minister Albanese and that the Travel Secure website had been updated accordingly.

Agenda Item 4 Correspondence

The Secretary tabled a list of correspondence received since the last Executive Meeting in Darwin in March 2012 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 some of the key aspects of the reports and advised that the Auditors Certificate had not yet been tabled because of the early timing of the 2012 conference.

The Treasurer recommended that the capitation fee for 2012/13 remain at \$1.50 plus GST per member and that Wilco Chartered Accountants be appointed as ACSA Auditor for 2013.

It was also noted that some assets still appearing on the asset register were no longer in use and that the assets register would be updated accordingly,

Business arising from Treasurer's report

There was no business arising from the Treasurers report.

ii. ASPOA

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

Peter McQueen gave a brief summary of his visit to the first ASPOA Conference in Tehran in November 2011 and confirmed that he had received a positive response to his presentation on the Australian Stoma Appliance Scheme which is considered to be the "gold standard" of appliance schemes.

Peter advised that the next meeting of the ASPOA will be held in either Vietnam, Korea or Bangkok in 2014.

iii. SPAP

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

Geoff also provided an oral update and advised that there had been a significant restructure within the scheme administration environment with administrative support scaled down to only two people.

Geoff also advised that he had attended the last SPAP Evaluation Meeting and was happy that the assessment process was both transparent and robust. He noted however that there was some concern about the time being taken between SPAP recommendation and listing.

Geoff confirmed that the recent protraction of scheme reimbursements to 30 days was consistent with Department of Finance payment terms. There was some discussion about the effect of this change to associations and it was noted that associations really had little alternative than to manage the receipt of monies and payment of suppliers within agreed payment terms.

iv. Appliance Officer

The Executive received the reports from the Appliance Officer Co-ordinator 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.

Peter McQueen confirmed that he had received negative feedback from some suppliers about the amount and standard of recent advertising content submitted by Omnigon (8 pages in the last issue). It was discussed that the content/advertising ratio remained at 60/40 and that it would be a poor decision commercially to knock back advertising dollars.

It was noted that Editor Kim Lyell would not be available to attend the 2012 Perth Conference but that Noel Dillon would be attending the meeting as chair of the Editorial meeting and that the conference report for Ostomy would be prepared by June Barnes of WA Ostomy with the assistance of Gerry Barry.

vi. Webmaster

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

vii. Australia Post Contract

The Executive received the report from the Australia Post Coordinator and noted the information therein. Peter McQueen confirmed that coordinator Joanne Holmes had submitted her resignation from the position effective from 20th September, 2012. It was agreed that the duties of the Australia Post Contract Coordinator should be absorbed into the role of the Administration Officer.

vii.i Resources Centre Coordinator

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

It was noted that the role of the Resource Coordinator over recent years had been reduced to management of the ACSA publication ABNAE.

It was agreed that, following the resignation of the Resources Centre Coordinator, Joanne Holmes, the role of the Resources Centre would be taken over by the Administration Officer in the short term. The President agreed that, unless a nomination for the position of Resource Centre Coordinator was received from elsewhere, he would speak to Ostomy Australia Editor, Kim Lyell, about taking over the management of ABNAE in conjunction with Ostomy Australia.

viii. Relief Co-ordinator

A report was received from Gerry Barry as Chairman of the Australia Fund. A report was received from Bruce Harvey as Relief Coordinator.

The Executive noted the information included herein.

It was noted from Gerry's report that Australia Fund Administration Coordinator Robin Gill had resigned from her position. Peter thanked Robin for her assistance during her time as Administration Coordinator.

Peter McQueen acknowledged that ACSA were very fortunate to have such dedicated people such as Gerry Barry, Bruce Harvey and Robin Gill involved with the Australia Fund.

ix. Administration Officer

The Executive noted the report from Administration Officer and 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. IOA and ASPOA Issues

There was no further issues in addition to those already covered in the ASPOA/IOA report.

2. Update on SAS Review

Geoff Rhodes confirmed that the SAS review was ongoing but that the reduction in administrative resources would potentially impact on all SAS review activities including the review of Premium Pricing, the review of allowances and the review of groups 8 and 9. It was expected that more information about review timeframes would be included in the address by Mary-Ann Fisher of DoHA during her attendance at the 2012 ACSA General Meeting.

3. ACSA Awards

The President gave the Executive a brief summary of the ACSA Award presentation to be delivered by Warren Rayment on behalf of the Awards Committee during the 2012 ACSA General Meeting.

It was agreed that the recommendations presented by the Awards Committee would be endorsed by the Executive. It was also agreed that the existing committee (Warren Rayment, Ian Samuel, Peter Fuller) should be endorsed as the Awards Committee for the next two year period.

4. ACNC implications

Kylie McGrory gave a brief summary of the NFP reform package which is the subject of her presentation at the 2012 General Meeting. Peter McQueen advised that, following the NFP reform presentation, he would be delivering a presentation to associations on the benefits of succession planning.

5. Cyber security

Geoff Rhodes presented a summary of the contents of his Cybersecurity presentation which is to be delivered during the 2012 General Meeting. The presentation is to include measures that should be taken by Associations to ensure that information and data stored online remains safe.

6. Executive involvement in future ACSA Conferences (NSW recommendations).

The Executive considered the discussion paper presented by Ostomy NSW Ltd with respect to future conference organisation, management and funding. It was acknowledged that the ACSA guidelines comprehensively dealt with conference organisation and that it was expected that conference organisation committees would work towards achieving a “break even” position. It was also acknowledged that, while some conference organising committees have experienced a loss over recent years, this loss could be offset to some extent by an absence of home state attendance costs.

It was agreed that the Executive could become more involved in conference preparation by developing a “conference preparation pack” including a procedural checklist (with reference to the guidelines), generic registration form, name and desk plate template and financial reporting template to be used by future conference organising committees.

It was agreed that the Executive would not support ONL’s proposal that the ACSA Executive should accept financial and legal responsibility for future conferences. It was discussed that the host association/s should continue to accept full financial responsibility of the conference but that the Executive would endorse that a first night onsite welcome function be financially subsidised by ACSA if necessary as per the existing guidelines.

With respect to supplier sponsorship, Peter Mc confirmed that he would speak to the suppliers to determine their preference of sponsorship liaison at either a national or state level.

7. Executive responsibilities

The President presented each of the executive members with an updated list of executive responsibilities (as attached).

8. Jant and Samson User Group Issues

The Executive were advised that some issues were being experienced by both SAMSON and JANT users with respect to the data migration from DoHA, primarily due to duplicate numbers and new fields being added by DoHA.

The Executive were advised that the Chairperson of the SAMSON user group was no longer involved in the Governing Committee of legal IP rights holder, QLD Colostomy Association Inc, and that a change in chairperson was to be discussed at this years SAMSON User group meeting.

Geoff Rhodes informed that he was currently following up quotes to have SAMSON maintained externally by a third party software maintenance provider.

It was discussed that ownership of the SAMSON IP was still contentious and that consideration should be given to transferring Agreement Manager status for the SAMSON Agreement from QLD Colostomy Association Inc to ACSA as trustee for the SAMSON Agreement Participants. The Executive agreed that this was a decision for the SAMSON User Group.

9. Ostomy Awareness

The Executive noted that this agenda item was raised by QLD Colostomy Association Inc and so it was agreed that the QCA delegate should speak to this agenda item during the 2012 ACSA General Meeting.

10. SAS Responsibilities Exec & Associations

The Executive were advised by the President that a complaint had been received from an STN that an association had substituted unavailable product without referral back to the member and that further information had been received from DoHA that one association in particular had not been complying with some aspects of the guidelines. Peter McQueen confirmed that the matter had been raised with the association involved and that further discussions would be held with the respective association delegate during the course of this years meeting

11. World Ostomy Day

The Executive discussed that the Wear Lilac for Life campaign was receiving quite positive feedback from associations and members alike. The Administration Officer informed that several requests for ribbons had been received through the ACSA website by individuals.

It was agreed that Associations should be asked to provide an update on World Ostomy Day celebrations during the ACSA General Meeting.

Agenda Item 7 Other Business

1. Payment for new member capture statistics

Treasurer Peter Lopez informed the Executive that he had sent MTAA an invoice for the annual new member capture figures but that it had been returned by the MTAA as they were no longer involved in the new member capture reporting process. Peter advised that he had sent the new statistic recipients, Infoview Technologies, an invoice but that payment of the invoice had been rejected on the basis that no contractual agreement existed between Infoview Technologies and ACSA.

It was agreed that Peter Mc would follow up with suppliers directly to seek advice on whom should be invoiced for payment of new member capture statistics.

ACTION: Peter Mc to follow up with industry suppliers re payment

2. Directors Liabilities Insurance

Peter Lopez raised the concern that some associations may not be carrying Directors Liability insurance and had instead decided to indemnify directors from the assets of the association which may not be enough to cover any contingent liability.

It was agreed that the issue of Directors Liability Insurance should be discussed with delegates at the general meeting.

3. Update on the 2013 Tasmanian Conference

Sue Hoyle confirmed that arrangements for the 2013 conference at Wrestpoint Hotel were well underway and that the dates of the conference would be from Friday 18th October 2013 to Sunday 20th October 2013.

2. Date and Place of Next Meeting

It was confirmed that the next Executive Meeting would be held on Saturday 22nd September 2012.

There being no further business the President declared the meeting closed at 1pm.

Peter McQueen
President.

List of Current Responsibilities of Members of Executive September 2012

President

General management of all ACSA work
ACSA meeting organisation
All policy issues
ASPOA Issues
Department of Health coordination
Supervision of Administration Officer
Annual Report on behalf of Executive
President's Message for Journal
Member of Australia Fund Committee
Complaints made to Department
All work not otherwise allocated
Annual Contribution AASTN Journal
Liaison with Victorian and Tasmanian Associations (including complaints)

Vice President

Stoma Appliance Scheme management
Computerisation Consultant
SPAP Member and reporting
Liaison with NSW and ACT Associations (including complaints)
Supervision of Webpage
Trustee Samson Program
Annual Contribution AASTN Journal

Secretary

All secretarial matters and correspondence
Appliance Officer Coordination
ACSA meeting organisation and notices
Responsible for minutes taking and keeping
Records and archive management
Cancer organisations coordination
Annual Contribution AASTN Journal
Liaison with South Australia and Western Australia (including complaints)

Treasurer

All ACSA accounting and related functions
ACSA Insurances
Receipt and management of Association financial reports
Accounting for Australia Fund activities
Member of Australia Fund Committee and reporting

Annual Contribution AASTN Journal

Liaison with Queensland and Northern Territory Associations (including complaints)

Unallocated Data collection and statistical recording,
Member support services